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Dear New Student,

Welcome to the Boston Architectural College! You have chosen to start one of the most challenging, professionally and culturally relevant design programs in existence. There are triumphs and challenges ahead, and significant demands on your energy, intellect and attention. I have been teaching at the BAC for fifteen years and I have taught (literally) a thousand students and taken over one hundred students abroad. My passion is for teaching, mentoring, and building community. I actively seek out works of design and processes of design that improve the lives of all involved. In my time here, I have discovered several habits of the successful BAC student, which I offer here as a kind of “to-do list” as you settle into the BAC. I hope you find it useful.

You will certainly see me running around campus. I tend to be visible, and around a lot. Do not hesitate to connect with me to share difficulties, successes or your suggestions for a better BAC. Send me an email if you want to set up an appointment. I look forward to meeting you!

Rich

Richard Griswold
Associate Provost and Dean of Students
Boston Architectural College
320 Newbury Street
Boston, MA 02115
richard.griswold@the-bac.edu
Richard Griswold’s “To-Do List” for a Successful BAC Semester

Connect with your Academic Advisor: The BAC is a complex and wonderful beast. There are intricate deadlines, processes and requirements that are unique to us and may take time to figure out. BAC Academic Advisors are brilliant, compassionate, resourceful people. They will be able to help you optimize your time, plan ahead, and they can answer your questions.

Meet your colleagues: The most important resources to your professional education are the human beings involved. BAC instructors have an unparalleled range of diverse experiences, but what brings them together on our campus is their desire to enrich the lives of others in the classroom. Get to know their names and their stories. Connecting with your fellow classmates will help you get the assignment sheet you lost, but even in saying a simple friendly “hello,” you are beginning to construct a powerful network that will learn and grow along with you. It is astounding the number of BAC graduates who begin design firms (or families!) with their classmates after graduation.

Get involved in Campus Life: Becky Anderson, Coordinator of Student Activities, sends you an all-student email each Wednesday and maintains www.thebacstudentdevelopmentblog.blogspot.com as your virtual guide to events, scholarships, competitions, and new ideas. Reading it can really be worth cash money to you. If you can think of a club or activity that the BAC lacks, Becky can help you figure out how to make things happen.

Manage your time, balance your time: Design is not necessarily the hardest thing you can study, but it may well be the most time-consuming. The right side of your brain is the part that adores imagining new things, and exploring spatial relationships through drawings, models, and computer programs. The left side of your brain keeps you on-schedule. Design is a whole-brain activity, and procrastination is the enemy of the realistic workload. Learning to use your time wisely might be the most valuable skill for a student, just as it is for a design professional who charges by the hour. This includes making time for sleep, family, friends, and fun, in addition to academics and practice.

Make the BAC Campus your intellectual center: The BAC is much more than a collection of rooms in buildings where you go to pay tuition and go to class. Our library is a superior academic resource but also an elegant haven for creative thought and inspiration. A wise student can always find a quiet corner of campus in a studio for a day of work on the weekend. We are always working to extend the hours and the usefulness of campus resources. Make the most of them.

Get to know the names of living designers whose design work you admire: It is important to keep in mind that you are joining a large, diverse and competitive field of study and practice. You must come to understand who the players are and how they convey their ideas in publication and on the web. Following the careers of those who inspire you is a great way to learn new standards of excellence, and if you consider this to be enjoyable then design may well be the right career for you!

Please be careful when you are cutting with an ex-acto knife: Especially if you are tired or stressed, remember, safety first. Use a cork-backed metal ruler to cut against, use a sharp blade (which functions better than a dull one) and watch your fingers. Also, it doesn’t actually help to press harder on your knife when you are cutting. Remember, cut steady, and stay alert and organized. Besides, a trip to the emergency room is bad time management.

Luck favors the prepared. My best to you as you begin the BAC!
ALEX HO
Program: Master of Architecture  
Live: Kenmore Square, Boston  
Originally from: Hong Kong, China  
Work: Boston Architectural College  
Hobbies/Play: Pie baking/eating, video shorts, kendo, squash  
Favorite BAC class: Workshop-film and landscape  
Favorite BAC instructors: Daniel Steger/Lauren Olivier-Brock  
Most memorable BAC experience: What I learned in B-1 Foundation studio will forever change the way I approach design.  
Favorite architect or designer: Louis Kahn, I.M. Pei, Bjarke Ingels

ANNA MEZHERITSKAYA
Program: Bachelor of Architecture  
Live: Back Bay, Boston, MA  
Originally from: St. Petersburg Russia, and San Francisco, CA  
Work: Wilson Architects, Boston, MA  
Hobbies/Play: Yoga, Rock Climbing, Dance Classes, Trying New Things  
Favorite BAC class: B-2 Design Studio  
Favorite BAC instructors: Richard Griswold, Amy Van Lauwe, Andrew Steingeiser, Gabe Bergeron and Brien Baker  
Most memorable BAC experience: Attending AIAS Forum in Phoenix, Arizona with my BAC friends.  
Favorite architect or designer: Louis Kahn, Sou Fujimoto, Snohetta, BIG, and LTL  
Student organization leadership: Current Secretary of AIAS (2013-2014)

CORY MILLS
Program: Bachelor of Architecture  
Live: Mission Hill - Roxbury Crossing, MA  
Originally from: Harrisburg, PA  
Work: Mikyoung Kim Design  
Hobbies/Play: Basketball at The Fens, exploring Boston on bike or running, tennis (when there are open courts - hard to find on a nice day!), and sketching on vacation trips and in new places.  
Favorite BAC classes: B-2 Studio / Environmental Psychology  
Favorite BAC instructors: William Nolan / Nora Rubenstein  
Most memorable BAC experience: 2010 summer abroad to Florence, Italy  
Favorite architect or designer: BIG - Bjark Ingles Group
CURTIS ROBINSON
Program: Bachelor of Architecture
Live: Brighton, MA
Originally from: Attleboro, MA
Work: Economy Hardware
Hobbies/Play: Hiking, road trips, exploring new places
Favorite BAC class: Arch History B
Favorite BAC instructor: Morris Tyler
Most memorable BAC experience: Anytime I gain Practice credit.
Favorite architect or designer: Bjarke Ingels / FLW / Diller Scofidio
Student organization leadership: Former Secretary of AIAS (2012-2013)

DARQUIN FORTUNA
Program: Bachelor of Architecture
Live: Salem, MA
Originally from: Dominican Republic
Work: BAC’s Learning Resource Center and Advising Department
Hobbies/Play: Basketball and writing creative thoughts/poems. I relate architecture with the beauty of poetry since they both communicate feelings and ideas.
Favorite BAC class: A-2 Studio
Favorite BAC instructor: Beth Wilson, my A-2 Studio instructor
Most memorable BAC experience: The fact that I got to know lots of students from the very first day of school who have the same passion as I do. I got to know students that were working on their thesis and their degree projects and I saw them giving their hearts with every step of the way. During the 2012 graduation ceremony, without expecting it, I saw those same faces becoming what they have dreamed of for years. I, in silent, just cried. That was their moment, and fair enough they made me feel it was my moment too.
Favorite architect or designer: Frank Lloyd Wright is my favorite from the past, and Frank Gehry from the present.
Student organization leadership: Current Student Representative of Atelier (2013-2014)

FERNANDA SOTERIO DIAS PINTO
Program: Bachelor of Architecture
Live: Medford, MA
Originally from: Uberlândia, Brazil
Work: Boardwalk Properties, Mission Hill
Hobbies/Play: Photography and music
Favorite BAC classes: Design Principles and B-1 Studio
Favorite BAC instructors: Richard Griswold and Michael Rocino
Most memorable BAC experience: Project 1 B-2 Studio Review and presentation for Sketch Problem.
Favorite architect or designer: Oscar Niemeyer
STUDENT AMBASSADORS

HUMZA AFZAL
Program: Bachelor of Interior Design
Live: Bay Village
Originally from: Bloomfield, CT
Work: Host at IHOP
Hobbies/Play: Traveling, Model Making, Drawing, Designing
Favorite BAC class: Studio A-1
Favorite BAC instructors: Alison Duncan, Megan Van Der Linde
Most memorable BAC experience: Traveling Opportunity through Practice
Favorite architect or designer: I'm not sure if I can pick one architect or designer. I get my inspiration from everyone.

JESSI FLYNN
Program: Master of Landscape Architecture
Live: Boston
Originally from: Boston
Work: Land Escapes
Hobbies/Play: Bike commuting, yoga, golf, finding free concerts/community activities, sketching, gardening.
Favorite BAC class: Natural Systems Studio and Digital Artistic Illustration
Favorite BAC instructors: Shaun O'Rourke and Nina Chase
Most memorable BAC experience: Master's A final crit, which made me realize I can turn an idea into a concept into a design successfully and enjoy the process.
Favorite architect or designer: Bill Mollison: "He is considered to be the 'father of permaculture', an integrated system of design, co-developed with David Holmgren, that encompasses not only agriculture, horticulture, architecture and ecology, but also economic systems, land access strategies and legal systems for businesses and communities." from Wikipedia.
Student organization leadership: Current Treasurer of SASLA (2013-2014)

JESSICA KING
Program: Master of Architecture
Live: Somerville, MA
Originally from: Rochester, NY
Work: A Blade of Grass
Hobbies/Play: I like to sail and brew beer as often as I can. I also coach a local girls 16U fastpitch softball team.
Favorite BAC class: Freehand
Favorite BAC instructors: Mike Daniels and Mike Fiorillo
Most memorable BAC experience: Looking over at my friend's desk during finals week and seeing a line-up of two 5 hour energy bottles, one can of red bull, a venti iced coffee, and a bottle of glue.
Favorite architect or designer: Zaha Hadid
Student organization leadership: Current President of Studio Q (2013-2014)
JOHN POILLUCCI
Program: Bachelor of Architecture
Live: Brighton, MA Originally from: Haverhill, MA
Work: F. Schumacher & Co.
Hobbies/Play: I like to listen to and play music, particularly bass guitar and saxophone. I love outdoor activities such as surfing and skiing both mostly in NH.
Favorite BAC class: Rhino and other tech classes
Favorite BAC instructor: Rich Griswold
Most memorable BAC experience: There has been numerous times when friends and I have had fun and interesting experiences in and outside of school.
Favorite architect or designer: Rudolf Schindler... my favorite changes almost daily though
Student organization leadership: Former Treasurer of AIAS (2012-2013)

LISA PARCELL
Program: Master of Interior Design Alumni
Live: Brighton, MA Originally from: Milton, MA
Work: City of Boston, Landmarks Commission
Hobbies/Play: Art, Photography
Favorite BAC classes: History of ID and Furniture, Non-Residential Studio
Favorite BAC instructors: Carolyn Baker Meek and Emily Grandstaff-Rice
Most memorable BAC experience: Long hours in the wood shop for Furniture Studio.
Favorite architect or designer: Richard Meier

LONNIE ASH
Program: Master of Architecture
Live: Somerville, MA Originally from: Colorado Springs, CO
Work: CBT
Hobbies/Play: Drawing, Running, Boxing
Favorite BAC class: Freehand Drawing
Favorite BAC instructor: Morris Tyler
Most memorable BAC experience: Final review for Master’s A Studio
Favorite architect or designer: Andrew Jones
Student organization leadership: Former Student Representative for Atelier (2012-2013)

TARA WATTS
Program: Master of Interior Design
Live: Chelsea Originally from: Providence, RI
Work: Schumacher’s Showroom in the Design Center
Hobbies/Play: Singing in a choir - Voices Rising, active member of Trinity Church, member of BAC’s Studio Q.
Favorite BAC class: Orthogonal Drawing
Favorite BAC instructor: Don’t have a favorite.
Most memorable BAC experience: Creating first axonometric drawing of my apartment.
Favorite architect or designer: Olmstead’s landscape designs and Jamie Drake’s interiors
Student organization leadership: Former Vice President of Studio Q (2012-2013)
Many BAC students enter the Boston Architectural College with little to no prior professional design experience, so the task of identifying and obtaining work in a firm can be challenging, if not daunting. As such, the BAC asks local firms and related offices to host groups of incoming students so they can see what real design firms are really like. Students who participate in a firm visit come away with a greater understanding of the workings of a firm. The knowledge and advice they receive from professionals in the firm can provide the inspiration new students need to become engaged in Practice.

The typical firm visit consists of a group of 10-15 BAC students accompanied by 1-2 BAC faculty, staff, or advanced student(s). Departing from (and returning to) the BAC and utilizing public transportation paid for by the College, the group spends 1-2 hours at the firm touring the facility, viewing project work, talking to professionals about what they do on a day-to-day basis, and listening to any advice those professionals may have for aspiring designers.

