

**ELECTRONIC PRODUCTION AND DESIGN MAJOR**  
**Application Instructions**

1. Pick up an application form for Electronic Production and Design Major from the EP/D Office at the address stated below. You can also read and download printable forms from the EP/D Department's web pages on <http://epd.berklee.edu>. Please submit paper forms as online submission is not available as yet.
2. Please give all of the questions careful consideration before answering the questions. Well thought out answers are expected.
3. Complete the application on or before the deadline listed below. No late applications will be accepted under any circumstances.
4. After submitting your application, You will be contacted to schedule your personal interview.
5. Your application result will be sent to you during the Registration period.
6. Students can defer enrollment up to one year from the semester for which they were admitted. However, they must inform the Selections Committee in writing of their intention to return by the application deadline of the semester they wish to begin the program. Students who need to defer for longer than one year must re-apply for admission. Students admitted for the summer may begin the following fall without an official deferment.
7. If you have not been notified of your application status during the Registration Period which begins on the date specified below, you should register for your classes under the assumption that you did NOT get into the EP/D Major. If admitted to the major, you will be able to update your schedule or add required EP/D courses during the Add/Drop period.

**TIMETABLE FOR APPLICATIONS \_\_\_\_\_ SPRING 2012**

Application period begins \_\_\_\_\_ Monday, January 23rd 2012

Application period closes \_\_\_\_\_ Monday, **February 27th 2012, 4:00 pm**

Registration Week starts \_\_\_\_\_ Monday, April 9th 2012

Electronic Production and Design Office\_Rm. B10, 150 Mass Ave., Boston, MA

Tel. 617-747-2516, Fax. 617-747-2564,

Email: [elpd@berklee.edu](mailto:elpd@berklee.edu)

**ELECTRONIC PRODUCTION AND DESIGN MAJOR**  
Frequently Asked Questions

**1. Who evaluates applications for entrance to the EP/D major?**

All applications are reviewed by the EP/D Selection Committee which typically consists of members of the EP/D faculty and may include representatives from other offices too.

**2. Why does the EP/D Department limit its enrollment?**

Hands-on experience is a central component of the EP/D curriculum. For effective education to occur, it is essential that reasonable ratios of enrollment to facilities not be exceeded.

**3. Will the department expand in order to accept more students?**

This is not practical as there is not enough space available at this time.

**4. What are the criteria for admission to the EP/D Department?**

Entrance is offered to those applicants who demonstrate the highest likelihood of success in the program and the field. Criteria for acceptance include demonstrated musicianship, performance or writing experience, academic, communication skills (written and oral), and personal.

**5. How does a student apply for the EP/D program?**

Please submit an application for admission to the EP/D major along with accompanying materials to the EP/D Office, Room B10, 150 Massachusetts Avenue. A personal interview will be scheduled for each applicant.

**6. When should the application be submitted?**

Most students will file an application during their second semester for entrance in the following semester. Degree students must earn 24 credits (Diploma, 20 credits) by the end of the semester in which they are applying.

Apply in Spring for entrance in the Summer or Fall semesters, and apply in Fall for entrance in the Spring semester. There is no application period in Summer.

Students can apply for the EP/D major starting the second week of the semester. Specific dates are given in the "Electronic Production and Design Major – Application Instructions" handout.

**7. How does the interview work?**

Each applicant will meet for a short period with a member of the Selection Committee. The location will be specified when the interview is scheduled. There is no need for special preparations, and the format is informal.

**8. When will students be informed of their status?**

Most students would be notified before their Registration Appointment. Under some circumstances, certain applicants might not be notified until their final grades for the current semester are available.

**9. Can a student who is not accepted re-apply in a future semester?**

Yes.

**10. What can students who re-apply do to enhance their application for a future semester?**

It is recommended that these students strengthen possible areas of weakness from amongst the admission criteria, such as bringing up their Berklee GPA.

**11. If an applicant is not accepted, does this imply that the Selection Committee feels the student is not qualified for the major ?**

Not necessarily. In many cases, there is simply not enough space for all qualified applicants.

**12. If a student who is rejected feels there are additional factors not considered or that the decision is unfair, can anything be done?**

A written appeal may be submitted to the EP/D Selection Committee which should include additional evidence or explanation. If the committee comes to a favorable decision, the applicant will be admitted for the next available semester.

**13. Can a student defer enrollment to a future semester?**

Students can defer enrollment up to one year from the semester for which they were admitted. However, they must inform the Selection Committee in writing of their intention to defer enrollment.

**14. Are there any special procedures for students seeking a dual major with EP/D?**

No.

**15. Are there any particular courses students should enroll in at Berklee before applying for the EP/D major?**

Although not strictly required, the student should have taken or tested out of MTEC-111 Introduction to Music Technology, the Mathematics Proficiency Test, and the Acoustics classes LMSC-208 or LMSC-209.

**16. Should students withhold registering for classes until they have been notified of their admittance status?**

No. Students should sign up for classes when registration opens. If admitted to the major, schedules can be updated during the Registration or Add/drop periods.

**17. Who should a student, faculty, or staff member contact if they have additional questions?**

Contact the EP/D Department Chair at (617) 747-2516, or visit the EP/D office.

**18. Is the EP/D Major required to purchase special hardware or software?**

The following bundle is required of students entering the EP/D major:

**Electronic Production and Design Major Bundle**

Native Instruments Komplete  
Avid MBox Pro, ProTools

Waves Berklee Bundle  
Bias Peak Pro  
Ableton Live 8 Suite & Max for Live  
Cycling '74 Max/MSP/Jitter

Special Bundle Cost for EP/D major: about \$1,600 plus tax

Purchase of the bundle is restricted to EP/D majors.

Majors will be notified to pay for and pick up the bundle from the Berklee Bookstore usually in the second or third week of the semester.

Requests for a waiver from purchasing the required Major Bundle should be directed to the EP/D Department Chair.

Full details are on this web page:

[http://www.berklee.edu/computers/8\\_majorbundles.html](http://www.berklee.edu/computers/8_majorbundles.html)

Note: The EP/D major requires certain additional and special hardware and software for courses and allows students to purchase the required items separately as they work through the major's concentrate. As EP/D majors rise through the concentrate curriculum, advanced hardware and software items not listed in this bundle are required to be purchased and utilized in the courses.