Dear Distance M.Arch Student,

Enclosed you will find information regarding the fall 2014 semester. Please take the time to read through this information and complete the necessary steps to be cleared to register and begin the semester. Information in this packet includes the following:

- Important Dates
- Bursar Clearance
- Financial Aid Information
- Course Listings for Registration
- Self-Service Online Instructions
- Intensive Housing Selection Form

We are happy to help you navigate the clearance and registration process. If you have questions, please contact the following departments at the BAC:

- Billing – Bursar’s Office ph. 617-585-0115 email Bursar@the-bac.edu
- Financial Aid – Financial Aid Office ph. 617-585-0125 email Finaid@the-bac.edu
- Course Registration – Registrar’s Office ph. 617-585-0135 email Registrar@the-bac.edu
- Practice Documents – Practice Office. ph. 617-585-0145 email Practice@the-bac.edu
- Intensive Housing Selection – D.M.Arch Office ph. 617-585-7390 email kyle.smets@the-bac.edu

We look forward to seeing you at the intensive in August!

Sincerely,

Enrollment & Student Financial Services
Important Dates

Please be advised of the following upcoming dates:

- **Friday, June 27th - Intensive Housing Form Submission**
  - The enclosed Intensive Housing Form must be completed and submitted to Kyle Smets: kyle.smets@the-bac.edu or via mail to DMArch office by 5 PM.

- **Friday, June 27th - Registration Clearance Items Due**
  - Bursar Clearance: Clear with the Bursar’s Office by submitting payment in full for the Fall 2014 Semester. See the enclosed information on Bursar Clearance.

- **Monday, July 7th - Friday, July 11th - Online registration**
  - To register for fall 2014 please log in to Self-Service at https://selfservice.the-bac.edu. See the enclosed information regarding your course selections and online registration instruction. A $100 Late Registration Fee will be assessed to any student who registers after the online registration week.

- **Monday, July 28th - Start of Distance M.Arch Fall 2014 Semester**

- **Monday, July 28th - 100% Tuition Refund Deadline**
  - Withdrawals submitted in writing to the Distance M.Arch Office by 10am will be eligible to receive a 100% tuition refund less a $50 Withdrawal Fee

- **Friday, August 8th - 75% Tuition Refund Deadline**
  - Withdrawals submitted in writing to the Distance M.Arch Office by 5pm will be eligible to receive a 75% tuition refund. No further refund is available after this date.

- **Saturday, August 9th – Saturday, August 16th - Intensive onsite at the BAC**
  - Please note: the start time of the Intensive is 11 AM for new students and 1 PM for returning students on Saturday the 9th. The Intensive week concludes at 7PM on Saturday the 16th. Please plan your travel arrangements accordingly.

- **Saturday, December 13th - End of Distance M.Arch Fall 2014 Semester**

Please view the Academic Calendar on the Registrar’s Webpage for other relevant dates throughout the semester.
**What it means to clear with the Bursar's Office:**

Tuition must be paid in advance of registration and is due on **June 27, 2014**. Registration will not be permitted until your account is clear. If you do not register online and the registration is processed afterward a **Late Registration Fee of $100.00** will be charged. (See the [Tuition & Fees](https://bac.edu/tuition-fees) webpage for details.)

**Payment Options:**

1. Pay your full tuition balance by credit card or electronic check online through Self-Service ([https://selfservice.the-bac.edu](https://selfservice.the-bac.edu)). Checks may also be mailed to the Bursar’s Office but must be received in our office by the due date to be considered on-time.
2. Have Certified Financial Aid pending on your student account (See [Financial Aid Information](https://bac.edu/financial-aid))
3. Activate a Tuition Payment Plan through Sallie Mac ([https://tuitionpay.salliemae.com/bac](https://tuitionpay.salliemae.com/bac)) (Plans must be set up and current to be considered active)
4. Provide a purchase order from an organization that will be paying the tuition
5. Use any combination of the previous four ways

**Tuition Statement Information:**

Fall preliminary billing information will be available for viewing online through self-service May 27, 2014 and a copy will be mailed to the current billing address on file. An email notification will be sent when the tuition bill is available online. All accounts will contain a charge for the intensive housing fee for a standard room. If you intend to make different arrangements it will be adjusted on your bill after the housing selection form is submitted.