Prepare yourself for this opportunity by thinking about what you want to learn from this experience. What questions do you have for the working design professionals that you will meet? Here are a few sample questions that your group may want to ask:

- What do you like most about your job?

- How would you characterize the type of projects that your firm is known for? What special characteristics about your firm distinguish you from other firms?

- What skills would an entry level architect/designer need to get a job at this firm?

- What are you looking for in a candidate in general?

- How many of your employees have connections to the BAC? How many are alumni? How many volunteer teach? How many are currently studying at the BAC?

The BAC is grateful for the support of those who facilitate firm visits. It is an invaluable resource for you as a new student. Please remember to thank your host/hostess upon departure!
STOP AND SKETCH
An Exploration of the Built Environment in Boston

WORK
We invite you to get to know the neighborhood surrounding the college by taking a walk to one of several notable architectural building destinations that you may be assigned. Once you arrive, we encourage you to stop every few minutes and quickly sketch what your see in as detailed a manner as you can. Through the act of drawing, you may begin to get to know Boston and its design, not just intellectually, but intuitively.

LEADER
A BAC Student Ambassador will be your guide. She or he will have a watch to time the exploration and to time the sketches themselves. Do your best work under the circumstances and have fun! Your leader will be able to get you to where you need to go as well help you focus your drawings on the required subjects.

DESTINATIONS
Depending on the time of year, plus the vagaries of Boston weather, you will be traveling to venues where you can settle in and concentrate on your sketching. Possible sites include the Christian Science Center, Boston Public Library and the Old South Church. If the weather cooperates and your guide considers it suitable to stop along the way, you may find yourself pausing en route. Once you arrive at your destination, take a few minutes to look around.

SUBJECTS
Once you have become familiar with your surroundings, your Student Ambassadors will direct you in a number of short sketches. These sketches may have a specific focus or direction, depending on the directions given at your earlier meeting.

SEE / STOP / SKETCH
You will be given a sketchbook and a pencil to use for your drawings. Take time to really see and think about the architecture you are viewing. Choose a subject and lay out some lightweight guidelines for the sketch using the entire page. Then look closely at your subject. Try to clarify for yourself the most important thing about the view and make sure your drawing conveys these thoughts to the viewer. Draw what you see (no cartoons or birds eye views). Experiment with shade and shadow and line weight. Be creative while representing aspects of the architecture that interest you.

CRITIQUE
Plan to pin-up your best sketches when you return to the BAC. You and your fellow BAC students will discuss these sketches. Make thoughtful and constructive comments. Are you good at this sort of thing? Congratulations. To draw a communicative sketch and be able to discuss your artwork and the artwork of others is essential to your future as a designer. Feel like you are not so great, yet? Don’t worry. You’ll get better with practice. Have fun!

WHAT STUDENTS AT PREVIOUS NSO’S HAVE SAID
“This experience was very interesting. I recommend doing it again.”
“It gave us a chance to exercise our own skills.”
 “[It was] good to get out and see the local area.”
“[It was a] good warm up and preview of what’s to come.”
Goal
To give the students an opportunity to get to know each other and their Student Ambassadors (SA), and vice versa.

Time
35 minutes

Procedure
SAs will take their group to their designated studio to lead the exercise.

Part 1: 15 minutes
- The SA will divide each group into “build teams” of 3-5 people.
- With the provided materials, each team will have 15 minutes to build a structure that is a minimum of 18” in height.
- The “build team” should come up with a name for their structure and a reason for this name.
- The team will designate a spokesperson for their team.

Part 2: 20 minutes
- The spokesperson for each team will present their structure.
- The presentation should include:
  - Each “build team” members’ name
  - The name of the structure
  - Why they chose that name
  - A description of the structure itself
Is attendance for the entire New Student Orientation (NSO) mandatory?
Yes. In addition to learning about the BAC degree programs, staff, resources, and student life, NSO is when new students select their first semester courses, complete their financial aid and bursar requirements, and register with Practice.

Is there any student parking?
Unfortunately, no. Boston is very accessible by walking and public transportation however, and the BAC is on the same block as the Hynes Convention Ctr. T stop on the green line.

When does the Fall 2013 semester start?
The CityLab Intensive begins on Friday, August 23rd

When will my class schedule be official?
Once you have been cleared to register, the courses you selected at NSO will be entered by the registrar within 5 business days. After that point, you are encouraged to check your schedule via Self Service to ensure its accuracy.

When and where do I get my student identification card?
Student IDs will be available during NSO and the first week of classes in the Library on the sixth floor of 320 Newbury Street.

Do I have a student mailbox?
Yes. Student mailboxes are located on the first floor of 320 Newbury Street and are created for new students after the first 2 weeks of their first semester. Full-time current students have mailboxes. Students do not have mailboxes during a leave of absence or part-time enrollment.

Where do students buy their textbooks?
Please check with your instructors to confirm what you will need. BAC textbooks can be purchased at:
Berklee Bookstore (Barnes & Noble)
1090 Boylston St., Boston MA
http://berklee.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&storeId=40054&langId=-1

When and where do I get my health insurance cards?

What was the name of that person again?
You can find their name and title on this BAC Staff Directory:
http://the-bac.edu/about-the-bac/bac-staff

How do I contact BAC people?
Students, faculty, and staff alike use a firstname.lastname@the-bac.edu email format.
WELCOME TO PRACTICE
In addition to the education that BAC students receive in their academic classes, the experience and learning gained through Practice allows students to hone technical skills, learn firsthand about the realities of working in the field, and develop future professional goals based on their own experiences. Because BAC students are challenged to search for ways to gain professional experience (through employment, Gateway projects, or independent work); to develop strategies for acquiring necessary skills in Practice; to navigate the demands of working full-time and taking classes simultaneously; and to document and reflect upon their experiences, students graduate with the ability to continue to learn and grow professionally throughout their careers.

Progress in Practice is tracked throughout by the amount of time they have worked in Practice-approved settings (Practice hours earned) and by the level of their professional skills and competencies (Skill Level). Students have the flexibility to pursue fulfilling their Practice requirements in a variety of ways, but all students must achieve a minimum number of Practice hours and Skill Level by certain milestone moments in the curriculum.

Students earn Practice hours by working in approved employment settings (i.e. architecture, landscape architecture, interior design, construction, and other design-related industries which are described in more detail on the Practice Department’s web page), or in Practice-approved and supervised Gateway projects and activities. BAC students working full-time in Practice differ from students in standard internship and co-op programs because they are typically hired as permanent employees and are entitled to the same compensation and benefits that are offered to other employees.

PRACTICE HOURS
Practice hours are the Practice counterpart to Academic credit and appear on the transcript alongside academic work. Students are required to earn established increments of Practice hours by certain curricular milestones. Practice hours account for approximately one third of the total credits required for graduation. Twice a year, students complete an online Practice Report to report the number of Practice hours they have earned over the past reporting period. Hours are awarded in specific categories and course areas reflecting the competencies utilized by the programs’ respective licensing bodies. Supporting documentation of any professional experience and work must also be maintained so that it can be compiled and presented during the student’s Practice Assessments.

SKILL LEVEL
Skill Levels are based on two important sets of proficiencies: those which underscore technical abilities and those skills involving communication, leadership, and maturity. Students are guided to make continual progress in Practice by acquiring new skills and competencies. Students will attend a Practice Assessment as part of their Community Practice course during their second semester and in each Segment of the program thereafter to present documentation of their professional progress and have their Skill Level evaluated. For more information on how Skill Levels are assigned please visit the Practice Departments page on the BAC website.
STUDENT LEARNING CONTRACT
Each degree program has a corresponding Student Learning Contract (SLC) that is used to measure and track Skill Level. Students should refer to the SLC for their degree program periodically and under the advisement of the Practice Department to track their progress and ensure the acquisition of new skills. The SLC will be officially updated at periodic Practice Assessments when Practice Examiners will use the SLC to evaluate Skill Level. It will stay in a student’s file from their matriculation at the BAC and will track their progress from one Skill Level to the next until graduation.

PRACTICE ASSESSMENT
Throughout their time at the BAC, students will attend multiple Practice Assessments, 30-45 minute appointments in which students meet with a Practice Examiner (a Practice faculty member and practicing design professional who has been trained to conduct Practice Assessments) to discuss their professional progress and show documentation of their professional work and skills. At the Practice Assessment, students will be assigned a Skill Level using the Student Learning Contract.

ONLINE PRACTICE REPORT
Twice a year prior to registration (May and December), students will complete an online Practice Report (along with their Practice Registration Form) to report the number of hours they have worked over the past reporting period. Each degree program has a unique Practice Report with corresponding course areas that reflect the competencies required by the respective accrediting and licensing boards. Students are required to report the number of hours they spent working in each of the relevant course areas. The total number of hours spent working will total at the bottom of the page. The student’s supervisor is required to validate any hours reported with their signature. This information is then entered onto a student’s transcript. All students should carefully track their professional experience over the course of the reporting period to ensure they accurately report their hours at the end of the reporting period. Supporting documentation of the experience and the work must also be maintained so that it can be compiled and presented in a professional portfolio at each of the student’s Practice Assessments.

ONLINE PRACTICE REGISTRATION FORM
Twice a year prior to registration (May and December), students will complete an online Practice Registration Form (along with their Practice Report) to report their expected Practice status for the upcoming reporting period. Each student regardless of current employment status are required to complete this online form. For any students whose expected status is employed or as working on a Gateway Project must obtain their supervisor’s signature on the form to verify their employment and anticipated hours to be worked per week. Students should also contact the Practice Department complete a mid-semester online Practice Registration Form if their employment status changes during the course of the semester.

PRIOR PRACTICE LEARNING
For students in the Architecture and Interior Design programs only, Practice hours may be awarded for professional work completed prior to enrolling at the BAC. To receive Prior Practice Learning hours, students must have completed work of a design nature under the direct supervision of a licensed designer or professional with expertise related to their degree of study. Students are able to transfer in up to but no more than half of the total number of Practice hours for degree program. Students should contact our office to receive a copy of the application and to learn more about the Prior Practice Hours process. Students have one year to fill out the application, attend an appointment with a Practice staff member to review the application, and to resolve any outstanding paperwork. Students in the Landscape Architecture program are unable to receive Practice hours for prior work experience but may be evaluated for Skill Level based on prior work experience.

PRACTICE FACULTY
The Practice Faculty is comprised of 45+ practicing architects, interior designers, landscape architects, and design-related professionals. Practice Faculty members participate in Practice Assessments and Portfolio Reviews. They also serve as mentors and supervisors in Gateway Projects, Independent Practice projects, and other independent study projects. Within the Practice Faculty there is a group of Practice Examiners who come to the school in the evenings each week to meet with students for Practice Assessments.
GATEWAY PROJECTS
In addition to earning Practice hours for work in approved settings, students may also decide to participate in Gateway Projects, which allow students to gain experience and earn hours through projects organized and supervised by the Practice department. These projects are not intended to replace the ways in which students have traditionally earned Practice hours—by working in design firms and related fields—but can serve as alternative options while students search for full-time Practice employment. Students can become involved in Practice design competitions, where a team of students, led by a faculty member, form a mock-firm and develop an entry for a design competition; Community Service Projects, where teams of students, supervised by faculty members, work on real-life design projects for local community groups and nonprofits; and/or in Independent Practice, where students secure and pursue freelance work or independent projects under the supervision of a faculty member. To learn more about opportunities that are currently available, please contact the Practice department.

LICENSED (IDP/IDEP)
Architecture students qualify to register with the Intern Development Program (IDP) of the National Council of Architectural Registration Boards (NCARB; www.ncarb.org) from the time they matriculate at the school. Students are responsible for tracking their own eligibility, registering to participate in IDP if they choose to do so, and in submitting the necessary paperwork to the BAC and to NCARB to complete their registration process. All forms pertaining to eligibility should be submitted to the Practice Department; transcript requests should be submitted to the Registrar’s office. Students should refer to the guidelines and information posted on the NCARB website for information about the registration process (http://www.ncarb.org/idp/) and contact NCARB with any questions or concerns. NCARB instituted a “Six Month Rule” in the summer of 2009, which limits students’ ability to file for past hours to within six months of their IDP Start Date. It is important for students to monitor and track their own eligibility status to ensure they have registered with NCARB and logged their hours within six months of their eligibility.

