Dear Sustainable Design 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
- Course Listing
- Advised Elective Offerings
- Paying Tuition & Fees
- Financial Aid Information
- Intensive Housing Selection Form
- MDS Intensive Housing Petition Form

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

- 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 mayya.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. 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 or via mail to D.M.D.S. 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
  - **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 shaun.orourke@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
  o **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
  o **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
  o **Start of the Session 1 spring courses:** Completely online Session 1 courses begin.

  o **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
  o **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
  o **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
  o **End of Session 1 (1.5 credit online advised elective Courses)**

• Monday, October 26, 2015
  o **Start of Session 2 (1.5 credit online advised elective Courses)**

  o **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
  o **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
  o 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
  o End of Fall 2015 Semester

Please view the Academic Calendar on the Registrar’s Webpage for other relevant dates throughout the semester.

_____________________________________________________

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:

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 “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”.

Boston Architectural College Fall 2015 Registration Information 4
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

Course Listing for Fall 2015 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 2015 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 2015 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 2015 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 2015

#### Fall 01 Session

- SUS2007 1MDS Sustainable Design as a Way of Thinking
- SUS2015 1MDS The Urgent and Hopeful Future of Sustainable Design
- SUS2017 1MDS Solar Energy: Design with the Sun
- SUS2018 1MDS The Zero Energy Home: What, How and If
- SUS2020 1MDS Green Roofs/Green Walls
- SUS2036 1MDS Marketing Sustainability
- SUS2014 1MDS Sustainable Design and Preservation

#### Fall 02 Session

- SUS2007 2MDS Sustainable Design as a Way of Thinking
- SUS2016 1MDS Global Perspectives on Sustainable Design
- SUS2025 1MDS Greening Existing Buildings
- SUS2027 1MDS Sustainable Neighborhoods
- SUS2028 1MDS Energy Modeling in Building Design
- SUS2030 1MDS Materials, Resources and Indoor Environmental Quality
- SUS2032 1MDS Daylighting and State-of-the-Art Electric Lighting
- SUS2046 1MDS Resilient Design
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 8\textsuperscript{th} - 15\textsuperscript{th}, 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