**Tuition Refund Schedule:**

Once registered, students who wish to withdraw from all of their classes for the semester need to keep in mind that tuition is refunded based on a specific schedule. Withdrawals need to be submitted in writing to the Distance Master of Architecture Office. All fees, including the intensive housing fee, are non-refundable after 10am on the first day of semester.

- July 28, 2014 - 100% tuition refund by 10:00am less $50 withdrawal fee
- August 8, 2014 - 75% tuition refund by 5:00 pm
- August 8, 2014 - 0% tuition refund after 5:00 pm

**Contact Information:**

- Bursar’s Office webpage at [www.the-bac.edu/bursar](http://www.the-bac.edu/bursar)
- Email: bursar@the-bac.edu
- Phone: 617.585.0115
- In Person: 100 Massachusetts Avenue, 3rd Floor, Boston, MA
- Mail: Boston Architectural College, Attn: Bursar’s Office, 320 Newbury Street, Boston, MA 02115
- Fax: 617.585.0154
- Summer Hours: Monday through Thursday 9:00 am to 5:00 pm
Financial Aid Information

Please note that all students must have Bursar clearance in order to register. Students receiving financial aid must have their financial aid fully approved before it can be used for Bursar clearance. Fully approved financial aid will appear as Anticipated Aid on your student account. If you have not already done so, you can still apply for financial aid by completing a FAFSA for the 2014-2015 academic year.

Students receiving federal financial aid must enroll in, and complete, a minimum of 4.5 academic credits that apply towards their degree requirements each semester. Failure to enroll in the minimum required credits will result in the cancellation of Federal Direct Student Loans. Failure to attend courses in which you are enrolled may result in the reduction or cancellation of your federal aid. Graduate students are awarded Direct Federal Loans to cover their tuition and anticipated fees, including the Intensive Housing Fee. Students may be able to borrow additional funds for any direct costs or education related expenses.

Students who anticipate borrowing private student loans are advised to apply for such loans as early as possible. Private student loans must be fully approved and certified by the school before they can be used for registration clearance.

The Financial Aid Office is happy to support students who need assistance with their financing options, so please don’t hesitate to contact us with any questions. Students may send an e-mail to finaid@the-
bac.edu; or call the Financial Aid Office at 617-585-0125.
Course Listing for Fall 2014 Registration

Note: The BAC introduced a new system of course names and numbers beginning in fall 2013. As a result, course numbers and course names may not be familiar to you. However, the content of courses is unchanged.

Depending on your starting semester, you should register according to the list of courses below. Note that new students entering in semesters 1 and 3 will receive separate individualized instructions that may vary slightly from the courses listed below, depending upon requirements contained in your admission letter.

Students in semester 5 will be notified if they are eligible to take a Sustainable Design elective. A list of available SD courses will the provided separately.

Entering Semester 1:
- ARC3016 Architecture Studio 1 (Distance) (3.0 credits)
- TM7320 Structural Systems 1 (3.0 credits)
- HTC3005 History of Architecture & Design I (3.0 credits)
- TSM3027 Professional Development 1 (1.5 credits)

Entering Semester 3:
- ARC3018 Architecture Studio 3 (Distance) (3.0 credits)
- HTC3008 Research in Architecture & Human Relations (3.0 credits)
- HTC3009 Fundamentals of Urbanism (1.5 credits)
- TSM3029 Professional Development 3 (1.5 credits)

Entering Semester 4:
- ARC3019 Architecture Studio 4: (Distance) (4.5 credits)
- TSM3038 Architectural Technology (3.0 credits)
- TSM3024 Professional Practice 1: Laws and Contracts (1.5 credits)
- TSM3030 Professional Development 4 (1.5 credits)
- PRV0002 Segment 2 Portfolio Review (0.0 credits)

Entering Semester 5:
- ARC3020 Thesis Seminar & Studio (4.5 credits)
- TS7229 Graduate Research and Writing (3.0 credits)
- TSM3031 Professional Development 5 (1.5 credits)
- TSM2023 Environmental Systems 2: Lighting & Acoustics (1.5 credits)
--OR--
- Sustainable Design Elective for those with L&A credit (1.5 credits)

Entering Semester 6:
- ARC3021 Architecture Thesis 1: Master’s (6.0 credits)
- TSM3025 Professional Practice 2: Business Management (1.5 credits)
- TSM3032 Professional Development 6 (1.5 credits)