The Interior Design Experience Program (IDEP) is a voluntary program run by the National Council for Interior Design Qualification (NCIDQ). The total number of hours needed to fulfill IDEP requirements is 3,520. Please see the NCIDQ website at http://www.ncidq.org for more information about how to get started.

RESOURCES FOR STUDENTS
Some resources offered by Practice include:
- Gateway Projects (described above)
- Individualized job search advisement and counseling, mock interviewing
- Practice advising to answer questions about departmental policies, procedures, and/or transcript issues relating to Practice credits
- Resume, cover letter, and portfolio critique (although we recommend students begin working on these with the Learning Resource Center)

Most importantly, BAC students have a distinct advantage when it comes to their job search: access to an extensive network of fellow students and faculty members, many of whom are working in firms and may serve as sources of information about available employment opportunities.

PracticeLab
PracticeLab is an online job board where local employers post full-time, part-time, paid and unpaid jobs for BAC students. All positions posted on PracticeLab are assigned a Skill Level, and only students who are at the appropriate Skill Level, or one higher or lower, are able to apply for the position. New students will be contacted after the start of their first semester with a username, password, and instructions for logging into the system. For assistance with your account, please contact: practice@the-bac.edu. (Please note that your PracticeLab login information is different from your Self Service login information.)
For any questions regarding program requirements please visit our page on the BAC website, http://www.the-bac.edu/education-programs/practice.

CONTACT
Practice Department
3rd Floor, 320 Newbury Street
Boston, MA 02115

Email: practice@the-bac.edu
Phone: (617) 585-0145

TIMELINE FOR EARNING PRACTICE HOURS

Please note that the following numbers are estimates based on 40 hour work weeks and are intended to help students estimate the amount of time it will take them to earn certain increments of Practice hours. Students are not required to earn these amounts of hours in these time frames, but will have to earn certain amounts of hours within each Segment of their degree program in order to move forward.

450 hours = 3 months full-time employment
675 hours = 5 months full-time employment
1,100 hours = 7 months full-time employment
1,350 hours = 9 months full-time employment
2,300 hours = 1.25 years / 15 months full-time employment
2,700 hours = 1.4 years / 17 months full-time employment
3,000 hours = 1.6 years / 19 months full-time employment
4,500 hours = 2.5 years / 29 months full-time employment
5,400 hours = 3 years / 34 months full-time employment
Integrated Curriculum
An integrated and collaborative course of study is offered at the BAC, one that recognizes the need for holistic problem solving among and between the design disciplines. This innovative program transcends disciplinary boundaries, and is inevitably bound with the lessons learned in the practice of design. We intend for the next generation of designers to be, as a result of these revisions, more socially responsible and culturally aware leaders of their professions.

Curriculum Objectives:
• Provide a transdisciplinary Foundation program for all students at both the undergraduate and graduate levels
• Provide opportunities for interdisciplinary learning at advanced level within the programs
• Shorten the path to completion by encouraging full-time academic study where appropriate
• More thoroughly integrate learning in the classroom with learning from Practice
• Provide more opportunities for experiential learning through intensives and cohort learning
• Supplement evening courses with an increasing amount of daytime scheduling options
• Differentiate graduate from undergraduate professional degree education

We continue to assess the curriculum to ensure it meets our educational goals as well as align with student needs. We continue on this enterprise in a spirit of self-assessment. We intend to measure the efficacy of our actions, and we will be inviting you to provide the primary evidence for this assessment. Welcome!

Foundation: an Overview
Today’s design professions draw upon a shared fluency in creative thinking and problem-solving. Architecture, interior design, landscape architecture and the emerging design professions require skills in reading, writing, visual representation, critical thinking and research that are shared across these fields. Taken together, these skills form a foundation of abilities that allow designers to generate and communicate ideas to each other and to the world at large. The BAC Foundation allows students to learn basic design skills in a collaborative learning environment. Students begin developing intellectual, professional and social networks that will serve them in their academic endeavors and extend to a lifetime of engagement with design and designers.

The Foundation program can be completed in two semesters by a student who is taking a full-time academic course load. Beginning with City Lab, a unique introduction to the BAC and to Boston, the student in first-semester Foundation learns to integrate design and thinking skills in the areas of collaboration and community, critical reading and research, design representation, and application of design methods and creative problem solving.

Semester One Foundation – 12 credits
3 credits City Lab – collaboration and community
3 credits Transdisciplinary Studio 1 – design methods and creative problem solving
3 credits Visual Thinking (Master) or Design Representation (Bachelor) – graphic representation of design ideas
3 credits Design Theory and Inquiry (Master) or Critical Reading and Research 1 (Bachelor)

Semester Two Foundation – 15 credits
3 credits Sustainable Material Assemblies – understanding how the built environment is put together
3 credits Making and Modeling – graphic and three dimensional representations of design ideas
3 credits Community Practice – introduction to the practice of delivering a project in the real world
3 credits Disciplinary Studio (Master only) or Transdisciplinary Studio 2 (Bachelor only)
3 credits Design Theory and History (Master only) or Critical Reading and Research 2 (Bachelor only)
Portfolio Review
Upon completion of the 27 credits comprising the Foundation program, the student submits a Portfolio for review by the College. Successful completion of the Portfolio Review demonstrates the student’s understanding and ability to reflectively synthesize their learning across the Foundation program.

The BAC’s Foundation program seeks to foster the student’s understanding of the relationships between courses. For example, competent representation of design ideas (Visual Thinking or Design Representation) is important to the successful application of design processes and methods (Transdisciplinary Studio). Likewise, comprehension of texts in design (Critical Reading and Research or Design Theory and Inquiry) is essential to exploration of creative solutions in Studio. These relationships work in multiple directions, each course assisting the student’s learning in the others.

Foundation Portfolio
The Foundation Portfolio is part of the process of continuous reflection and improvement expected of the BAC student. Completion of Foundation, and advancement to Segment II of the student’s degree program of Architecture, Design Studies, Interior Design or Landscape Architecture, requires 3 things:

- completion of the 27 credit Foundation curriculum
- satisfactory cumulative GPA (determined by program)
- successful review of Foundation Portfolio

What is expected: The Foundation Portfolio Review is intended to evaluate a student’s readiness for advancement from the Foundation Segment to disciplinary study. Foundation Portfolios are uniquely assembled by students as a vehicle to reflect on their work in the Foundation curriculum. Reviewers of these portfolios will expect to see the work of the student’s studio, design media, practice and technology courses amended and refined to respond to feedback received in these courses. Guidelines for the portfolio response will be covered in these courses. Students are expected to write reflectively about specific projects or assignments, and to write a summary essay, using writing skills learned in Critical Reading and Research (undergraduate level) or Design Theory and Inquiry (graduate level).

When to submit: Foundation Portfolios should be submitted for review at the end of the semester in which the student completes the 27 credit Foundation program. Portfolio Reviews are held in January, May, and July. The submittal date will follow the end of the semester, and will be published in the Academic Calendar. Students should register for Portfolio Review when registering for the semester in which they anticipate completing Foundation.

What happens next: Portfolios are reviewed by the BAC’s faculty and by Education Directors (students are not present for the review). Students will be informed of their status at the end of Portfolio Review, usually within two weeks of the Submittal date. Students who pass Foundation Portfolio will advance to Segment Two of their chosen degree program. Students who fail will be allowed to continue for a semester, with the expectation that they will resubmit at the conclusion of that semester (the student’s Program Head will identify a restricted number of Segment 2 courses appropriate for the student to take during the continuation semester; this list will vary by degree program but will not include studio courses).

How can I get more information? A portfolio overview and portfolio workshops are presented during each semester (watch the academic calendar for the date). You may also email the Chair of Foundation Studies crandon.gustafson@the-bac.edu, subject line “Foundation Portfolio,” with questions.
ARCHITECTURE

Architecture engages personal experiences to create spaces for people. Architecture is a spatial and material translation that creates spaces for social practices. Architects seek to answer the question of how we want to live. At the BAC, architecture students immerse themselves in design thinking to create functional and poetic spaces in response to design challenges.

The Master of Architecture (M. Arch) and the Bachelor of Architecture (B. Arch) degrees are “first-professional” degrees, encompassing the requisite knowledge to continue on the path of internship, examination and registration in the practice of Architecture. The BAC also offers a non-professional degree BDS, Architecture; this non-professional degree can lead to advanced standing into the BAC’s an accelerated M. Arch program.

Curriculum The Design Studio sequence is at the core of the curriculum, and practice is an integral part of design learning. Our concurrent practice education offers an ongoing integration of design practice with the learning process, supported by a like-minded community of students and faculty. Mentored and supervised, students grow as working design professionals. Degree students work in the design profession during the day and attend classes in the afternoon and evening. This interplay of education and practice provides a solid preparation for a career in design, a professional network, and the opportunity to meet the Intern Development Program (IDP) requirement for NCARB registration at graduation.

The studio experience invites students to imagine and make work that responds to social and spatial conditions. Students design buildings that matter - spaces that contribute to people’s well-being and that respond sustainably. Individually and collaboratively, students learn how to create innovative designs and forge their design identity. Some students also elect to travel during the summer in an intensive study program to accelerate their studies.

Sequence of Study

Segment I – Foundation: students acquire design process knowledge and design representation skills (both digital and hand media). The Segment I courses are shared by students in architecture, landscape architecture, interior design and design studies.

Segment II – Integration: students explore, in breadth and depth, the discipline of architecture. Studio projects increase in size and complexity while integrating, related knowledge of sites, building systems and sustainable design, and mechanical systems.

Segment III – Synthesis: students pursue advanced courses related to individual interest. Segment III concludes with a culminating two-semester Thesis Project in the M. Arch or Degree Project in the B. Arch. This project covers the process of design from conception through documentation, integrating academic and practice components of the curriculum and synthesizing professional learning. Each graduate student frames the thesis according to the student’s passions and territory of interest.

Length of Stay  The M. Arch program requires 105 academic credits and 5,000 practice hours, taking approximately 9 semesters (4.5 years) to complete. The B. Arch program requires 150 academic credits and 5,000 practice hours, taking approximately 12 semesters (6 years) to complete. Length of stay varies, depending on prior academic experience and the student’s choice of semester credit loads.

Accreditation The M. Arch and the B. Arch programs are accredited by the New England Association of Schools and Colleges (NEASC) and received full 6-year accreditation from the National Architectural Accrediting Board (NAAB) in 2012.

For more information  Contact the Head of the School of Architecture, Karen Nelson at karen.nelson@the-bac.edu or call your BAC Admissions Counselor at 617.585.0123.
INTERIOR DESIGN

Interior Design engages our experience at the personal, social and global level. Preparation for this field immerses the student in the application of creative processes to the design of functional spaces. At the Boston Architectural College, Interior Design begins with the designer’s role as steward of the world’s resources - as a sustainable, or green designer - and as agent in the creation of spaces supportive of people’s health, safety and welfare.

The BAC offers accredited graduate and undergraduate programs in Interior Design through the Master of Interior Design (MID) and the Bachelor of Interior Design (BID) degrees. Both are “first-professional” degrees, encompassing the requisite body of knowledge to continue on the path of internship, examination and certification in the practice of Interior Design. You can learn more about this path at the BAC’s web page [http://www.the-bac.edu/education-programs/practice/jobs-professional-practice-licensure#ID](http://www.the-bac.edu/education-programs/practice/jobs-professional-practice-licensure#ID).

Curriculum The Design Studio sequence is at the core of the curriculum, and practice is an integral part of design learning. By fulfilling practice curriculum requirements while at the BAC, students usually earn substantial hours toward the requirements of the Interior Design Experience Program (IDEP). One half of the 3,520 experience hours needed to qualify for the NCIDQ exam may be applied from hours earned before graduation.

Sequence of Study
Segment I – Foundation: students acquire design process knowledge and design representation skills (both digital and hand media). The Segment I courses are shared by students in architecture, landscape architecture, interior design and design studies.
Segment II – Integration: students explore, in breadth and depth, the field of Interior Design. Studio projects increase in graduated increments of size and complexity, and related knowledge in sustainable design, lighting, and mechanical systems is integrated.
Segment III – Synthesis: students pursue advanced professional courses related to individual interest. Segment III concludes with a capstone two-semester Thesis Project in the MID, or Degree Project in the BID. The capstone project covers the process of design from conception through documentation, integrating academic and practice components of the curriculum and synthesizing professional learning. Capstone projects include in-depth research into a cognitive, psychological, organizational, or other human behavioral issue, as well as a comprehensive exploration and design of an interior environment.

