



**ASSOCIATE OF SCIENCE  
DIGITAL MEDIA AND GRAPHIC DESIGN  
TECHNOLOGY APPLICATION**



3000 NW 83rd Street / N-309 / Gainesville, FL 32606

352-395-5579 / 352-395-4156 fax

[sfcollege.edu/dm](http://sfcollege.edu/dm)

# NOTICE OF REQUIRED EQUIPMENT

## GRAPHIC DESIGN STUDENTS

Graphic Design Students will be required to purchase a DSLR camera. The cost will run between \$400 and \$1000. It is advisable that you speak to DMT staff or instructors before making the purchase to ensure that you get the correct camera.

## MULTIMEDIA STUDENTS

Multimedia Students will be required to purchase a video camera, suitable tripod as well as an external hard drive that can be formatted for a MAC. The camera can be an HD DSLR camera that also captures at least 1080p high definition video such as a Canon T6i or T7i, Panasonic GH4 or GH5 and similar models.

The cost of these cameras runs between \$600.00 to \$1000.00 and up depending on the model and the accessories you purchase. Your hard drive should be a minimum of 500 GB more is recommended, (since you will likely need more than 2TB during your 2 years of study). You should look for a 3.5" hard drive 7200 RPMs. It is advisable that you speak with DMT staff or faculty before making the purchase. We also recommend you purchase a digital sound recorder, for recording the audio for your videos.

## REMEMBER

These items upgrade every year to newer, faster and different models. Speaking to an instructor or a staff member is advisable to help you get the most appropriate equipment for your need. You may also find that you need other equipment along the way. This is an investment in your future and career. In addition, you will NOT need this equipment the first week or two of classes, so if you have any concern or questions about the correct equipment, you can wait to speak to your instructor or program coordinator.

# ABOUT OUR PROGRAMS

**Once you are accepted** into the program, we will register you for classes each semester.

**The programs are lockstep** so that courses are completed in a specific sequence, this means that:

- (1) You must complete any required prep classes BEFORE applying to DMT;
- (2) You must take the program classes in sequence.

**Choosing your degree** in the application process to Santa Fe will show you are a Graphic Design or Digital media Technology student, but you will still need to apply and be accepted into the program.

**We are an AS degree**, our courses do not transfer to other state colleges. We are a Career and Technical program designed to put you to work. Private colleges may take our credits, but you will need to contact their admissions office for details.

**There are 2 starts** a year, one in **Spring** (January) and one in **Fall** (August). Fall starts will have class in Fall Spring, Fall Spring with Summer off. Spring starts will go through the Summer Spring, Summer, Fall, Spring.

**We accept** 15 Graphic Design and 15 Multimedia students each start. Be sure your application is as complete as possible to increase your odds of being accepted.

# GETTING STARTED

- **Complete a Santa Fe College Application.** to complete the SF College application for Admission or Readmission. go to [sfcollege.edu/admissions/index](http://sfcollege.edu/admissions/index).
- **Send your transcripts.** Arrange for official transcripts from your high school(s) and from each postsecondary institution attended to be sent to the SF Admissions Office at least one month prior to the program application deadline. *You do not need to send your SF transcripts as we already have access to them.*
- **Prepare for and take the PERT Test.** Your future studies will be determined by the score on this test. You can stop by G-025 and get a handout on the PERT test or visit [sfcollege.edu/placement/student-resources/index](http://sfcollege.edu/placement/student-resources/index) for more information.
- **Once you have taken the PERT Test.** If you will need to take prep classes, you will need to see your exploratory advisor. Go here to make an appointment [sfcollege.edu/advisement/index](http://sfcollege.edu/advisement/index)
- **General education classes** You will need to complete at least three of your general education classes before applying to our program. This is part of your degree and must be completed before you can graduate. (see below)

## GENERAL EDUCATION REQUIREMENTS

### **Communications 6 CREDIT HRS**

ENC1101 College Comp (and)  
SPC2608 Public Speaking (or)  
ENC1102 Writing and Literature

### **Humanities\* 3 Credit Hrs**

Choose 1  
ART1300c Drawing 1 (recommended)  
ART1201c 2D Design (recommended)  
\*Other humanities can be accepted

### **Social/Behavioral 3 CreditHrs**

Choose 1  
ANT2000 General Anthropology  
PSY2012 General Psychology  
SYG2000 Sociology  
SYG2430 Marriage and Families

### **Math 3 CreditHrs**

Choose 1  
MAC1105 College Algebra  
MGF1107 Contemporary Math

Please note: You may be required to take MAT1033 Intermediate Algebra before taking your college level math. If you have completed a class in one of these categories, other than the ones listed, it may still count.

