April 17, 2015

**Dear Design for Human Health Graduate Student,**

Enclosed you will find information regarding the fall 2015 semester. Online registration is April 27 to May 1. Please take the time to read through this information so that you are prepared to register and make your tuition payment. Information in this packet includes the following:

- **Important Dates**
- **Self-Service Online Instructions**
- **Paying Tuition & Fees**
- **Financial Aid Information**
- **Intensive Housing Selection Form**
- **MDS Intensive Housing Petition Form**

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 617-585-0165.

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

- Course Registration – Registrar’s Office ph. 617-585-0135 email Registrar@the-bac.edu
- 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
- Intensive Housing Selection – D.M.D.S. Office ph. 617-585-0270 email maya.bozhilova@the-bac.edu

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

Sincerely,

Student Services
Boston Architectural College
Important Dates

Please be advised of the following upcoming dates:

- **Monday, April 27, 2015 through Monday, May 1, 2015**
  - **Online registration:** To register for fall 2015 please log in to Self-Service at [https://selfservice.the-bac.edu](https://selfservice.the-bac.edu). See the enclosed information regarding your [online registration instructions](#). *Any registrations processed after May 1st will have to be manual through the Registrar’s Office.*

- **Monday, May 18, 2015:**
  - **Intensive Housing Form Submission:** The enclosed [Intensive Housing Form](#) or [Housing Petition Form](#) must be completed to Mayya Bozhilova: [mayya.bozhilova@the-bac.edu](mailto:mayya.bozhilova@the-bac.edu) or via mail to D.M.Arch. Office by 5 PM. This is required for students taking Intensive courses.

- **Tuesday, May 26, 2015:**
  - **Last day to Register and be considered on-time:** Any registrations processed after this date will be subject to a $100 Late Registration Fee

- **Tuesday, May 26, 2015**
  - **Tuition Statements Will Be Issued:** Tuition statements will be generated and mailed to the address on file. You will also receive an email notification to login to Self-Service to view your current balance.

- **Friday, June 26, 2015**
  - **Tuition Bill is Due:** Payment is due on June 26. See the enclosed information on paying your bill. *A $150 Late Clearance Fee will be charged if the deadline is missed.*

- **Thursday, July 16, 2015**
  - **Login into Moodle to Test Access:** Course begin on July 27, so we encourage all students to login to their Moodle accounts one week early to make sure they can login and have access to the appropriate courses.

- **Monday, July 27, 2015**
  - **Start of the online segment of the Fall Intensive Courses**
    - **100% Tuition Refund Deadline for Intensive Courses:** Drops/Withdrawals need to be submitted in writing to your Distance M.D.S. Advisor by 10am to be eligible to receive a 100% tuition refund less a $25 Withdrawal Fee per course. The form should be submitted to dak.kopec@the-bac.edu. *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 27, 2015.**

- **Friday, July 31, 2015**
  - **90% Tuition Refund Deadline for Intensive Courses:** Drops/Withdrawals need to be submitted in writing to your Distance M.D.S. Advisor by 5pm will be eligible to receive a 90% tuition refund. *This applies to only courses that begin on July 27, 2015.*
Friday, August 7, 2015
  - 75% Tuition Refund Deadline for Intensive Courses: Drops/Withdrawals need to be submitted in writing to your Distance M.D.S. Advisor 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 27, 2015.

Saturday, August 8, 2015 - Saturday, August 15, 2015
  - Intensive onsite at the BAC: Please note: the start time of the Intensive is 3 PM on Saturday the 10th. The Intensive week concludes in the evening of Saturday the 15th. Please plan your travel arrangements accordingly. Your hotel reservation runs through the 15th, therefore you will check out on Sunday the 16th.

Monday, August 31, 2015
  - Start of the Session 1 spring courses: Completely online Session 1 courses begin.

Monday, August 31, 2015
  - 100% Tuition Refund Deadline for Session 1 Courses: Drops/Withdrawals need to be submitted in writing to your Distance M.D.S. Advisor 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 31, 2015.

Friday, September 4, 2015
  - 90% Tuition Refund Deadline for Session 1 Courses: Drops/Withdrawals need to be submitted in writing to your Distance M.D.S. Advisor by 5pm will be eligible to receive a 90% tuition refund. *This applies to only courses that begin on August 31, 2015.

Monday, September 14, 2015
  - 75% Tuition Refund Deadline for Session 1 Courses: Drops/Withdrawals need to be submitted in writing to your Distance M.D.S. Advisor 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 31, 2015.