Length of Stay The MID program requires 84 academic credits and 3,000 practice hours, taking approximately 6 semesters (3 years) to complete, without any transfer credits. The BID program requires 120 academic credits and 3,600 practice hours, taking approximately 10 semesters (5 years) to complete, without any transfer credits. Length of stay varies, depending on prior academic and work experience, and the student’s choice of semester credit loads.

Accreditation The MID and BID programs are both accredited by the New England Association of Schools and Colleges and the Council for Interior Design Accreditation (CIDA). The programs received the full 6-year accreditation from CIDA in 2009 based on CIDA’s 2006 Standards.

For more Information For the MID program, contact the Head of the School of Interior Design, Crandon Gustafson at 617-585-0285 / crandon.gustafson@the-bac.edu. For the BID program, contact Denise Rush, Director of the Undergraduate Program in Interior Design 617-585-0291 / denise.rush@the-bac.edu. We also welcome you to call your BAC Admissions Counselor at 617.585.0123.
EDUCATIONAL PROGRAMS

LANDSCAPE ARCHITECTURE

The School of Landscape Architecture offers Master (MLA) and Bachelor (BLA) first professional degrees in Landscape Architecture founded on excellence in design education through an interdisciplinary, academic and practice based model of design thinking and learning, and open to students of all cultures who wish to explore urban landscapes and sustainable design principles influencing the advancement of the landscape architecture profession and the diverse and global communities it seeks to serve.

Curriculum  The MLA and BLA programs are focused on new urban landscapes and sustainable design. A mixture of theoretical and technical courses provide a balanced curriculum supported with classes in theory and critical thinking, design media and public art, principles of sustainable design, and regional and site specific studios with a range of urban landscapes exposing students to site planning and site design projects and criteria. Studio explorations are furthermore reinforced with topics in ecology, hydrology, earthwork, and construction methods. Graduate students address advanced research topics through directed and independent investigations and scholarly methods; Undergraduate students partake in a broad range of humanities courses that expand the students’ conceptual and technical knowledge base and skill sets. The City of Boston is accessed as an outdoor classroom and is used to explore urban sites and programs.

Students participate in Practice and partake in community work and professional collaboration. Through applied learning students refine and formulate ideas that strengthen their classroom studies. These hands on experiences equip students with practical knowledge and abilities as they become engaged in professional practice in design firms, earning income and practice hours. Graduates are fully-realized designers, with impressive resumes, portfolios, and professional networks.

Sequence of Study  The program is composed of three phases: Foundation, Integration and Synthesis.

Segment I - Foundation: all entering BAC students share a Foundation Studies experience where design concepts and a universal spatial language are framed.

Segment II - Integration: students engage in dynamic and sequential spatial projects addressing global, regional and local urban landscapes and urban design systems thinking. New and revitalized polycentric urban centers and communities are addressed through natural and constructed ecologies, and solved for optimum spatial solutions through conceptual and technical means.

Segment III - Synthesis: students enter an independent phase of Thesis and Degree Studios, formulating individual proposals in areas of professional inquiry, and demonstrating a comprehensive understanding, knowledge and mastery of the applied study of Landscape Architecture.

Length of Stay  The MLA program requires 84 academic credits and 900 practice hours, and is intended to be completed in 3 years. The BLA program requires 123 academic credits and 2,100 practice hours, and is intended to be completed in 5 years. Length of stay varies, and can be reduced, depending on prior academic and work experience, transfer credits and credit load per semester.

Accreditation  The BAC’s MLA program will be receiving its first accreditation review visit from the Landscape Architectural Accreditation Board (LAAB) in the fall of 2013. The BLA program is currently accredited by LAAB and will be receiving its re-accreditation visit in the fall of 2013. Both programs are also by accredited by the New England Association of Schools and Colleges (NEASC).

For more information  Contact the Head of the School of Landscape Architecture, Maria Bellalta, at 617-585-0157 / maria.bellalta@the-bac.edu or call your BAC Admissions Counselor at 617.585.0123.
DESIGN STUDIES

“Design” is a difficult term to define. It means different things to different people. There is no one definition that captures what “design” is or what designers do. In the School of Design Studies our overarching goal is to provide students the opportunity to explore design as a way of thinking and to develop their own particular approach to and definition of design. We want our graduates to be creative and critical thinkers, who are able to develop design solutions for whatever problems they might encounter.

Curriculum  Bachelor of Design Studies (BDS) and Master of Design Studies (MDS) degrees are offered. At the Bachelor’s level, we offer five programs of study:

- Sustainable Design
- Historic Preservation
- Design History, Theory, and Criticism
- Design Computing
- Architectural Technology

These programs of study are flexible, and students are encouraged to design, with the help of their program director, a course of study to suit their interests and career path. Students may pursue one program as either a major or a concentration, or they may pursue two areas of study either through a double concentration or in a major / concentration combination. Program directors work with each student to create a course of study that satisfies the basic degree requirements and that takes advantage of any prior study a student has done at another institution and/or any learning a student has acquired through work experience or professional development.

At the graduate level, we offer a program of study in sustainable design and in historic preservation. The MDS is a low residency program in which students learn in a combination of online course work and short, intensive periods of study on the BAC campus in Boston. To learn more about the MDS, please visit: http://www.the-bac.edu/education-programs/school-of-design-studies.

Sequence of Study  The bachelor degree curriculum is made up of three parts:
Segment I – Foundation: Shared by all entering BAC students, foundation provides an introduction to the basic elements of design and critical thinking with coursework in studio, graphic representation, analytical research, sustainable design and “applied learning.” At the end of the foundation curriculum, students are required to pass their foundation portfolio review. This is one of two significant milestones that students must pass successfully in order to continue to the next level in the BDS curriculum.
Segment II – Integration: Students complete two Design Studies Practicums that will provide hands-on experience to compliment the theory they learn in the classroom. In this part of the curriculum, students also study the array of required liberal arts that will provide breadth to their design studies.
Segment III – Synthesis: Students complete a rigorous, research based capstone design project this is intended to synthesize what they have learned, how they design, and in which direction they might go after graduation.

Length of Stay  Each of the bachelor programs of study requires 120 credits, including the practicums, to complete. These programs can be completed in four years if student complete on average 15 credits per semester. The master’s program requires 33 graduate level credits and can be completed in four semesters.

Accreditation  The Boston Architectural College is accredited by the New England Association of Schools and Colleges to offer these programs of study and to award these degrees. In addition, the BAC’s curriculum in Historic Preservation meets the standards for degree granting programs established by the National Council for Preservation Education (NCPE).

For more information  Contact the Head of the School of Design Studies, Don Hunsicker at don.hunsicker@the-bac.edu or call your BAC Admissions Counselor at 617.585.0123.
## WHO TO ASK

**QUESTIONS? CALL: 617-585-0EXT; ‘300’ extensions are 617-585-7EXT**

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<td><a href="mailto:atelier@the-bac.edu">atelier@the-bac.edu</a></td>
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<td>Head of School of Architecture, ext. 214, 2nd floor, 320 Newbury St.</td>
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<td>Head of School of Design Studies, ext. 289, 2nd floor, 320 Newbury St.</td>
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<td>Head of School of Interior Design, ext. 285, 3rd floor, 320 Newbury St.</td>
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<td>Degree Project Studio (Landscape Architecture)</td>
<td>Head of School of Landscape Architecture, ext. 157, 3rd floor, 320 Newbury St.</td>
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<td>Assistant Director of Academic Services and Disability Services Coordinator, ext. 274, 1st floor, 320 Newbury St.</td>
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<td>Ext. 257, Room 511, 5th floor, 320 Newbury St.</td>
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<td>Ext. 243, 1st floor door of all campus buildings</td>
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<td>Director of Advanced Architecture Studios, ext. 226, 2nd floor, 320 Newbury St.</td>
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<td>Studio / Advanced (Interior Design)</td>
<td>Head of School of Interior Design, ext. 285, 3rd floor, 320 Newbury St.</td>
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<td>Studio / Advanced (Landscape Architecture)</td>
<td>Head of School of Landscape Architecture, ext. 157, 3rd floor, 320 Newbury St.</td>
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<td>Studio / Foundation</td>
<td>Director of Foundation Studios, ext. 218, 3rd floor, 951 Boylston St.</td>
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<td>Student mailboxes</td>
<td>Located on 1st floor of 320 Newbury St.; contact Registrar’s Office, ext. 135</td>
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<td>Student organizations</td>
<td>Coordinator of Student Activities, ext. 269, 1st floor, 320 Newbury St.</td>
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<td>Director of Master’s Thesis, ext. 260, 5th floor, 100 Mass Ave.</td>
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<td>Director of Academic Services, ext. 215, 1st floor, 320 Newbury St.; or Admissions, ext. 123, 1st floor, 320 Newbury St.</td>
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<td>Bursar, ext. 115, 3rd floor, 100 Mass Ave.</td>
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<td>Advising Department, ext. 160, 1st floor, 320 Newbury St.</td>
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E-mail individuals as follows: <firstname.lastname@the-bac.edu>
ACADEMIC ADVISING AND THE LEARNING RESOURCE CENTER

Academic Services at the BAC consists of Academic Advising and the Learning Resource Center. Through these offices students can receive academic and practice-related advising, tutoring, and guidance in areas such as general life balance, time management, and effective study skills. Academic Services is located on the 1st Floor of 320 Newbury Street near the student mailboxes.

ACADEMIC ADVISING

Academic Advisors are available to discuss course sequencing, educational plans, concerns about academics and practice, and to provide guidance through the Portfolio, Thesis, Degree Project, and Progress Review processes. All students are required to meet with an Academic Advisor at least once a year; however, we strongly encourage students to meet once a semester. Students who are on Academic Probation may be required to meet with their Academic Advisor on a more frequent basis.

All students are assigned an Academic Advisor when they enter the BAC. Students will receive this information during New Student Orientation or they can contact Academic Advising if they have any questions. New students are allowed to change their Academic Advisors when necessary, but must do so by contacting Academic Advising.

Academic Advisors are available by appointment and during specific drop-in times throughout the year. Appointments can be made Monday through Thursday between the hours of 9:00am to 7:00pm. To schedule an appointment you can go in person to the office, call the general Academic Advising line at 617.585.0160, or email advising@the-bac.edu. Important: Appointments must be scheduled at least 3 days in advance and, if necessary, must be canceled 24 hours in advance.

Follow Academic Advising on Twitter @BACbuzz for deadlines, updates, and more!

LEARNING RESOURCE CENTER (LRC)

The BAC Learning Resource Center (LRC) provides a range of tutoring and writing consultation services to help students with their studies. All tutoring is free and is available via drop-in, by appointment, or both depending on the subject. Present services include, but are not limited to:

- Writing and Research consultations (all classes, resumes, cover letters, and portfolios)
- Tutoring for Math-intensive courses (Algebra & Trigonometry, Physics, and all levels of Structural Systems)
- Software tutoring (AutoCAD 2D and 3D, Revit, SketchUp, InDesign, Photoshop, and others)
- Studio consultations (presentation skills, concept development, etc.)
- Drawing & Model-making tutoring

To inquire about availability of tutoring for a course not mentioned, contact the LRC directly at 617.585.0174, learningcenter@the-bac.edu, or in person at the office, located on the first floor of 320 Newbury Street.
PRACTICE-RELATED ADVISING

Practice advising is handled primarily by the Practice Department (please see the Practice section of this handbook) and students can meet with Practice Staff directly. However, Academic Services can be a resource to students for general Practice assistance. For help with resumes, cover letters, assembling a portfolio, or interview skills students can contact the LRC. If students have general questions about starting a job search, learning about what related jobs may earn practice credits, or need information about the sequence of Practice-related milestones in the curriculum their Academic Advisor will be able to assist them.

DISABILITY (LEARNING AND PHYSICAL) ADVISING AND ACCOMMODATION

The BAC complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by providing reasonable accommodations to students with documented disabilities. The BAC is committed to providing reasonable accommodations to students with disabilities based on their unique needs. To fulfill this mission, the Assistant Director of Academic Services and Disability Services Coordinator (DS Coordinator) works with students who have documented disabilities to ensure equal educational access.

Accommodations/services can only be activated at the BAC once a student self-discloses their disability to the DS Coordinator. Any student seeking accommodations should contact the DS Coordinator directly to discuss eligibility criteria, responsibilities and documentation requirements. Students may do so at any time during their academic career at the BAC, however it is highly encouraged to connect with the DS Coordinator as early as possible upon admission. Students must make arrangements for accommodations at the start of every new semester. All information and documentation related to a disability is confidential and is not released without the student’s written consent.

