Dear Sustainable Design 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
- Advised Electives for Fall 2014
- Self-Service Online Instructions
- Intensive Housing Selection Form
- MDS Intensive Housing Petition Form
- The Colonnade Hotel Policies

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
- Intensive Housing Selection – D.M.D.S. Office ph. 617-585-7390 email kyle.smets@the-bac.edu

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 or Housing Petition Form must be completed and submitted to Kyle Smets: kyle.smets@the-bac.edu or via mail to D.M.D.S. Office by 5 PM. This is required for students taking Intensive courses.

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

- **Monday, July 28th** - Start of the online segment of the Fall Intensive Courses

- **Monday, July 28th** - 100% Tuition Refund Deadline for Intensive Courses
  - 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. *All semester based fees (Atelier Fee, Resource Fee, Intensive Fee etc.) are non-refundable after 10:00 am on the first day of the semester). **This applies to only courses that begin on July 28, 2014.

- **Friday, August 8th** - 90% Tuition Refund Deadline for Intensive Courses
  - 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 July 28, 2014.

- **Friday, August 8th** - 75% Tuition Refund Deadline for Intensive Courses
  - 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 July 28, 2014.

- **Saturday, August 9th** - Saturday, August 16th - Intensive onsite at the BAC
  - Please note: the start time of the Intensive is 3 PM on Saturday the 9th. The Intensive week concludes in the evening of Saturday the 16th. Please plan your travel arrangements accordingly. Your hotel reservation runs through the 16th, therefore you will check out on Sunday the 17th.

- **Monday, August 25th** - Start of the Regular fall semester
  - Your totally Online Session 1 (8 week, 1.5 credit) totally Online advised elective courses start.

- **Monday, August 25th** - 100% Tuition Refund Deadline for Session 1 Courses
  - 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.

Boston Architectural College Spring 2014 Registration Information
• Friday, August 29 - 90% Tuition Refund Deadline for Session 1 Courses
  o 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 for Session 1 Courses
  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, September 20th - Online segments of Intensive Courses end

• Saturday, October 18th - End of Session 1 (1.5 credit online advised elective Courses)

• Monday, October 20th - Start of Session 2 (1.5 credit online advised elective Courses)

• Monday, October 20th - 100% Tuition Refund Deadline for Session 2 Courses
  o 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 October 20, 2014.

• Friday, October 24th - 90% Tuition Refund Deadline for Session 2 Courses
  o 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 October 24, 2014.

• Friday, October 31th - 75% Tuition Refund Deadline for Session 2 Courses
  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 October 20, 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, $150 Resource Fee, the $250 Intensive Fee per intensive course to those students attending the intensive, the $1,150 Standard Intensive Housing Fee for those attending the intensive and staying in the provided hotel.

**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 Mae([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 after10am 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

Boston Architectural College Spring 2014 Registration Information
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](https://www.fafsa.gov) 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](mailto: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 Sustainable Design 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: 9 credits

Required Courses:
- SUS3000, Sustainability in Nature, Neighborhood and City, 3 credits – Intensive Course
- SUS3003, Design Research Methods, 3 credits – Intensive Course
- SUS3001, Energy and the Built Environment 1, 1.5 credits – All online in second half

Advised Electives:
- Advised Session 02 Elective, 1 elective at 1.5 credits – See the list at the end of this document for course options. Register for a Fall 2014 Session 02 course only.

Semester Two: 9 credits

Required Courses:
- SUS3050, MDS Graduate Research and Writing, 3 credits – Intensive Course
- SUS3004, Energy and the Built Environment 2, 3 credits – Intensive Course

Advised Electives:
- Advised Session 02 Electives, 2 electives at 1.5 credits each – See the list at the end of this document for course options. Register for Fall 2014 Session 02 courses only.

Semester Three: 6 credits

The third semester of the MDS-SD program is devoted to advised electives. We suggest 6 credits of advised electives, but you may adjust the amount to fit your schedule (note that you may not receive financial aid for taking fewer than 3 total credits in the semester.)

NOTE: All of these courses are delivered online. There is no Intensive Week during the third semester; you will not participate in the Fall 2014 Intensive.

Advised Electives:
- Advised Electives, 4 electives at 1.5 credits each – See the list at the end of this document for course options. We advise registering for two first half courses and two second half courses to spread out the work load.

Semester Four: 9 credits

Required Courses:
- SUS3005: Leading the Way to a Sustainable Community, 3 credits – Intensive Course
- DST3004: Sustainable Design Capstone Project, 6 credits – Intensive Course

Students should have finished all electives by this point and focusing on their Capstone work.

Students eligible to enter the Capstone Semester have been emailed by Shaun O’Rourke already. If you have not been contacted and believe you are eligible please contact him immediately.