Entering Semester 7:
- ARC3022 Architecture Thesis 2: Master's (6.0 credits)
- TSM3026 Professional Practice 3: Leadership & Ethics (1.5 credits)
- TSM3033 Professional Development 7 (1.5 credits)
Self-Service Online Registration Instructions Distance M.Arch Students

Registration Week is July 7, 2014 - July 11, 2014

Please follow these steps in order to register online:

1. Log into Self-Service http://selfservice.the-bac.edu
2. Select “Register For Degree Courses” towards the bottom of the page.
   - If you have a stop on your account, please contact the department indicated in order to resolve the matter.
3. If your account is clear, you may select “2014/Fall”.
4. Select “Section Search” on the left hand side or in the middle of the webpage.
5. Make certain that under “Registration Type” the default is set to “Degree Programs”.
6. Make sure the Period field is set to “2014 Fall”.
7. Make certain the Session field is set to “Distance Session”.
8. You may begin to search for courses.
9. When you locate the proper course, click on the “Add” button on the right.
10. A verification box will appear. Click “Hide” in the upper right corner in order to proceed with adding additional courses. Click “New Search” on the left in order to conduct another search.
11. Repeat steps 5 through 10
   - With each new course search, please be certain that the Registration Type is set to “Degree Programs”, that the Period is “2014 Fall” and that the Session is “Distance Session”
12. When you are ready to check out, click on “Proceed to Registration” in the verification box.
13. Review your schedule and if it is correct, click on “Next”.
14. The next screen will ask you to finalize the registration, this screen shows how much you owe for the course(s), click “View Statement” to see charge details, then click “Next”.
   - If the payment due shows in parenthesis ( ) then no payment is currently due.
   - Since you cleared in advance of registration no payment should be due unless there was a change.
15. If a balance is owed, the next screen will be a pop-up to process a credit card or electronic check payment, walk through all payment steps and when processed you will be brought back to the registration complete screen.
   - If a payment is not made or already in place at this time, the courses will be removed from your schedule and need to be re-added when payment is secured.
16. If no balance was owed, you will be brought to the registration complete screen.
17. If you decide to make changes to your schedule, click “Modify your schedule for “2014/Fall”.
18. In order to print your schedule, click on “View Schedule”, or by accessing the “Classes” tab and following the links for “Schedule” and then “Student Schedule”.

Please contact the Registrar’s Office with any questions, we are here to help.

Registrar’s Office ~ Phone: 617.585.0135 ~ Email: Registrar@the-bac.edu ~ Web: the-bac.edu/registrar
Distance M. Arch Spring Intensive Housing Form

Name: ____________________________________________________________

The Fall 2014 Intensive will take place August 9th-18th 2014. There is a mandatory Housing Fee of $1,150, which is on your student account. This fee includes double occupancy housing for 8 nights. Students may request a single occupancy room for an additional cost of $1,100 (total cost $2,250).

Check In: Saturday, August 9th, 2014    Check Out: Sunday, August 17th, 2014

Housing for the Fall 2014 term will be provided by:

The Colonnade Hotel
120 Huntington Avenue
Boston, MA 02116
617-424-7000

Please indicate your housing preference below, and return this form via email or mail by the deadline. If you are upgrading to a single and/or would like an additional night, please submit the additional payment with your tuition payment. This form is due by:

Friday, June 27th, 2014

(Students who have not submitted a form by this date may be unable to secure a space at the hotel and will be limited in their options subject to availability and change in cost. No changes in housing options can be made subsequent to this date.)

Housing Options: select double or single occupancy, and check in date.

☐ Double Occupancy – Mandatory 8 Nights (Optional 9 Nights)

☐ Saturday, August 9th Check In (Included, total cost $1,150 )

-OR-

☐ Friday, August 8th Check In (Additional $135, total cost $1,285)

Please indicate your roommate selection: _______________________________________ (If you do not choose your own roommate, the BAC will select one for you. You also have the option to elect a single room)

☐ Single Occupancy – Mandatory 8 Nights (Optional 9 Nights)

☐ Saturday, August 9th Check In (Additional $1,100, total cost $2,250)

-OR-

☐ Friday, August 8th Check In (Additional $1,370, total cost $2,520)

Please return to:
Kyle Smets - Boston Architectural College - 320 Newbury Street - Boston, MA 02115
kyle.smets@the-bac.edu

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