Karen Keough, Assistant Director of Academic Services and Disability Services Coordinator, can be reached by emailing Karen.Keough@the-bac.edu or by calling 617-585-0274.

REFERRAL ASSISTANCE FOR OUTSIDE SERVICES

The BAC does not provide on-site mental health counseling (i.e. for stress, depression, addiction, etc.) or testing services for learning disabilities. However, the BAC is partnered with AllOne Health Resources to provide the Talk One2One Student Assistance Program (SAP). The SAP can provide counseling and make referrals to local organizations that can be of assistance in these areas. Please see the SAP page in this handbook for further details. The staff in Academic Services can also assist students in contacting the SAP or providing referrals. Please contact the Director of Academic Services at 617.585.0215 for further assistance.
ACADEMIC WARNINGS

Instructors in any class may, at any time, submit an Academic Warning for students who are not performing up to expectations. The instructor may recommend specific steps to be taken as part of this submission. A copy of the warning is kept in the student’s Academic Advising file, and the original is mailed directly to the student. Students who receive warnings are urged to meet with their Academic Advisor to assist in successfully completing the course.

ACADEMIC PROBATION

Students in all degree programs are required to make satisfactory progress toward their degree. Satisfactory Educational Progress has two components, academic and practice, with the exact terms defined by the program in which a student is enrolled.

**Academic:** A student must maintain a cumulative Grade Point Average (GPA) and a cumulative Studio GPA (SGPA) or concentration/major GPA, which meet the degree requirements for his/her program.

- BArch, BID, and BLA - 2.5
- BDS - 2.0 cumulative; 2.5 major/concentration (no SGPA requirement)
- MArch, MID, and MLA - 2.5 (Segment I); 2.7 (Segment 2 and thereafter)
- MDS - 2.7 cumulative (no SGPA requirement)

If either of a student’s grade point averages fall below the program minimum required, the student will be placed on academic probation.

**Practice:** A student must accrue practice hours to progress through the BAC. Once concurrent, a student not collecting these hours (or accruing them at an insufficient pace) can be considered Practice Non-Compliant. While students are not required to sign a non-compliance contract, they are expected to take immediate and appropriate steps to remedy their situation.

Satisfactory Educational Progress is checked at the end of every semester. Academic Advising and/or Practice issue letters informing students who are not in good standing. Educational sanctions and registration limits can be imposed on students not making sufficient educational progress. A permanent note of probation status is recorded in the student’s Academic Advising file. Students who are on probation are not permitted to submit for Portfolio Reviews, enter Thesis Seminar/Studio or Degree Project, or advance to graduation.

A student on academic probation must sign a probation contract, also known as a Contract for Educational Progress (CEP). This is a formal document that lays out a plan to help the student improve academic performance. It is completed by an Academic Advisor in consultation with the student and lists a series of criteria/terms that the student must meet within the given semester. Students unable to raise their GPAs enough to regain good academic standing after two probation semesters must attend an academic hearing with the Educational Review Board to determine whether they will be allowed to continue at the BAC.
Welcome from the Financial Aid Office!

It is not too late to apply for financial aid. If you intend to use financial aid to help cover your tuition and fees you must first complete a FAFSA application www.fafsa.ed.gov for the 2013-14 academic year.

In addition to the application, students may also be required to complete Entrance Counseling, Master Promissory Notes, and PLUS Loan Applications. This is done electronically www.studentloans.gov.

Please visit the Financial Aid Section of the BAC website for additional information.

Financial Aid Award Letters do not cover the cost of health insurance. Students with remaining federal loan eligibility can request to borrow additional funds to cover health insurance or other education related expenses by filling out the Application to Borrow Additional Loan Funds. The form is available on the BAC website.

If you anticipate borrowing through private student loans, please apply as early as possible and notify the Financial Aid Office so we can do the required school approval.

The Financial Aid Office is happy to support students who need assistance with their financing options. Please contact us at finaid@the-bac.edu or 617-585-0125.

OFFICE HOURS

Monday  9:00AM-6:00PM  
Tuesday  9:00AM-6:00PM  
Wednesday  9:00AM-6:00PM  
Thursday  9:00AM-6:00PM  
Friday  9:00AM-5:00PM

Summer Hours
Monday through Friday: 9:00AM-5:00PM

STAFF DIRECTORY

Janice Wilkos-Greenberg, Director of Financial Aid Operations  
617-585-0183 / Janice.Greenberg@the-bac.edu

Suzanne Christie, Financial Aid Counselor  
617-585-0292 / Suzanne.Christie@the-bac.edu

Kendra Giannini, Manager of Honors & Awards  
617-585-0167 / Kendra.Giannini@the-bac.edu

Alex Schmidt, Administrative Assistant to Student Financial Services  
617-585-0106 / Alex.Schmidt@the-bac.edu
For the 2013 fall semester, the refund schedule for Degree Students is as follows:

<table>
<thead>
<tr>
<th>Written notice of In-Semester Withdrawal received by Registrar</th>
<th>Percentage Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 10:00 am, Monday, August 26, 2013</td>
<td>100%¹</td>
</tr>
<tr>
<td>Prior to 5:00 pm, Friday, August 30, 2013</td>
<td>90%</td>
</tr>
<tr>
<td>Prior to 5:00 pm, Friday, September 6, 2013</td>
<td>75%</td>
</tr>
<tr>
<td>Prior to 5:00 pm, Friday, September 13, 2013</td>
<td>50%</td>
</tr>
<tr>
<td>Prior to 5:00 pm, Friday, September 20, 2013</td>
<td>25%</td>
</tr>
<tr>
<td>After 5:00 pm, Friday, September 20, 2013</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Before withdrawing from classes, please keep the following in mind:

- **Refunds are granted only in the case of In-Semester Withdrawal.** This means you must withdraw from the semester, not just a class, to be eligible for a refund. There is no refund for dropping a class during the Add/Drop Period or withdrawing from a course after the Add/Drop Period closes.

- **Your decision to withdraw must be submitted in writing to the Advising office.** Forms are available in Advising or online. You can reach them at 617-585-0160 or advising@the-bac.edu.

- If you have Federal Student Aid, you are strongly advised to speak to a member of the Financial Aid staff prior to withdrawing for the semester. Withdrawing from the BAC will impact your financial aid eligibility.

- If you registered as a **Part-Time Academic Degree Student** (you are taking fewer than 6 academic credits and you specifically asked to be a part time student), you are covered by a slightly different refund schedule and should contact the Bursar’s office at bursar@the-bac.edu or 617-585-0115 for more information.

If you have any questions about this refund schedule, please contact the Bursar at bursar@the-bac.edu or 617-585-0115.
Bursar's Office

Location: 100 Massachusetts Avenue, 3rd Floor  
E-mail: bursar@the-bac.edu  
Phone: 617-585-0115  
Fax: 617-585-0154

Staff Directory

Bethany Fantasia, Bursar  
617-585-0297  
bethany.fantasia@the-bac.edu

Betania Andoh, Assistant Bursar  
617-585-0290  
betania.andoh@the-bac.edu

Elissa Krasner, Assistant Bursar  
617-585-0271  
elissa.krasner@the-bac.edu

Alex Schmidt, Administrative Assistant  
617-585-0212  
alex.schmidt@the-bac.edu

*See the BAC website for current office hours.  
http://www.the-bac.edu/resources/bursar
USER NAME AND PASSWORD

All BAC degree students, upon entering the school, are provided with a user name and password that allows them access to the 4th floor computers, network resources, BAC email account, and remote access to a home directory that can store up to 500 MB of work. You will get your logon password at New Student Orientation. To log on to BAC computers, you will typically use the following information:

User Name: firstname.lastname
Domain: Backbay

* User Name may not necessarily be firstname.lastname

To change your password, log in with the password provided at Orientation. Once you are logged in, press ctrl+alt+delete and choose the “change password” option. You can also stop by the 4th floor (320 Newbury St.) IT/Media office for assistance. Remember, no BAC staff will ask for your password in person, on the phone or through email. Do not give out your password to anyone.

CHECKING EMAIL

Please check BAC email regularly at http://mail.the-bac.edu. A window will pop up asking for your user name and password. You may also access your BAC email in a number of places on our website. If you would like your email forwarded to an existing email account, email the helpdesk via the website, call the IT/Media office or visit the office in person, or visit the email forwarding tool at http://emailforwarding.the-bac.edu/. Clean out your email inbox on a regular basis to avoid any inconvenience, as there is a 250MB limit. Your email address is firstname.lastname@the-bac.edu (unless there are duplicate names, so check to verify).

COMPUTER LABS

There are 6 computer labs located on the 4th floor of 320 Newbury St. Room 402 is reserved for student use. The other computer labs may be used by students when classes are not taking place. The class schedules are posted on the door. The computers have the following programs: Windows 7, MS Office, AutoCAD, InDesign, Photoshop, Illustrator, ArchiCAD, Dreamweaver, Flash, and more. A list on the classroom door lets you know which programs are loaded on which computers.

GENERAL SUPPORT TOPICS

The IT staff provides support for lab computer-related problems. We are here to make certain that lab hardware and software are running properly, but may not be able to help you with all application-related questions. However, an application support specialist can help with your application specific questions. Or see your instructor for help with specific programs. Please let us know if you are having any problems with a particular computer, program, or lab.
LAB RULES

- No food or drink in computer labs.
- No cell phone use in computer labs.
- No downloading programs such as instant messaging, freeware, shareware, or applications on to computer lab machines. If you need something specific for a class or project, please contact your instructor or the IT office directly.
- No downloading of music, movies or any possibly copyrighted materials.

PRINTING

Each computer lab has a B&W and color printer, a plotter, and scanner. These will be available to you when you log on using your user name and password. You will need to choose the printer each time you print. The printers available will be in same room as computer you logged on to. The BAC provides students with a $35 printing credit per semester. If left unused, the money will roll over to the next semester; however this credit cannot be cashed out for any other purpose. Should you run out of print money, see the IT office to add funds. Printing prices are as follows: b/w - $0.07 and $0.10 for the full page if double sided; color $0.35 and $0.60 for the full page if double sided; plot $0.15 per linear inch for color plots and $0.05 for black and white plots.

COMPUTING INFORMATION

File Storage – Each student has a home directory. This is a folder in which students may save their work. The folder is located on the computer’s “H” drive. The folder will hold up to 500 MB of work. Once you exceed this limit, you will be restricted from saving any more data to that folder. Only the individual has access to their own home directory. Home directories may be accessed remotely from any computer with internet access. To do so, go to: ftp://bacweb.the-bac.edu once a window pops up, type in your user name and password. As your home directory fills, you will need to clear off some or all of those files. We suggest that you back up all work in at least 2 locations. You are responsible for buying backup media – like CDs or flash/USB drives. All of the lab computers have CD burners and CD-Rs may be purchased in the IT office. The hard drives of all lab computers will be cleaned out frequently and without warning. Any files saved to the local drive may be deleted.

Do not leave personal information such as social security numbers or credit card numbers in home drives. These drives are setup for privacy for each student, but caution must be taken as these drives are accessible via FTP, thus if your username and password are compromised, information can be accessed. Note that organizations such as schools are frequent targets of hackers.

WEB SPACE

Space is provided for all students to have a web page. You may make your own web page, using whatever application you prefer. To start, simply create a folder called “web” in your home directory. When you create a homepage – name it “index.html”. The page may be accessed using this address: http://bacweb.the-bac.edu/~firstname.lastname.
TECHNOLOGY COURSE FOLDERS

For students currently taking computer classes, we provide additional file storage on the “T” or TechCourses drive. These drives are requested by your instructor. Look for your class in Tech Courses as instructed by your teacher. Reminder: Tech course folders will be deleted at the end of each semester.

WIRELESS ACCESS

Students have access to the BAC wireless network. You must request access via email to the helpdesk. You must include your name, your school ID (people ID), and some other identifiable information such as address, etc. Note that the wireless access is for Internet use only and for security reasons is not tied directly into the campus and thus your home drive. Also note that file sharing programs, illegal activity, or large downloads are prohibited and tracked by the BAC.

TECHNOLOGY SERVICES

The BAC has the following equipment and services available to students:

- Photo studio, strobe lights, and hot lights for architectural models and student artwork
- Copy stand for photographing drawings/flat work
- Laser cutter – available by appointment only in 2 hour blocks. Preference is given to those currently enrolled in the laser cutting class. All laser users must take part in an orientation by an IT staff member prior to using the equipment.
- Cameras/Video Equipment: 35 MM cameras (Nikon) / Digital cameras (Nikon & Canon) / Video Cameras (Canon Digital)

* The above lab space is available by appointment only in 2 hour blocks. Students may work on their own or should request assistance ahead of time by calling Technology Services.
* Cameras are for home or class use or may be taken out overnight depending on availability.