*The Recommended Sequence assumes a student without approved transfer credit or course waiver/substitutions.
Advised Elective Offerings for Fall 2014

**Fall 01 Session**

- SUS2007 Sustainable Design as a Way of Thinking
- SUS2010 Introduction to the International Green Building Code
- SUS2013 Multiple Urbanisms: Divergence or Synergy
- SUS2015 The Urgent and Hopeful Future of Sustainable Design
- SUS2017 Solar Energy: Design with the Sun
- SUS2018 The Zero Energy Home: What, How and If
- SUS2020 Green Roofs/Green Walls
- SUS2036 Marketing Sustainability
- SUS2038 Sustainable Design in Practice
- SUS2039 Sustainable Design and Building Information Modeling
- SUS2040 Sustainable Design of Healthcare Facilities

**Fall 02 Session**

- SUS2007 Sustainable Design as a Way of Thinking
- SUS2008 Learning from Sustainable Design through History
- SUS2016 Global Perspectives on Sustainable Design
- SUS2019 Green Residential Remodeling and Renovation
- SUS2025 Greening Existing Buildings
- SUS2026 Greening the City
- SUS2027 Sustainable Neighborhoods
- SUS2028 Energy Modeling in Building Design
- SUS2030 Materials, Resources and Indoor Environmental Quality
- SUS2032 Daylighting and State-of-the-Art Electric Lighting
- SUS2033 Building Envelope
- SUS2041 Site Design, Landscaping and Site-Water Issues
- SUS2043 Passive Heating and Cooling Design
- SUS2046 Resilient Design
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
MDS Intensive Housing Form

Name: ____________________________________

The Fall 2014 Intensive will take place August 9th-16th
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 no later than June 27th!
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.

☐ Double Occupancy

☐ Saturday, August 9th Check In (Standard) Total Cost: $1,150

☐ 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

☐ Saturday, August 9th Check In (Additional $1,100) Total Cost: $2,250

☐ Friday, August 8th Check In (Additional $1,370) Total Cost: $2,520

I live in the Boston area and will provide my own accommodations (Please send Housing Petition)

Hotel Policy for Local Students:
Participation in group living arrangements during in-Boston Intensives has many advantages. It enables an educational day which may start at 8 am and continue until 10 pm or later. It connects students to their colleagues in the program. It keeps students focused on the educational components of the week rather than the management of their living arrangements. For these reasons, MDS students are required to participate in group living arrangements with other students during the first Intensive. Those with local alternative accommodation arrangements will be given the opportunity to petition not to pay the hotel portion of the Intensive Fee, with approval from the Program Director. Petition forms must be received by Friday, June 27th to Kyle Smets at kyle.smets@the-bac.edu.

Please return to: Kyle Smets kyle.smets@the-bac.edu BAC - 320 Newbury Street - Boston, MA 02115
MDS Intensive Housing Petition Form

Name: ________________________________________________________________

The Fall 2014 Intensive will take place August 9th-16th, 2014.

☐ I live in the Boston area and will provide my own accommodations

Please describe your alternate accommodation arrangements in detail including the location you will be staying and how to plan to travel to/from campus:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

____________________________________

I understand that it is my responsibility to arrange for my commute to and from the school; and I am expected to be on campus from 8am until 10 pm or later everyday of the Intensive.

(Note: There is no parking at the BAC aside from metered parking and parking garages in the area. If you are using public transportation, please check mbta.com for up to date schedules)

Sign: _______________________________ Date: ______________________

Please return to: Kyle Smets kyle.smets@the-bac.edu BAC - 320 Newbury Street - Boston, MA 02115
Boston Architectural College  
MDS – Fall 2014 Intensive Housing  

Hotel Policies:  
As a hotel guest at The Colonnade, you are entitled to all hotel amenities. You are also to observe all hotel policies, as any other guest of the hotel would. These can be found on their website at [http://www.colonnadehotel.com/](http://www.colonnadehotel.com/). Please take note of these specific policies regarding the BAC group:

CHECK IN: 3pm on **Saturday August 9**\(^{th}\) (If you arrive early you may check your bags at the Bell Desk)  
CHECK OUT: 12pm on **Sunday August 17**\(^{th}\)  

INCIDENTALS  
Incidentals are the responsibility of each individual guest. The Colonnade Hotel will require a $50 per day credit or debit card hold for incidentals. This hold will be taken at check-in. At check-out, all incurred charges will be placed on the card and the remaining balance will be released at the end of the day. Please keep in mind that typically the bank will release a credit card hold within 1 business day, but a debit card hold will take 3-5 days.

Note: If you use your debit card for the hold upon check-in, the cash will be taken out of your account until after you have checked out, pending you don’t have any incurred charges during the week. If you will be relying on the money in your checking account for the intensive, it would be safer to use a credit card for the hold when you check in. When the time comes to check out, you can tell the hotel that you want to pay with your debit card instead of the credit card that you gave them when you checked in. That way the hold during your stay will be put on your credit card –and later removed- and not on your debit card.

INTERNET  
You will receive complimentary guest room internet. When you sign onto the "ibahn" network, it will prompt you to enter your last name and room number. You will need to accept these charges and post them to your guest room. The charges will be removed from your bill prior to check-out.

The Colonnade Hotel · 120 Huntington Avenue · Boston · 02116 · Phone 617.424.7000