Dear Design for Human Health Graduate Students,

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 prepare 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

Please contact Dak Kopec, Director of Design for Human Health, to schedule an advising appointment BEFORE you register for classes: dak.kopec@the-bac.edu or 617-545-4507.

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

Sincerely,

Enrollment & Student Financial Services
Important Dates

Please be advised of the following upcoming dates:

- **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](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, August 25th - Start of the Regular fall semester**
  - Your totally Online (15 week, 3 credit) courses start on this date.

- **Monday, August 25th - 100% Tuition Refund Deadline**
  - Drops/Withdrawals need to be submitted in writing to the Distance M.D.S. Office by 10am to be eligible to receive a 100% tuition refund less a $25 Withdrawal Fee per course. *This applies to only courses that begin on August 25, 2014.*

- **Friday, August 29 - 90% Tuition Refund Deadline**
  - Drops/Withdrawals need to be submitted in writing to the Distance M.D.S. Office by 5pm will be eligible to receive a 90% tuition refund. *This applies to only courses that begin on August 25, 2014.*

- **Friday, September 5th - 75% Tuition Refund Deadline**
  - Drops/Withdrawals need to be submitted in writing to the Distance M.D.S. Office by 5pm will be eligible to receive a 75% tuition refund. *No further refund is available after this date.* *This applies to only courses that begin on August 25, 2014.*

- **Saturday, December 13th – End of Fall 2014 Semester**

Please view the [Academic Calendar](#) on the Registrar’s Webpage for other relevant dates throughout the semester.
Bursar Clearance – Fall 2014
Distance M.D.S. Students

**MDS Tuition & Fee Billing Process:**
Registration occurs online for one week. Any mandatory fees for the semester will be on your account and when you register you will be charged per course. Payment is required at the time of registration. If you wish to pay using any method other than credit card or electronic check you will need to set that up in advance of the registration week. If you cancel out of the system following the payment prompt, all courses selected for registration will be removed from your record. You can view the status of your tuition account any time online through Self-Service. If you do not register online and the registration is processed afterward a **Late Registration Fee of $100.00** will be charged.

**Tuition & Fees:**
Tuition for the fall 2014 semester is $1,050 per credit. Mandatory fees include the $25 Atelier Fee and the $150 Resource Fee.

**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 prior to the start of registration.
2. Have Certified Financial Aid pending on your student account ([See Financial Aid Information](#))
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

**Drop/ Withdrawal Policies:**
You should register for all of your courses for the length of the semester during online registration week. If you withdraw from all of your courses or drop a select few the refund schedule is per course and is based upon the start dates of each course. The refund schedule is contingent on the written notification of the withdrawal or drop to the BAC by the designated date and time. All mandatory fees are non-refundable after 10am on the first day of your first course of the semester.

**General Tuition Refund Schedule by Course:**
The refund schedule is by course contingent on the start date. Start dates are; July 28, 2014, August 25, 2014, or October 20, 2014.

- 100% tuition refund by 10:00 am 1st Day of the Course (Less $25 withdrawal fee per course)
- 90% tuition refund by 5:00 pm Friday of Week 1
- 75% tuition refund by 5:00 pm Friday of Week 2
- No Refund after 5:00 pm Friday of Week 2

**Contact Information:**
- Bursar’s Office webpage at [www.the-bac.edu/resources/bursar](http://www.the-bac.edu/resources/bursar)
- Email: bursar@the-bac.edu
- Phone: 617.585.0115
- Mail: Boston Architectural College, Attn: Bursar’s Office, 320 Newbury Street, Boston, MA 02115
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 Self Service. 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 in the Master of Design Studies Program receiving federal financial aid must enroll in, and complete, a minimum of 3 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 pre-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

Each semester of the recommended sequence* in the Design for Human Health program contains different requirements. Please find your semester below to see which courses you should sign up for during registration. Keep in mind that although some courses are required, you will not automatically be placed in them. You must still register for them during online registration.

Semester One (12 credits)
- DHH3003: Neurobiology (required online 3 Credits)
- DHH3004: Design Finance & Management (required online 3 Credits)
- DHH3002: Design Ideas Through Sketch Up (required online 3 Credits)
- DHH3001: Environmental Health (required online 3 Credits)

Semester Two (9 Credits)
- DHH3005: Epidemiology & GIS (required online 3 Credits)
- DHH3006: Environment & Behavior (required online 3 Credits)
- DHH3007: Environmental Health Studio-Lab (required 3 credit “intensive” course)
Semester Three (9 Credits)

- FND3001: Design Theory (required online 3 Credits)
- DHH3008: Biomechanics (required online 3 Credits)
- DHH3009: Environment & Behavior Studio-Lab (required 3 credit “intensive” course)

Semester Four (9 Credits)

- DHH3010: Policy & Planning (required online 3 Credits)
- DHH3011: Habilitation Design (required online 3 Credits)
- DHH3012: Universal Design Studio-Lab (required 3 credit “intensive” course)

Semester Five (9 Credits)

- DHH3013: Research Methods Studio-Lab (required 3 credit “intensive” course)
- DST3001: Thesis Studio-Lab (required 6 credit “intensive” course)

*The Recommended Sequence assumes a student without approved transfer credit or course waiver/substitutions.*
Self-Service Online Registration Instructions
MDS Students
Registration Week is July 7 - July 11

Please note that it is MDS policy that students register for ALL courses (Intensive courses and both Session 1 and Session 2 courses) during the online registration period.

Please follow these steps in order to register online:

1. Log into http://selfservice.the-bac.edu
2. Select “Register For Degree Courses” towards the bottom of the page.
   a. 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 by entering the catalog id (i.e. HSP2003) in the “Course Code” field. Click on the “Search” button.
   a. Select only courses with sections of “1MDS” or “2MDS” etc. You may not select courses with sections 1D, 2D, etc. (i.e. “HSP2003/Lecture/1MDS” or “HSP3005/Design Studio/2MDS”).
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.
11. Click “New Search” on the left in order to conduct another search.
12. If necessary, click “New Search” or “Refine Search” on the left in order to conduct another search.
   a. Please be certain that you are searching on “Degree Programs” and “2014 Summer” with each new course search.
13. When you are ready to check out, click on “Proceed to Registration” in the verification box.
14. Review your schedule and if it is correct, click “Next”.
15. 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 detail then click “Next”.
   a. If the Payment Due shows in parenthesis ( ) then no payment is currently due.
16. 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.
   a. 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.
17. If no balance was owed, you will be brought to the registration complete screen.
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