TECHNOLOGY SERVICES OFFICE

Location: 320 Newbury Street, 4th Floor
E-mail: help@the-bac.edu
Phone: 617.585.0191

OFFICE HOURS (NOTE: the BAC closes at 5pm on Fridays & Sundays over summer & winter breaks)
Mon - Thurs: 8:00 am - 10:30 pm
Friday: 8:00 am – 9:00 pm
Saturday: 9:00 am – 5:00 pm
Sunday: 12:00 pm – 7:00 pm

BAC website: http://www.the-bac.edu
Email access: http://mail.the-bac.edu
Access to home directories: ftp://bacweb.the-bac.edu
Access to Moodle: http://online.the-bac.edu
Student websites: http://bacweb.the-bac.edu/~firstname.lastname
Finding Your Home Directory and Tech Courses on the BAC Network

After you log on to the BAC network, double click on the “Computer” icon located on the desktop or on the Start menu.

A window will open with an icon for your own home directory. Double-click the shortcut which reads firstname.lastname on Longwood to get to your home directory. If it does not show up there, please see a member of the IT staff.

This is where all of your student and personal work should be saved. This is also where a web folder may be created in order to make a website.

Any work saved on to the local drive will be cleaned off at regular intervals. **DO NOT** save your work on to the local C drives or in “Documents”.

Remember to back up your work regularly – onto DVD or thumb drive!

**Tech Courses:** Additional storage space exists for students currently enrolled in computing classes on the 4th floor. You can find the link to this folder in the same window as your Home Directory link. Find the icon called Tech Courses. Open this folder up and find the name of the class and instructor. Your instructor will explain how to use “tech courses” if he or she plans to utilize this storage space for class.
Self-Service Online Registration Instructions

Please follow these steps in order to register for courses online:

- Log into http://selfservice.the-bac.edu
- Select “Register for Degree Courses” towards the bottom of the page.
- If you have a stop on your account, please contact the department indicated in order to resolve the matter.
- If your account is clear, you may select “2013/Fall”.
- Select “Course Search” on the left hand side or “Section Search” in the middle of the webpage.
- Make sure the Period field is set to “2013 Fall”.
- Make certain the “Registration Type” is set to “Degree Programs.”
- You may begin to search for courses.
- When you locate the proper course, click on the “Add” button on the right.
- A verification box will appear. Click “Hide” in upper right corner in order to proceed with adding additional courses. Click “New Search” on the left in order to conduct another search.
- PLEASE BE CERTAIN TO THAT THE “REGISTRATION TYPE” IS SET TO DEGREE PROGRAMS and that the “period” field is set to “2013 Fall”.
- Please be certain that you are searching on “Degree Programs” and “2013 Fall” with each new course search.
- When you are ready to check out, click on “Proceed to Registration” in the verification box.
- Review your schedule and if it is correct, click “Next.”
- The next screen will ask you to finalize the registration by clicking “Finish.”
- If you receive a pop-up that says “Is the credit card information you have provided correct? If you proceed your credit card will be charge the amount indicated” you may ignore it and click “Ok.” You have not entered your credit card information, and you will not be charged (you have already paid). Hit the “Finish” button to complete the registration.
- If you decide to make changes to your schedule, click “Modify your schedule for 2013/Fall”.
- In order to print your schedule, click on “View Schedule.”

If you encounter problems or have questions, please contact:

Registrar’s Office
617-585-0135
registrar@the-bac.edu
HOURS OF OPERATION
The Library is open the following hours:

Fall/Spring:  
Monday – Thursday: 10:00 am to 10:00 pm  
Friday – Saturday: 10:00 am to 5:00 pm  
Sunday: 12:00 noon to 7:00 pm

Summer:  
Monday – Thursday: 12:00 noon to 10:00 pm  
Friday – Sunday: closed

Specific hours for holidays and breaks are posted to the right of the library door, on the BAC Library’s web site, and throughout the BAC buildings.

CIRCULATION
Master’s and Thesis students may borrow books for four-week periods. All other patrons may borrow books for two-week periods. Books may be renewed in person, by telephone, by e-mail, or you may renew books yourself through your online library account. Detailed information about borrowing privileges is available on the Library’s site under links for student borrowing and online education borrowing.

RESERVE MATERIALS
Books and materials that have been placed on reserve at an instructor’s request are kept behind the circulation desk. All course reserve material may be found through using the Course Reserve tab within the catalog’s basic search screen either by searching the instructor’s name, course title, department, and/or section. Reserve books should be requested by their call numbers and titles. Course Reserve books and materials do not leave the library except in cases where the instructor has granted explicit permission. Some reserve material may be electronically available if the material has been licensed.

HOLDS
A student or instructor wishing to use a book that is signed out to another patron may place a hold on that book. When the book is returned, the person who has requested the book in this manner will be notified that the book is available. Material on hold can be picked up at the circulation desk [books will be held for seven days]. Patrons may place a hold in person, through the online library catalog, by telephone or through email.

FINES
The fine for overdue books is $.10 per day per book unless there is a recall on a book; then the fee is $1.00 per day. All fines must be paid in cash. Students who still owe books or fines at the end of any semester will not be permitted to register for the following semester until their accounts are cleared.

REFERENCE
The BAC Library offers reference services to the BAC community and the general public. Library staff members are always available to assist patrons with the catalog and our databases as well as assist with research questions and search strategies. In addition, the BAC Library produces a series of brief Library Guides which have been created to aid in locating subject material and explain borrowing privileges in depth. These guides are available near the circulation desk.

INTERNET ACCESS
The BAC Library has computers available for research. There are also computer labs available on the fourth floor of 320 Newbury Street.
ONLINE RESOURCES
The BAC Library’s databases and indexes provide access to digital images, full text articles, and periodical citations and abstracts. Links to these resources are available on the BAC Library’s web site in several locations. The use of databases and indexes is restricted to the BAC community and to individuals who use the BAC Library. Members of the BAC community must use their webIDs [login for email access] to gain access to these resources remotely. WebIDs are provided by the Technology Resources office on the 4th floor.

PERIODICALS
The BAC Library subscribes to over 140 periodicals and has back issues of many titles. Current issues of periodicals are displayed in the main reading room; back issues are arranged alphabetically in the stacks immediately following the reference collection. Some titles are kept in the closed stacks, and may be requested at the circulation desk. Either use the “Journal List” link found on the Library’s home page or search by journal title when you perform a basic search in the BAC Library catalogue in order to know whether we own a specific title. Periodicals do not circulate outside of the library.

THESES
The BAC Library maintains a collection of BAC Thesis Documents available in print. They may be located by searching the catalog. Thesis Documents do not circulate.

MAPS AND PLANS
The BAC Library’s collection of maps and plans are in a variety of locations, including the flat file drawers to the left of the copiers. The location of these maps and plans can be found through searching the Library’s online catalog. The collection includes Boston Redevelopment Authority maps; photogrammetric, planimetric, topographic, and zoning maps of Boston. Historical Sanborn Fire Insurance Maps for all MA towns are available online. Contemporary Sanborn Fire Insurance Maps of Boston and Cambridge are available in print format (held behind the circulation desk).

VISUAL RESOURCES
The Visual Resources Library is located in Room 511 on the 5th floor of 320 Newbury Street. The collection consists of digital images and 35mm slides. Images can be used for research papers and presentations [in the classroom as well as online through Moodle]. The BAC Visual Resources Digital Images Collection is available online [images may be downloaded for educational use] through the BAC Library’s web site under the Research page as a link titled “Search for Images.” A webID is needed in order to access the database. In addition, documentary films are made available for circulation.

PHOTOCOPIERS and SCANNER
The Library has two copiers that provide black/white and color letter (8.5”x11”) and ledger (11”x17”) copies. BAC students may purchase copy cards, which allow copies to be made at a reduced price. Both copiers accept cash and copy cards. Copy cards are available at the Library circulation desk. Several scanners are available within the bank of the library’s public desktop computer stations.

INTERLIBRARY LOAN (Journal Articles Only)
The purpose of interlibrary loan is to borrow library materials not found in a local collection. You can request periodical articles through interlibrary loan at our circulation desk or through a link available online. A citation, your name, your BAC ID number and email are necessary to process a request. We will honor requests for those materials which are not available in our journal collection. Although the BAC library does not participate in interlibrary loan services for books, you can use the interlibrary loan services of the Boston Public Library (located at 700 Boylston Street) if you are a resident of Massachusetts or a student who commutes to the BAC from out of state. In order to obtain a BPL library card you will need a school ID and a driver’s license or state ID.
LIBRARY BORROWING POLICIES

<table>
<thead>
<tr>
<th>Student group</th>
<th>Loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Masters</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Certificate Program</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Landscape Institute Students</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Continuing Education* (non-certificate)</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Alumni**</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Distance Masters Students</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Online Certificate Students</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Online Continuing Education Students***</td>
<td>2 weeks</td>
</tr>
<tr>
<td>(non-certificate)</td>
<td></td>
</tr>
</tbody>
</table>

*Continuing Education students must submit a $50 refundable deposit in order to borrow library materials during the current semester.
**Alumni may pay a $65 annual fee plus a $65 refundable deposit per annum to borrow library materials.
*** Online Continuing Education students must submit a $50 refundable deposit in order to borrow library materials during the current semester.

• Students may have up to 15 items checked out at a time.

• An item may be renewed multiple times (up to the end of the current semester) unless there is a hold or recall request for that item.

• Overdue Charges
  – The Library can only accept cash payments for overdue charges.
  – Overdue items - $0.10 per day.
  – Overdue recalled items - $1.00 per day.
  – Maximum overdue charge per item - $10
  – Students with $10.00 or more in overdue charges are blocked from renewing or checking out more materials until these charges are paid.

• Registration
  – Library materials must be returned at the end of each semester and prior to graduation.

• Lost or Stolen Items
  – Patrons will be charged a processing fee in addition to the replacement price of the lost item.
  – Items overdue by 3 months or more will be considered lost, and will be subject to replacement charges.
  – Patrons may provide a replacement for a lost book. In this case, only the fines will be owed on the lost book.
  – Please contact a Librarian to discuss lost or stolen items.
Bachelor's Degree

Students can waive College Algebra & Trigonometry (MNS1001) or Physics (MNS1002) by completing assessment exams given in the Learning Resource Center. If you are interested in attempting to waive these courses, please read this information carefully.

If you need to take College Algebra & Trigonometry or Physics, have studied the material in the past, but are unsure what class is best for you, you can take an assessment exam then consult with an Advisor, the Director, or the Manager of the Learning Resource Center as to appropriate placement.

The Waiver Process

First decide if you really should waive College Algebra & Trigonometry or Physics. Ask yourself if you have truly mastered the material. Waiving a course is a poor decision if it prevents you from succeeding in the future. Math, Physics, and Structural Systems classes build on what has come before. If you lack the necessary skills, your difficulties will increase as you move forward in the curriculum.

If you have decided you do wish to attempt to waive the course, you will then need to take an assessment exam. Please take time and review the topics listed in this brochure for that particular course. Avoid coming in and taking the exam cold. Study and re-familiarize yourself with the material first. **You only get one attempt to waive the class. You should bring a calculator; you are allowed to use notes or a book.**

Once you are ready – contact the Learning Resource Center at 617-585-0174 to arrange for a sitting. The test is not given at set times, but rather is offered on an ongoing basis.

If a waiver is granted, you will not have to take the required course. **Please note:** you are not getting credit for the class. You will need to make the credits up by taking a class in a different area.

If you have any questions about this process, please call the Learning Resource Center.
**Master’s Degree** Directed Self-Placement

College Algebra & Trigonometry as well Physics are pre-requisites for the Master of Architecture program. College Algebra & Trigonometry is a pre-requisite for a Master of Interior Design. You need to have competency in the relevant subject matter to succeed in many advanced courses at this school. Instructors assume you have these skills and do not cover them in class.

Unlike many schools that do extensive assessment testing, the only person you need to prove competency to at the BAC is yourself. For master students’ math and physics pre-requisites, the BAC uses a method of assessment called Directed Self-Placement. We provide you with class information and our expectations; you then assess yourself, deciding where your skills stand relative to our benchmarks.