Saturday, October 24, 2015
  - End of Session1 (1.5 credit online advised elective Courses)

Monday, October 26, 2015
  - Start of Session 2 (1.5 credit online advised elective Courses)
    - 100% Tuition Refund Deadline for Session 2 Courses: Drops/Withdrawals need to be submitted in writing to your Distance M.D.S. Advisor 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 26, 2015.

Friday, October 30, 2015
  - 90% Tuition Refund Deadline for Session 2 Courses: Drops/Withdrawals need to be submitted in writing to your Distance M.D.S. Advisor by 5pm will be eligible to receive a 90% tuition refund. *This applies to only courses that begin on October 26, 2015.
- **Friday, November 6, 2015**
  - **75% Tuition Refund Deadline for Session 2 Courses:** Drops/Withdrawals need to be submitted in writing to your Distance M.D.S. Advisor 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 26, 2015.*

- **Saturday, December 19, 2015**
  - **End of Fall 2015 Semester**

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

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### Self-Service Online Registration Instructions MDS Students

**Registration Week is April 27, 2015 – May 1, 2015**

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](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 “2015/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 “2015 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 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 “2015 Spring” 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 by clicking “Finish”.
16. Hit the “Finish” button to complete the registration.
17. If you decide to make changes to your schedule, click “Modify your schedule for 2015/Fall”.
18. In order to print your schedule, you must do so by clicking “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

Paying Tuition & Fees – Fall 2015

MDS Tuition & Fee Billing Process:
   Registration occurs online for one week; April 27 – May 1. Bills for tuition and fees will be
   generated May 26, 2015. An email notification will be sent when your tuition bill is available to view on
   Self-Service. A paper statement will also be mailed to your current address on file as well. Payment is
   due on June 26, 2015.

If you do not register online during April 27 to May 1 you will need to register directly through the
Registrar’s Office. Any registrations processed after May 26 will be billed within 1-2 business days and
payment will still be due on June 26, 2015. A $100 Late Registration Fee will apply.

Tuition charges will be based on your registration. Please view our webpage for tuition and fee amounts.
2015-2016 tuition and fee amounts will be available the first week of May. All accounts will contain a
charge for the intensive housing fee for a standard room unless another option has already been
selected. If you intend to make different arrangements it will be adjusted on your bill after the housing
selection form is submitted.

Any accounts outstanding after June 26 will be subject to a $150 Late Clearance Fee. If an account is not
paid in full by July 17 all course registration will be dropped.

Payment Options:
1. Pay your full tuition balance by credit card or electronic check online through Self-Service
   a. 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 payment plan. Check our website for details.
4. Provide a purchase order from an organization that will be paying the tuition
5. Use any combination of the above

View our website for details on your payment options.

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 27, 2015, August 31, 2015 and October 26, 2015.

- 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

Bursar's Office ~ Phone: 617.585.0115 ~ Email: bursar@the-bac.edu ~ Web: the-bac.edu/bursar

Financial Aid Information

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 2015-2016 academic year.

Students in the Master of Design Studies Program receiving federal financial aid must be enrolled in a minimum of 3 academic credits that apply towards their degree requirements in semesters where they are receiving federal aid. Failure to enroll in the minimum required credits will result in the cancellation of the federal aid. Failure to attend or complete 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.

Financial Aid Office ~ Phone: 617.585.0125 ~ Email: finaid@the-bac.edu ~ Web: the-bac.edu/finaid
MDS Intensive Housing Form

Name: ____________________________

The Fall 2015 Intensive will take place August 8th - 15th

Check In: Saturday August 8, 2015   Check Out: Sunday, August 16, 2015

Housing for the Fall 2015 term will be provided by:
The Back Bay Hilton, 40 Dalton Street, Boston, MA 02115

Please indicate your housing preference below, and return this form no later than May 18th!
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 8th Check In (Included, total cost $1,150)
   -OR-
   □ Friday, August 7th 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 8th Check In (Additional $1,100, total cost $2,250)
   -OR-
   □ Friday, August 7th Check In (Additional $1,370, total cost $2,520)

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 Monday, May 18th to Mayya Bozhilova at mayya.bozhilova@the-bac.edu.

Please return to:
Mayya Bozhilova - Boston Architectural College - 320 Newbury Street - Boston, MA 02115
Mayya.bozhilova@the-bac.edu
MDS Intensive Housing Petition Form

Name: __________________________________________________________

The Fall 2015 Intensive will take place August 8th - 15th, 2015

☐ 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 every day 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: Mayya Bozhilova mayya.bozhilova@the-bac.edu BAC - 320 Newbury Street - Boston, MA 02115