Greetings from the BAC!

Enclosed you will find information regarding the Fall 2015 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**
- **Practice Clearance**
- **Student Health Insurance**
- **Transfer Credits and Course Waivers**
- **Self-Service Online Registration Instructions**

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
- Advising - Advising Office ph. 617-585-0160 email advising@the-bac.edu
- Student Health Insurance – Operations Dept. email operations@the-bac.edu

We look forward to seeing you when classes begin on Monday, August 31, 2015!

Sincerely,

Student Services
Important Dates

Please be advised of the following upcoming dates:

- **Sunday, May 10th – Practice Reporting Opens Online**
  - The Spring 2015 Practice Report and Fall 2015 Practice Registration Form are available online at: https://practiceforms.the-bac.edu/. (Login: BAC username and password.)

- **Friday, July 17th – Tuition Payment Deadline**
  - To obtain bursar clearance to register payment must be submitted in full for the Fall 2015 Semester. A $150 Late Clearance Fee will be assessed to students who do not meet this deadline. See the enclosed information on Bursar Clearance.

- **Wednesday, July 29th – Transfer Credits and Course Waivers**
  - The deadline to have materials submitted for evaluation is **Wednesday, July 29th**. Please allow five business days for evaluations. See the enclosed information on Transfer Credits and Course Waivers.

- **Wednesday, August 5th – Studio Lottery 6:00 pm to 7:30 pm**
  - Studio Lottery in Cascieri Hall for Segment II and III Architecture students taking a C-studio or Workshop. Results available by noon the following day.

- **Tuesday, August 11th – Online Registration Begins for Segment III Students**
  - Online registration begins at 10:00 am and ends at 5:00 pm on Friday August 14th. Segment III students are defined as those who have passed the Segment II Portfolio Review. Segment III Students who hope to register for their first Degree Project or Thesis course must be cleared to do so. Please contact Academic Advising if you are uncertain whether you have clearance.

- **Wednesday, August 12th – Online Registration Begins for Segment II Students**
  - Online registration begins at 10:00 am and ends at 5:00 pm on Friday August 14th. Segment II students are defined as those who have passed the Segment I Portfolio Review.

- **Thursday, August 13th – Online Registration Begins for Segment I Students**
  - Online registration begins at 10:00 am and ends at 5:00 pm on Friday August 14th. Segment I students are defined as students who have not yet passed the Segment I Portfolio Review.

- **Friday, August 14th – Last Day of Online Registration**
  - Online registration ends at 5:00 pm. Any student who registers after this date will need to do so in person and a Late Registration Fee of $100 will be applied.

- **Friday, August 28th – City Lab Intensive Begins**
  - This applies only to students enrolled in the City Lab Intensive.

- **Sunday, August 30th – Deadline to enroll in elective Tuition Insurance**
  - Tuition Refund Insurance can help refund your tuition, fees, and room/board charges, up to the policy limits, if you are unable to complete the semester due to a covered medical reason such as an illness, accident, or mental health issue. This insurance program complements and enhances our school’s refund policy and we believe students will benefit from this added protection. Visit www.TuitionInsurancePlan.com for more information.
• **Monday, August 31st – Fall 2015 Semester Classes Begin**
  - Find a copy of your schedule online through Self-Service. Add/Drops should be processed in person at the Registrar's Office.

• **Monday, August 31st – 100% Tuition Refund Deadline**
  - Withdrawals submitted in writing to the Advising Office by 10am will be eligible to receive a 100% tuition refund less a $50 Withdrawal Fee

• **Friday, September 4th – 90% Tuition Refund Deadline**
  - Withdrawals submitted in writing to the Advising Office by 5pm will be eligible to receive a 90% tuition refund

• **Friday, September 4th – Last Day to Add Classes**
  - Add forms must be submitted to the Registrar’s Office.

• **Friday, September 11th – 75% Tuition Refund Deadline**
  - Withdrawals submitted in writing to the Advising Office by 5pm will be eligible to receive a 75% tuition refund

• **Monday, September 14th – Last Day to Drop Classes**
  - Drop forms must be submitted to the Registrar’s Office

• **Friday, September 18th – 50% Tuition Refund Deadline**
  - Withdrawals submitted in writing to the Advising Office by 5pm will be eligible to receive a 50% tuition refund

• **Friday, September 25th – 25% Tuition Refund Deadline**
  - Withdrawals submitted in writing to the Advising Office by 5pm will be eligible to receive a 25% tuition refund. *There is no refund available after this date.*

• **Monday, October 19th – Add/Drop Opens for Second Half Classes**
  - Add/Drop forms must be submitted to the Registrar’s Office.

• **Monday, October 26th – Second Half Classes Begin**
  - Find a copy of your schedule online through Self-Service. Add/Drops should be processed in person at the Registrar's Office.