This is not just an easy way to eliminate your math and physics pre-requisites. This is an introspective process where you need to be honest with yourself about your abilities. Experience has shown us that those students who do not have the required abilities in math and/or physics struggle in higher level courses.

**The Waiver Process**

Please read this carefully. Study what is covered in the classes relevant to your program. If you have any questions, please call the Learning Resource Center (LRC) at 617-585-0174. Then complete the sample assessment exam(s) given to you by the LRC. If you are uncertain about the exam results, schedule a meeting with Advising or the LRC to discuss your situation. (We will not make a decision for you, but we will help you figure out what is best for you). Once you have made your decision, contact the LRC for instructions about how to submit a waiver request.

**Things to Weigh When Making Your Decision**

- The school considers a B or higher in a college-level math or physics class a demonstration of competency. Unless the class was long ago and you feel you need to review, you should have sufficient skills for Structures.
- Regardless of what grade you received in the past, take the assessment exam. Be sure about your abilities.
- Keep in mind that the math required is algebra and trigonometry. You may have taken numerous math classes, up to and including calculus, but do you have these specific skills?
- If you are unsure about the results of your assessment exam, bring your work into the Learning Resource Center to have someone else look at it. There is a big difference between getting a wrong answer because of not knowing a process at and getting a wrong answer because of a simple mathematical error.
- Underestimating your skills is as problematic as overestimating. You want to be sure to put yourself in a course that will challenge you.

Adding a math or physics class could increase your time at the BAC. However, if you are unprepared for advanced work and fail a class, you will have to retake it, thus adding time.
MNS1001: College Algebra & Trigonometry

MNS1001 is a requirement for all Bachelor of Architecture, Bachelor of Landscape Architecture, and Bachelor of Design Studies, and Bachelor of Interior Design students. It is a pre-requisite for Master of Architecture and Master of Interior Design students.

The following is a list of topics covered:

- Percentages and percentage change
- Solving algebraic equations
- Solving Inequalities
- Solving systems of equations
- Graphing and analysis
- Triangles – determining area and perimeter
- Geometric formulas, to calculate area & volume of other shapes
- Basic trigonometry (sine, cosine, tangent)
- Solving 1st and 2nd degree linear Equations (regular & quadratic)
- Graphing 1st & 2nd degree functions (regular & quadratic)
- Logarithms
- Exponential Functions
- Trigonometric Functions
- More advanced Trigonometric Problems (sine, cosine, tangent)
- Word Problems

The skills in this class are the building blocks for Physics and Structural Systems. It would be difficult, if not impossible to get through major sections of the Physics course without solid knowledge of Trigonometry (necessary to break vectors into their components which then carries through into Structures). About half the class is spent on Trigonometric functions and problems.

Even if you have covered many of these topics in the past, if you feel you do not have mastery of the material, consider this course. Students can take the waiver exam once. MNS1001 is a pre-requisite for Physics and all Structural Systems classes.
MNS1002: Physics

MNS1002 is a required class for all Bachelor of Architecture, and Bachelor of Design Studies students. It is a pre-requisite for Master of Architecture students.

The following is a list of topics covered in the course:
- Trig Review/Word Problems
- Vectors/Static Equilibrium
- Newton’s Second Law (F=MA)
- Hook’s Law/Springs
- Friction
- Simple Harmonic Motion—Frequency, Period, Resonance
- Stress and Strain
- Torque
- Pressure
- Wind Effects

The Structural Systems sequence is built upon the topics covered in this class. In fact, Vectors and Newton’s Second Law form the foundation for Structures.

As in the previous courses, even if you have taken physics in the past, if you feel you do not have mastery of the material, consider taking this course. Students can take the waiver exam once.

MNS1002 is a pre-requisite for Structural Systems 1.

TSM2004: Structural Systems 1

TSM 2004 is a required class for all Bachelor of Architecture, Bachelor of Design Studies-Architectural Technology, and Master of Architecture students.

The following is a list of things you are expected to know at the start of the course:
- Adding vectors
- Familiarity with force and Newtonian Mechanics
- Basic Trigonometry (sine, cosine) and how they relate to a triangle
- Similar triangles in geometry
- Algebraic Manipulation such as solving for X.

While it is possible to review old math and physics concepts during Structures, we do not recommend it. If you are uncertain about your skills, we strongly recommend taking College Algebra & Trigonometry and Physics before embarking on the Structures sequence.

Structural Systems 2 is even more math intensive. And again – the instructors expect you to know the material. They will not cover the basics in class. There is no waiver exam for Structural Systems.
Alcohol and Substance Abuse Policy

Alcohol is not to be provided or consumed in an academic or professional setting at the BAC. No alcohol is permitted on the BAC campus. The BAC strongly promotes a workplace free from the acts and effects of alcohol and substance abuse. Staff, temporary employees, faculty, administrators and students are responsible for observing all Commonwealth of Massachusetts and federal laws governing the use and possession of alcohol and drugs, and are expected to assume and exercise responsibility for their own behavior. The use and abuse of illegal drugs and other controlled substances is also strictly prohibited.

Anyone held to be in violation of the BAC’s Alcohol and Substance Abuse Policy will be subject to disciplinary proceedings and may be subject to prosecution. If you would like to view a copy of the full BAC’s Alcohol and Substance Abuse Policy, access it via our website at:

http://the-bac.edu/about-the-bac/public-safety At the top highlighted in blue, click the Campus Compliance Reports link, scroll down and view pages 5-8.

Campus Security Information

Longwood Security Services provides public safety and security for the Boston Architectural College (BAC). In case of an Emergency call: 911 then, if possible, contact security at (617) 912-9191 (external) or dial extension 243 (internal). In the event of an emergency, Longwood Security follows protocol specific to the nature of the critical event. A Safety and Security Officer is stationed at the 320 Newbury Street, 951 Boylston Street and 100 Massachusetts Ave. campus buildings during regular building operational hours.

Officers also make regularly scheduled rounds 24 hours per day at the 320 Newbury Street, 951 Boylston Street and 100 Massachusetts Avenue campus buildings. In addition, our campus buildings are equipped with burglar alarms, intercoms, card access and closed-circuit video systems. Emergency telephones are located at the Security Desk at 320 Newbury Street. At 951 Boylston Street they are located on the ground, second and third floor and at 100 Massachusetts Avenue on the third, fourth and fifth floors. Longwood Security Services works closely with Boston Police and MBTA Police. They meet monthly with all and attend numerous crime prevention meetings in the local area including The Back Bay Security Network, The Lower Roxbury Task Force and MASCO. The BAC does not provide on-campus housing.


At the BAC, we believe that an informed community is a more safety-conscious community. The following statistics are provided in accordance with the Crime Awareness and Campus Security Act of 1990, and indicate the numbers of incidents reported to Longwood Security in each listed crime category at property owned by the BAC. If you have any questions regarding these statistics, or if you would like more information about other security-related incidents, services or policies, contact the Director of Administrative Operations at 617-585-0211. If you would like a copy of campus crime statistics you may personally or through security, access them via our website at: http://the-bac.edu/about-the-bac/public-safety at the top, highlighted in blue, click the “Campus Compliance Reports” link and view pages 1-4.

Safety Reminders

The BAC campus and many Boston neighborhoods are considered safe communities. Even though these surroundings feel safe, while in the city, everyone should practice good common sense. Please review these safety precautions to help ensure your safety and well-being and allow us to maintain a safe and secure campus (excerpts from the Boston Police Department’s website):

While On Campus

-Do not leave laptops, phones, cameras, wallets, purses, or other expensive items out in the open.
-Take your valuables with you when you leave the computer lab, your office, etc.
-If you have a BAC locker, make sure you have a lock on it and keep it locked.
-Report any suspicious activity to the Security Officer on the 1st floor of the building.
To and From Campus
- Always be aware of your surroundings.
- Learn the locations of where you should go in case of emergency.
- When leaving campus, make sure to keep yourself awake, alert, and trust your instincts.
- Walk with others after dark. Travel in well-lit and populated areas, avoiding secluded places.
- Vary your route and walk with confidence.
- Let your friends know the route you are taking and when to expect you. Have a way to get home.
- Be watchful and aware. Keep your head up. Make eye contact with those around you and be observant of passing vehicles. Don’t become distracted by talking on a cell phone or listening to music.
- If you are followed, stay in a lighted area and seek safety in a public place with other people.
- Have your keys ready as you approach your car. Have your doors locked at all times, and your windows up when possible. Check your back seat before you get into your car.
- Park in a well-lit area. Do not leave any valuables that can be observed in your car.
- Don’t go to your car alone at night if you can avoid it.
- Always make sure you have enough gas, and your car is in good repair before you leave. Never pick up hitchhikers.

Longwood Security Escort
You can request a security officer to escort you to the nearest subway, bus, taxi, or parked car, so you feel safe leaving campus. This service is available at all times by asking the security officer at the BAC’s front door. They will secure one through the Longwood Security main office.

At Home
- Close and lock the doors behind you when entering a building.
- Report all lost or stolen keys as soon as possible.
- Be careful about letting acquaintances sleep in your room or home.
- Vouch for visitors to a building only if you know them.
- Know who is at the door before opening it. Ask for identification from anyone you don’t know or feel uncomfortable about.
- Use only your first initials on your mailbox.
- Report burned-out lights and broken locks, doors, and windows to landlords.
- Know which neighbors you could call in an emergency.
- If you are leaving your apartment for an extended period, consider placing inside lights on timers, and putting your mail on hold through the U.S. Postal Service.

Developing Safe Habits
- Avoid secluded places and be aware of people around you. Make eye contact, let people know you see them and you are alert.
- Tell someone your destination and have a way to get to and from campus/work.
- Trust your instincts. If you feel something is wrong, do not ignore your feelings.
- Use a buddy system when you go out. Before you go, agree with your friends when you plan to leave, or under what circumstances you will leave each other.
- Agree upon signals to give your friends that will indicate needing an “escape” or a way out if a situation becomes uncomfortable. Don’t be afraid to intervene if you think your friend needs help.
- Assert yourself. If you do not like something do what you need to do to make the situation safe.
Eligibility and Enrollment
The state of Massachusetts requires all Massachusetts residents to have healthcare insurance. As defined in 114.6 CMR 3.05(2) (QSHIP): 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 (this means students who carry a course load equivalent to 6.00 or more academic credits) 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 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.

Please consider whether your current insurance plan will adequately provide coverage while attending the BAC. Before waiving coverage, review your current policy and consider the following:

- Will your current plan cover medical care beyond emergency services (i.e. doctor’s office visits, diagnostic testing, x-rays, prescription drugs, mental health, etc.) in the Boston, MA area?
- Does your plan have doctors and hospitals in the Boston, MA area?
- Check the cost -- is the annual cost of this Student Plan less expensive than the cost of being added as a dependent to your parents’ plan? Be sure to compare deductibles and total out-of-pocket costs, not just the annual premium.
- Are there administrative pre-requirements, pre-certification, or Primary Care Physician referrals required under your current plan that may delay receipt of care?

If your current health insurance plan is comparable, you are not required to purchase the Student Injury and Sickness Insurance Plan. The cost of the fall 2013 Student Injury and Sickness Insurance Plan is meant to be an affordable local option for students and their families to consider.

Plan Highlights
- The plan offers comprehensive benefits that include hospital room and board, inpatient and outpatient surgical procedures, labs and x-rays, chemotherapy and radiation, inpatient and outpatient mental health services, physician office visits, consultant visits, ambulance, emergency care and prescription drugs.
- The maximum benefit is $500,000 per policy year; however there may be additional expense limitations within the plan. As a result, students should refer to their brochure schedule.
- Services provided by a participating network provider are generally covered at 90%, while services provided by a non-network provider are generally covered at 70%.
- Please refer to the plan brochure available at www.gallagherkoster.com/bac by clicking on ‘My Benefits and Plan Information’ for complete details about coverage, limitations, and exclusions.


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<th>Fall 2013 Annual Rate</th>
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<td>Each Child</td>
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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: www.gallagherkoster.com/BAC
2. Click on Student Waive / Enroll
3. Create a user account or (if a returning user) Log in
4. 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)
5. 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.