# APPLICATION INSTRUCTIONS

## THE APPLICATION PROCESS

- **Send in recommendation letters.** Arrange to have 3 letters (template included in the back of this package) mailed directly to DMT at this address: Santa Fe College, 3000 NW 83 Street, Building N-309, Gainesville, FL 32606-6210.
- **Submit portfolio** See instructions below
- **Complete and submit DMT application.** Submit your application in person, by Certified Mail, email or fax to

**Santa Fe College,**  
3000 NW 83 Street,  
**Building N-309,**  
Gainesville, FL 32606-6210  
**kelly.cartier@sfcollge.edu**  
352.395.4156 fax

## WHAT'S YOUR PASSION?

### *Portfolio*

We want to know who you are what you love doing! We would love to see your work. Photographs, drawings, videos. You can show us past work, or create something new. We want to see your passion. Submit your work with the application.

## THE DECISION PROCESS

Applications are no rated until after the deadline date. Due to the high number of applications we receive, it may take up to two weeks to process them. Once the process is complete, applicants will be notified by email.

To accept a position in the Digital Media Technology program, you **must** reply to the email. Failure to do so could result in the forfeiture of your seat in the class, and an alternate will be awarded the seat. We take a

# DMT APPLICATION

Name (last name first) SF ID

Current Address City State Zip Code

Current Address City State Zip Code

Phone Email

Have you previously applied to the SF Digital Media Technology program? Yes No

If yes, when \_\_\_\_\_

Educational History	school name and location	years attended	did you graduate	degree
Grade School				
High School				
College				
Grad School				
Buisness, Trade or Correspondence School				

Work Experience (start with most recent)		Name and address of employer	position	duties
from	to			
from	to			
from	to			
from	to			
from	to			
from	to			

# DMT APPLICATION

## APPLICATION DEADLINES

- Spring start deadline for application is November 15 (January start)
- Fall start deadline for application is June 15 (August start)

You may still submit applications after listed dates, we still accept students on space space available basis.

## INTENDED PROGRAM OF STUDY:

- AS degree in Graphic DesignTechnology
- AS degree in Digital MediaTechnology/Multimedia Production

## REFERENCES

Please list names and addresses of three people to whom you are sending reference forms

Name

Address

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# DMT CHECKLIST

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

- I understand that this program does not transfer to Florida's state universities, including UF.
- I understand that if I get admitted to the Digital Media Technology program, some of my class projects may be used to promote the program.
- I understand that admission to the Digital Media Technology program is contingent on admission to Santa Fe College and on satisfaction of all college admission criteria.
- I understand that the Digital Media Technology program is a full time, lockstep program and recurrent failure and/or withdrawal from classes can and will result in my dismissal.
- I understand that I must submit my application in person or by certified mail.
- My College PERT results are recorded at Santa Fe College, and I have completed all required prep classes.
- I have arranged for three admission recommendation letters and ranking forms to be delivered in person or by Certified Mail.
- I have provided official sealed transcripts to Admissions/Records office.
- I have completed the application form, including the letter of purpose and the work volunteer experience form and arranged for delivery in person or by Certified Mail.
- I have completed the required application design problem.

\* If you have NOT COMPLETED all prep requirements, earning a grade of C or better, please contact your prep advisor.

You need to complete at least three of your General Education Requirements before applying to the program. but, you can complete them all before coming in as well.

I certify that all information included on this application is true and complete to the best of my knowledge. I further certify that I have read the above and agree with all points stated.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# REFERENCE FORM

**Applicant Information** *To be completed by applicant*

STUDENT'S NAME (LAST NAME FIRST)		SANTA FE ID NUMBER	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS ( )	CITY	STATE	ZIP CODE
AREA CODE	TELEPHONE	E-MAIL	

**Your assessment of this candidate:**

Please use this form to assess this candidate's qualifications for success in our program. On the back of this form or on a separate piece of paper, please elaborate on any aspects of the candidate's qualifications you believe are pertinent. Be advised the candidate's application can not be processed until the recommendation is received. If you have questions, please call 352.395.5979 or 352.395.5579. You may fax this form to 352.395.4156.

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your address

\_\_\_\_\_  
Your school/organization/company

\_\_\_\_\_  
How do you know the applicant?

\_\_\_\_\_  
How long do you know the applicant?

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

Attribute	Excellent	Good	Average	Below Avg.
Artistic skill				
Academic performance				
Attention to detail				
Character				
Creativity				
Ambition				
Perseverance				
Interest in sharing ideas				
Initiative and self-motivation				
Ability to work with others				
Ability to meet deadlines				
Ability to assimilate new information				
Ability to accept criticism				
Skill in verbal expression				

Please mail recommendation to:

Digital Media Technology  
 Santa Fe College  
 3000 NW 83rd St., N-309  
 Gainesville, FL 32606.



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 Gainesville, FL 32606.





3000 NW 83rd St.,  
N-309A  
Gainesville, FL 32606  
352-395-5579  
352-395-4156 fax  
sfcollege.edu/dm

Eric Flagg / Program Coordinator  
N-309A  
352-395-4145  
eric.flagg@sfcollege.edu

**Commitment to Equal Access and Equal Opportunity**

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to Jasmine Gibbs, Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollege.edu.