• **Friday, October 30th – Last Day to Add Second Half Classes**
  - Add forms must be submitted to the Registrar’s Office.

• **Friday, November 6th – Last Day to Drop Second Half Classes**
  - Drop forms must be submitted to the Registrar’s Office

Please view the [Academic Calendar](#) on the Registrar’s Webpage for other relevant dates throughout the semester.
Bursar Clearance – Fall 2015

What it means to clear with the Bursar's Office:
Tuition must be paid in advance of registration and is due on **July 17, 2015**. If the tuition account is not cleared by the due date a **Late Clearance Fee of $150.00** will be charged. 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.

Payment Options:
1. Pay your full tuition balance by credit card or electronic check online through **Self Service**. 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**).
3. Activate a **Tuition Payment Plan** through Official Payments (**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 and a statement will be mailed approximately the third week of June. If a statement is not received in the mail payment is still due by the due date.
- The tuition credit level (6-11.5 or 12+) will default to the credit level you were last registered in. If you want to change that for the current term please contact the bursar’s office by email at bursar@the-bac.edu from your BAC email address to request the change.
- All statements will include a charge for student health insurance. If you are covered under your own health insurance you must submit a waiver online through [www.gallagherstudent.com/bac](http://www.gallagherstudent.com/bac). Waivers must be submitted by the clearance due date.

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 Advising Office. All fees are non-refundable after 10am on the first day of semester.
- **August 31, 2015** - 100% tuition refund by 10:00am less $50 withdrawal fee
- **September 4, 2015** - 90% tuition refund by 5:00 pm
- **September 11, 2015** - 75% tuition refund by 5:00 pm
- **September 18, 2015** - 50% tuition refund by 5:00 pm
- **September 25, 2015** - 25% tuition refund by 5:00 pm
- **September 25, 2015** - 0% tuition refund after 5:00 pm

Elective Tuition Insurance is Available:
As a Boston Architectural College student, you may want to consider Tuition Refund Insurance. This elective coverage, provided by GradGuard, offers a 100% refund of tuition and fees, up to the annual policy limits, when a student is unable to complete classes for the semester due to a covered medical reason. Enroll online at [www.GradGuard.com/Insurance](http://www.GradGuard.com/Insurance) or call our Tuition Refund Insurance provider, GradGuard, at (888) 541-4843.
Financial Aid Information

Starting with the 2015-16 academic year, the Financial Aid Office will be sending out Financial Aid Award Letters via email. Paper copies will be available if requested. The BAC student email will be used to send out financial aid and other student information, so please make sure to read your BAC emails. Please contact the Registrar if you need to update your email or other contact 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 2015-2016 academic year.

Students receiving federal financial aid must enroll in and complete a minimum number of academic credits that apply towards their degree requirements each semester—6 academic credits for undergraduate programs or 4.5 academic credits for graduate programs. Failure to enroll in the minimum required credits may result in the cancellation of Federal Direct Student Loans and the reduction or cancellation of federal grants. Failure to attend courses in which you are enrolled may result in the reduction or cancellation of your federal aid.

For students receiving Federal Pell Grants, MASSGrants, or VA Benefits, please be aware that Practice Reports and Practice Registration Forms must be submitted to the Practice Department by the registration clearance deadline in order for practice hours earned during the semester to be counted towards enrollment.

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 stop by the Financial Aid Office from 9-5 pm Mon-Fri; send an e-mail to finaid@the-bac.edu; or call the Financial Aid Office at 617-585-0125.

Practice Clearance

The end date of the Spring 2015 Practice Reporting period was Friday, May 9. Starting Saturday, May 10, you were able to login to the online tool using your BAC email’s username and password at https://practiceforms.the-bac.edu/ to submit Practice forms for Fall 2015 Practice Registration Clearance process.

Every student must file at least one Practice Report and Practice Registration Form using the online Practice Forms website. Students who will be reporting actual hours they worked during Spring 2015 (Spring 2015 Practice Report Form), and are anticipating employment for this coming Fall 2015 semester (Fall 2015 Practice Registration Form), will be required to print the electronic submissions in order to obtain the necessary supervisor’s signature(s).
All electronic filing and hard copy signatures were due to the Practice Department by the registration clearance deadline of midnight on Sunday, May 17th. However, if you haven’t done so, you still are able to submit them now. Please submit both Practice forms ASAP in order to have your Practice (Registration) STOP removed.

All students must file the Practice Report and Practice Registration Form online regardless of employment status. For more instructions on using the online Practice reporting tool please visit the Practice Registration Clearance Information page.