Enrolling Family Members

Students enrolled in the BAC Insurance Plan may also enroll their spouse and/or child(ren) under the age of 26 who reside with the student. A "Dependent Enroll" form can be found on the www.GallagherKoster.com site on the BAC page under the "student access" heading. Please make check or money order payable to Boston Architectural College. Mail enrollment form along with premium payment to: BAC, Attn: Operations Dept., 320 Newbury Street, Boston, MA. 02115

Unexpected Termination of Alternative Insurance Plan

Many students lose Insurance coverage for various reasons; with their company, when they reach the maximum dependent age under their parent's plan, etc., while still enrolled and studying full time at the BAC. A student may petition to enroll throughout the academic year in which they are enrolled. Therefore, if you've waived the Student Health Insurance Plan, but your alternative insurance plan unexpectedly terminates before the end of the academic school year you may enroll late for the BAC's Student Health Insurance Plan through the following steps:

1. Complete a "PETITION TO ADD" form which can be found on the www.gallagherkoster.com/BAC website. Print out the form and please follow the instructions on the form.
2. The Insurance Company must approve the change and notify us of the prorated fee.
3. You will then pay the pro-rated health insurance fee to the BAC Bursar's Office. All steps must be completed within 31 days of your previous insurance terminating. If the request is submitted after 31 days of losing prior coverage the effective date will be the date the Insurance Company received the request.

Questions

For any Insurance, Waiver or Enrollment questions please contact Gallagher Koster at (877) 736-6648. For general inquiries, email the BAC Operation's department at: operations@the-bac.edu.
The BAC’s New Student Assistance Program – Talk One2One

Frequently Asked Questions For Students

What is Talk One2One℠?
Talk One2One is a resource for confidential, convenient, and 24/7 support for a number of problems that may be challenging your health or well-being. We believe that no issue is too small. You can call us for a wide range of issues, such as dealing with stress and anxiety, family problems, roommate issues, and drug or alcohol abuse, legal or financial issues and problems.

1. How does Talk One2One work?
Talk One2One provides 24/7 instant access to professionals trained to deal with the specific challenges of college students and provide them with support and assistance. To access Talk One-2-One, simply call 1-800-756-3124 anytime, day or night. There’s somebody to talk to 24/7/365, even during school breaks.

2. Do I talk to someone over the phone or in person?
Initial support is provided over the phone. You start off by calling 1-800-756-3124 and talking to one of our counselors on the phone. Many times problems can be resolved within that phone call. But sometimes things are a little more complicated, and you may want to meet with somebody in person to talk through your issues in-depth. In that case, we’d find you a counselor that’s close to school or home so you could talk to somebody face-to-face. Talk One2One allows you to meet with a counselor for up to three sessions (not including the initial call) for each issue you call us about.

3. What kind of counselor will I talk to?
Talk One-2-One counselors, the ones you can speak with over the phone and the ones you can meet with in their offices, are Masters or Doctoral level clinicians – all credentialed and licensed to practice in their state of operation.

4. Is there a charge?
Talk One2One is offered at no cost to students through our partnership with the Boston Architectural College and AllOne Health Resources.

5. Will anyone know if I access this service?
Talk One2One is completely confidential. No one will know that you called us, unless you tell them.

6. What are some of the kinds of problems that Talk One2One could help me with?
You should feel encouraged to use this resource for a broad range of issues. Problems that may be minor for one individual can completely overwhelm another—which is why Talk One2One abides by the philosophy that “no problem is too small.” Examples of problems you can call us about include:

- Concern about academic issues
- Roommate, relationship or family problems
- Stress
- Depression, anxiety
- Alcohol or substance abuse problems
- Financial or legal issues/problems
- Need help finding child/elder care services

To access the website, go to www.allonehealthheap.com
User name: BAC SAP Password: student
The Student Development Office is committed to aiding and enhancing BAC student life and building community. We welcome you to contact our team at any time with questions, ideas, and concerns about life at the BAC. Our office supports student organizations by helping new groups get started, assisting with budgets, scheduling rooms for meetings and events, and promoting each organization on the BAC website and Student Development Blog.

The Office of Student Development also sends a weekly email to all BAC students, informing them of local design events, campus events, important deadlines, and highlighting our students and campus in the news.

Visit the Student Development Blog to learn more about BAC and community resources, news, events, exhibits, student work, lectures, competitions, and various other opportunities. We have an average of 311 page visits every day to the blog. Architect Magazine recently identified the BAC Student Development Blog as a great resource for designers in the Boston area.

http://thebacstudentdevelopmentblog.blogspot.com

candy for your mind. refilled daily

Student organizations are an integral part of the BAC learning experience. Engaging the BAC community provides opportunities for friendship, networking, leadership, support and service—not to mention student orgs are a lot of fun to be part of! Learn more about current student organizations and how to get involved on-campus.
Atelier, Your Student Government
www.the-bac.edu/atelier / atelier@the-bac.edu
Atelier's mission is to foster communication between the BAC administration and the student body, to promote professional and social aspects of student activities on and off campus, and to foster fellowship, cooperation, and unity between and among BAC students and organizations. Atelier also controls and votes on how the Student Activity Fee is spent each semester. Elected members of the Atelier Board serve as the voice of the student body. Feel free to contact them with ideas, concerns, or improvements.

Professional Affiliations

**American Institute of Architecture Students (AIAS)**
www.aias.org / aias@the-bac.edu
The BAC is one of more than 125 schools of architecture to maintain a chapter of AIAS, an independent and non-profit student-run organization. This grassroots association is a cooperative between thousands of students committed to helping each other and sharing differing views. AIAS provides opportunities such as lectures, field trips, social and networking events, community service projects, and conferences.

**The BAC Interior Design Society**
www.asid.org / www.iida.org / bac.id@the-bac.edu
The BAC Interior Design Society facilitates the needs of BAC Interior Design students by enhancing their educational experience and networking opportunities. IDS functions as a bridge and network between ASID (American Society of Interior Designers) and IIDA (International Interior Design Association). It provides interior design students at the BAC, a community in which to find creative and professional support, and opportunities for education outside the classroom.

**American Society of Landscape Architects Student Chapter (SASLA)**
www.asla.org / sasla@the-bac.edu
The BAC’s SASLA Chapter connects landscape architecture students to each other, to the local community and nationally as well. Participate to learn more about the field of landscape architecture, understand related skills, and be involved in a forum for landscape architecture students.

**National Organization of Minority Architecture Students (NOMAS)**
www.noma.net / bacnomas@the-bac.edu
NOMAS promotes diversity in architecture and the quality and excellence of future design professionals. BAC NOMAS is committed to being active in the design community, participating in national design competitions, and participating in a variety of other educational and recreational activities. The BAC Chapter of NOMAS is about the spirit of inclusion, and participation is welcome whether you consider yourself a minority or not. In addition, all paid chapter members of NOMAS receive free membership to the BSA.

Community, Sport & Social Groups

**Studio Q** / studioq@the-bac.edu
Your resource to the BAC's lesbian, gay, bisexual, transgender & questioning community. Studio Q's mission is to strengthen the LGBT community within the BAC and throughout Boston through various social events and political activism.

**Veterans Community Collective (VCC)** / veterans@the-bac.edu
VCC is a student-led committee that supports members of the BAC community who currently receive or has received VA benefits, including veterans, dependents of veterans, spouses of veterans, and individuals who currently serve or have served in any branch of the US Armed Forces or National Guard.


Commencement
BAC Commencement festivities are steeped in tradition. Graduates wear berets instead of a mortarboard hat, and march together from the 320 Newbury Street building led by a Dixieland Jazz Band to the Old South Church on Boylston Street.

First Fridays
On the first Friday of every month when classes are in session, students congregate for a social gathering with food, hosted by a different student organization each month. First Fridays are funded by Atelier.

Food for Finals and Extended Hours
Each semester, BAC student organizations host free food for students the weekend prior to final exams and the weekend prior to studio review week. In addition, certain building hours are extended to give students extra access to the resources on campus.

Honors and Awards Ceremony
Held during the fall and spring semesters, this event celebrates the scholarly and professional accomplishments of our students.

LoftArt
LoftArt is a creative initiative dedicated to enabling ideas and showcasing student work. Exhibitions, installations, film screenings & performances occur in the BAC Loft on the 2nd Floor of 320 Newbury St.

Mascot
The BAC’s informal mascot is the bee. The roots can be traced to the Cascieri Beehive, a nickname for a sculpture by Dean Arcangelo Cascieri titled, "Selfless Labor," depicting bees working together in a beehive. It is featured on the BAC school ring as well.

Midnight Munchies and Extended Hours for Midterms
Leading up to midterms, Atelier sponsors snacks, and the Office of Student Development works to extend the building hours at 320 Newbury Street to midnight. The BAC Library usually extends its hours as well.

PARTI
Each spring, Atelier and the Alumni Association sponsor an annual PARTI, a cocktail reception with band, and an evening of dancing to celebrate the conclusion of the academic year.

Student Lecture Series
During the fall and spring semesters, Atelier sponsors a series of lectures for students from leading professionals and experts revolving around a specific theme.

Student Run Educational Workshops
Student organizations run interactive workshops like the Model Building Workshop, workshops on photographing your studio work, and software tutorials to give students the opportunity to learn new skills, increase their confidence and improve their craft.

Words and Phrases You Might Need to Know at the BAC
100 – 100 Massachusetts Avenue
320 – 320 Newbury Street
951 – 951 Boylston Street
Bullpen – Education Center on the second floor of 320 Newbury Street
CAS Hall – Cascieri Hall, second floor of 320 Newbury Street. Named after Dean Archangelo Cascieri
Fishbowl – Glass meeting room on the first floor of 320 Newbury Street
If you are taking a foundation design studio this semester, you will need supplies to complete the drawing and model making exercises that are part of it. Below you will find an opportunity to purchase a pre-packaged, discounted BAC Foundation Starter Kit, containing the basic materials and tools needed. Additional suggested supplies are listed to the left. Please check in with your studio and drawing instructors as well.

### The BAC Foundation Starter Kit

- **Item**
  - Drafting brush
  - Waterproof tube (to carry drawings; 36” or expandable)
  - White Trace Roll 18 x 50 yd.
  - Drafting Tape 3/4 x 60 yd.
  - Sharpie Marker Fine Black
  - Architects’ Scale
  - Adjustable Triangle Clear
  - Cork Backed Metal Ruler 18”
  - Standard Olfa Knife
  - Elmers Glue All 4 oz. (pkg=48)
  - Precise Rolling Ball X-Fine Black (2)
  - White Plastic Eraser
  - Itoya Portfolio 8.5 x 11
  - Xacto Knife w/5 #11 Blades
  - Lead Holder
  - Rotary Lead Pointer
  - H Drawing Leads - Tube of 2
  - Erasing Shield
  - Mat Square Corner Marker

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<th>Kit Price:</th>
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<tr>
<td>Total savings from List Price:</td>
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### Available at:

- **Dick Blick** (2 Locations)
  - [www.dickblick.com](http://www.dickblick.com)
  - **Boston**: 401 Park Drive
    - Boston, MA 02215
    - (617) 247-3322
  - **Cambridge**: 619 Massachusetts Ave.
    - Cambridge, MA 02139
    - (617) 441-6360

**Kits will be available beginning in August. Supplies are limited.**

*Students should anticipate $200 worth of additional supplies which will be designated with course assignments. Instructors will have more information regarding this.*

Please note: You are not required to purchase the kit; esp. if you have the items. If you need to purchase additional items, be sure to take advantage of student discounts and show your BAC Student ID for 10% off regularly priced items.
ADDITIONAL FOUNDATION STUDIO SUPPLIES:

Drafting
- leads (HB, 2H, 4H to start; tubes of 2)
- pounce bag (Scum-ex, etc.)
- 10” triangles (45/45, 30/60) with inking edges
- compass or circle template
- drafting vellum 18” or 24” roll (medium weight) – confer with instructors first
- opaque white drawing paper (18” x 24” pad) – confer with instructors first

Model Making
- self-healing cutting mat (12”x18” minimum)
- X-Acto miter saw & miter box
- Scissors
- Replacement blades (olfa or #11 Exacto)

Drafting surfaces (optional)

OPTION 1 (most economical):
- T-square 36”
- drawing board 24” x 36” OR Borco / Vyco table cover

OPTION 2 (recommended, but more expensive and not very portable. Good for home):
- Mayline parallel rule 42” or 48”
- drawing board (sized to match parallel rule, or bigger)
- Borco / Vyco drawing board cover (sized and cut to drawing board)

General
- Sketchbook (please select a size you are comfortable with)
- graphite pencils (2B, HB, 2H to start)
- plastic carry case (i.e. ArtBin) for supplies
- Glue Stick for collage

Please note:
- The items listed above are supplemental to, not a replacement of, the materials in the Foundation Starter Kit.
- You may wish to start with the Foundation Starter Kit and then add the items listed above as needed.
- Your Design Representation/Visual Thinking instructor will most likely supply an additional materials list.