

**Dear Topic Studio Students,**

**Our first class meeting this semester will be on Monday, August 23rd at 2:00 p.m. in Harris 101. The faculty will present the eleven different topics available to you this fall, which will also be available for you to view on line, so that you may contemplate which choices are best for you.**

**The web link is: <http://www-rcf.usc.edu/~kcoleman/current-TSfa04.htm>**

**There are two ways for you to get your studio choices. One is by lottery, and your selection is dependent on when your preference sheet is selected in the process. The other is to be selected by Topic Studio faculty members, who can select up to six students after reviewing your portfolios. If you are interested in working on a specific topic, we recommend that you submit a portfolio of your work at the meeting (no larger than 9 x 12"), which may be accompanied by a note describing your interests.**

**Portfolios submitted by 2:00 p.m. will be considered in the assignment process. Only reduced format materials clearly identified with student / project and faculty participation will be accepted. While I do have a few fall 2003 portfolios, I do not have any from spring 2004, so you should plan on making additional copies of materials you want to submit if you do not already have your portfolio in your possession. We discourage leather portfolios or unique bindings – please keep your portfolio simple.**

- **The assignment process involves selection of a limited number of students by portfolio and or assignment by preference and lottery. Student requests will be considered regardless of portfolio submittal.**
- **Priority will not be assigned on the basis of prior topic studio completion, ie. all 402a, b1 and c1 enrollments will have an equal chance in the lottery procedure.**
- **All students will be given a lottery number based on a random draw.**
- **Studio assignments will be posted via e-mail and at the school office no later than Wednesday August 25th at noon. Students are expected to attend studio at 2 PM on Wednesday August 27. All off campus studios will meet at the School of Architecture on Wednesday. Students not present in studio on Wednesday may lose their studio assignment.**
- **Late registration students will be assigned their preference based on a lottery number just like any other student that did not submit a portfolio for consideration on Monday, August 23<sup>rd</sup>.**
- **Students must be registered or submit an acceptable written explanation of why they are not registered in order to be officially assigned a studio.**

**We look forward to seeing you on Monday, August 23rd.**

**Sincerely,**

**Kim Coleman**

**Topic Studio Coordinator**