Student Health Insurance

Eligibility and Enrollment
The state of Massachusetts requires all Massachusetts residents to have healthcare insurance. As defined in 114.6 CMR 3.05(2) (SHIP): Every full-time and part-time student enrolled in a certificate, diploma or degree-granting program of higher education, registered for ¾ of a full-time curriculum must participate in the school's Student Health Insurance Plan OR have a Health Insurance Plan with comparable coverage. Therefore all eligible Boston Architectural College students enrolled in 6.00 or more academic credits are automatically enrolled and billed for the Student Health Insurance Plan. To opt out of the student health plan students must submit a Health Insurance Waiver Form showing proof of comparable coverage by the academic semester deadline. If you intend to participate in the Student Health Insurance Plan we do ask that you fill out an enrollment form as well. Please read below for Waiver and Enrollment instructions.

Fees for fall 2015
• Coverage begins Friday, August 23rd, 2015 and ends Friday, August 22nd, 2016
• Annual Rate for Undergraduate and Graduate Students Only: $1,680
• Dependents: Spouse Only $1680, Each Child: $1680

To WAIVE or ENROLL:
To WAIVE the BAC Student Health Insurance plan students who are already covered under a comparable insurance plan must submit a waiver form to opt out of the Student Health Insurance plan offered through the Boston Architectural College. It is the student's responsibility to ensure that their insurance is adequate and the waiver form is submitted by the deadline. Before Waiving coverage, be sure to check with your insurance company to determine if your current insurance plan provides coverage comparable to the important benefits included in the Student Insurance Plan the BAC offers. To either WAIVE or ENROLL in the BAC Student Insurance Plan please follow the instructions below:
1. Log onto: https://www.gallagherstudent.com/
2. Go to “Find your school” and type in Boston Architectural College
3. Click on Student Waive / Enroll
4. Create a user account or (if a returning user) Log in
5. Select either the Red "I WANT TO WAIVE" OR the Green "I WANT TO ENROLL" button.

If waiving the insurance, please have your current health insurance ID card ready as you will need this information in order to complete the waiver form:
• The name of your insurance company, their address and phone number
• The policy number of your current coverage
• The name of the policyholder
• The expiration date (if applicable)
Immediately upon submitting your online decision form you will receive a confirmation number.

Please note: International Students cannot waive coverage unless they are currently enrolled in an insurance plan of comparable coverage through a U.S.-based insurance company.

More Information
Information can be found on the BAC Student Health Insurance page regarding the following:

- Enrolling Family Members
- Unexpected Termination of Alternative Insurance Plan

Contact Information
For any Health Insurance, Waiver on Enrollment questions please feel free to Contact Gallagher Student Plan at (617) 769-6007 or toll free 1-877-736-6648 or the Operation's department by email at: operations@the-bac.edu.

Transfer Credits and Course Waivers
Fall Registration 2015

Students must have previous academic coursework evaluated for transfer credits or waivers within their first year at the BAC. Students who still want transfer credits evaluated after their first year will be charged a $200 fee.

Due to time constraints, work cannot be evaluated for credits or waivers during the registration period. If you wish to have an evaluation completed prior to the registration period, the deadline to have materials submitted is Wednesday, July 29th. Please allow five business days for evaluations. Students are encouraged to submit materials earlier whenever possible.

If you have any questions or need to submit materials related to transfer credits, please contact Rebecca.Chabot-Wieferich@the-bac.edu or 617-585-0215.

If you have any questions related to math or physics waivers, please contact Victoria.Hallinan@the-bac.edu or 617-585-7381.

For any questions related to waivers for design media courses, please contact your Academic Advisor.
Self-Service Online Registration Instructions
Registration Week is August 11th - August 14th

Please follow these steps in order to online register:

1. Log into http://selfservice.the-bac.edu
2. Select “Register For Degree Courses” towards the bottom of the page.
   o 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 “2015/Fall”.
4. Select “Section Search” on the left hand side or in the middle of the page.
5. Make sure the Period field is set to “2015 Fall”.
6. Make certain the “Registration Type” is set to “Degree Programs”.
7. You may begin to search for courses.
8. When you locate the proper course, click on the “Add” button on the right.
9. A verification box will appear. Click “Hide” in upper right corner in order to proceed with adding additional courses. Click “New Search” or “Refine Search” on the left in order to conduct another search.
10. Repeat steps 5-10
   o With each new course search, please be certain that the Registration Type is set to “Degree Programs” and that the Period is “2015 Fall”
11. When you are ready to check out, click on “Proceed to Registration” in the verification box.
12. Review your schedule and if it is correct, click “Next”.
13. The next screen will ask you to finalize the registration by clicking “Finish”.
14. Hit the “Finish” button to complete the registration.
15. If you decide to make changes to your schedule, click “Modify your schedule for 2015/Fall”.
16. 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”.

Phone support will be available at 617.585.0135 from 10:00am - 1:00pm and from 4:00pm - 7:00pm.

Registrar’s Office ~ Phone: 617.585.0135 ~ Email: Registrar@the-bac.edu ~ Web: the-bac.edu/registrar