Front cover model and photograph by Cameron Chateauneuf, MARC
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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 over twenty years and I have taught (literally) thousands of students and taken 120 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 Vice President and Dean of Students  
Boston Architectural College  
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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: Your weekly all student email and the BAC student life blog http://blog.the-bac.edu/ can guide you to events, scholarships, competitions, and new ideas that can enrich your BAC experience. If you can think of a club or activity that the BAC lacks, Becky Anderson and Jeff Morris in Office of Student Life 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!
Tina Binazir
Where do you live? Cambridge, MA.
Where do you work? N/A
Where are you from originally? Tehran, Iran
Where do you play/hobbies? Painting, Traveling
What program are you in? Master of Architecture
What is your favorite BAC class? Studio
Who is your favorite BAC Instructor? Morris Tyler
What is your most memorable BAC experience? City Lab
Who is your favorite architect or designer? Tadao Ando
What is your favorite movie line or quote? People make choices in their life, the hard part is to live with them. (The Words, movie)

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.
Darquin Fortuna
Program: Bachelor of Architecture
Live: Salem, MA
Originally from: Dominican Republic
Work: CBT Architects
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)

Tom Klein
Where do you live? Cambridge, MA
Where do you work? LivableStreets Alliance, an advocacy nonprofit that strives to make Boston a great place for bicyclists, pedestrians, and transit users.
Where are you from originally? Madison, WI
Where do you play/hobbies? I am an avid bicyclist and love exploring new places on two wheels. My favorite place to bike to and hang out in Boston is Piers Park in East Boston.
What program are you in? Master of Landscape Architecture
What is your favorite BAC class? GIS I and II with Paul Cote
Who is your favorite BAC Instructor? Aidan Ackerman is awesome! I really like that he is accessible and excited about helping us visualize our ideas!
What is your most memorable BAC experience? Meeting Mark A. Focht, the previous ASLA Executive Director and current Deputy Commissioner for Philadelphia Parks and Recreation. His lecture was very exciting and after our entire group spent an hour talking about all the cool things Philadelphia is working on. It was really exciting.
Who is your favorite architect or designer? Brent Toderian, a city planner and urban designer/principle at TODUrbanWORKS in Vancouver.
What is your favorite movie line or quote? “You’re just not thinking fourth dimensionally!” Doc Brown in Back to the Future
**Soramy Le**

**Program:** Master of Interior Architecture  
**Live:** Allston, MA  
**Work:** Janine Dowling Design  
**Originally from:** Boston! Born and raised!  
**Hobbies/Play:** Baking, reading, volunteering (at Perkins)  
**Favorite BAC class:** Freehand Drawing  
**Favorite BAC instructors:** Mike Daniels and Crandon Gustafson  
**Most memorable BAC experience:** Celebrating the successful completion of my first semester at the BAC with my peers!  
**Favorite architect or designer:** Le Corbusier

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**Anna Pruller**

**Where do you live?** Allston, MA  
**Where do you work?** Learning Resource Center and Advising Department at the BAC  
**Where are you from originally?** Goiânia, Brazil and Holliston, MA  
**Where do you play/hobbies?** Reading, Painting, Playing Video Games  
**What program are you in?** BDS – Architectural Technology  
**What is your favorite BAC class?** BDS Advanced Studio, On-Site Photography, and Graphic Design  
**Who is your favorite BAC Instructor?** Claudette L’Huillier and Chip Piatti  
**What is your most memorable BAC experience?** Going home after a final crit. and finally sleeping, to the point that you wake up next day completely disoriented, but having that relief that you finally made it through the semester and you can breathe calmly again. This happens every semester and no matter how stressful the semester gets, I work looking forward to that moment when I’ll wake up proud and done.  
**Who is your favorite architect or designer?** Oscar Niemeyer
Eric Ramsay
Where do you live? I live in Allston, MA.
Where do you work? I work remotely from my home doing work with my drafting firm in The Bahamas
Where are you from originally? Nassau, The Bahamas
Where do you play/hobbies? I like to cycle, read, sketch, watch movies and play video games
What program are you in? Bachelor of Architecture
What is your favorite BAC class? City Lab was my favourite class, most of the classes here teach you to think about architecture as a built creation and how people will interact with it. City Lab shows you and keeps the focus on this interaction and how people respond to the built environment.
Who is your favorite BAC Instructor? Michael Rocino
What is your most memorable BAC experience? I was having an issue understanding a lesson my studio instructor was trying to give me and in the same breath having issues explaining said problem to the instructor. I spoke to someone at the school and they very smoothly played mediator and got the issue resolved on both sides, and the teacher became more flexible to accommodate me.
Who is your favorite architect or designer? Francis Kere, David Adjaye, and Bjarke Ingels
What is your favorite movie line or quote? “Keep Moving Forward” – Meet the Robinsons

Karen Wang
Where do you live? Allston
Where do you work? BAC
Where are you from originally? California
Where do you play/hobbies? Poetry slam, biking, bouldering
What program are you in? Master of Architecture
What is your favorite BAC class? Making and Modeling/Studio
Who is your favorite BAC Instructor? Chala Hadimi
What is your most memorable BAC experience? Studio final critique
Who is your favorite architect or designer? Bjarke Ingels and Renzo Piano
What is your favorite movie line or quote? Creativity is just connecting things. When you ask creative people how they did something, they feel a little guilty because they didn’t really do it, they just saw something. It seemed obvious to them after a while. That’s because they were able to connect experiences they’ve had and synthesize new things.” – Steve Jobs
(please include the movie and/or person who said it)
Many BAC students enter the Boston Architectural College with little to no professional design experience, making the task of obtaining work in a firm daunting. As such, the BAC partners with local firms to tour new students through their design office spaces exposing students to a wide range of practical environments and work cultures. The knowledge and advice students gain from professionals during firm visits can provide valuable inspiration helpful for becoming engaged in Practice.

LOGISTICS:

- WHAT – Students tour a local design office facility, view design projects, talk to professionals about day-to-day design work culture, and receive professional advice on how to prepare for and succeed in a range of design fields.
- WHO – Visiting groups consist of approximately 12 students accompanied by a BAC faculty, staff, or student ambassador.
- HOW – Each group will depart from and return to the BAC by walking and utilizing public transportation paid for by the College.

OBJECTIVES:

- EXPOSURE to CURRENT TRENDS - Firms will focus on how their design work relates to one of the following current topics: 1) Mobility 2) Building Patterns 3) Mobility 4) Open Space or 5) Health/Human Comfort
- CONVERSATIONS - Students will gain a better understanding of various aspects of work culture by engaging in conversations with experienced design professionals.
- BEGINNING to BUILD a DESIGN CAREER - Students may begin to ask important questions about how to prepare for a future design career:
  - 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 does your firm promote work/life balance?
  - Do any of your employees have connections to 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 following a guided walk to one of several architecturally relevant destinations. Once you arrive, we encourage you to draw via the ambassador's guidance. Through the act of drawing, you may begin to get to know Boston's spaces cognitively and intuitively.

LEADER
A BAC Student Ambassador will be your guide. She or he may time the sketches themselves; having you work loosely and quickly. 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 worthwhile 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). 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 sketches when you return to the BAC. You and your fellow BAC students will discuss the work and thinking so 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 design work and the work 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.”
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 2015 semester start?
The CityLab Intensive begins on Friday, August 28th, all other semester courses begin on Monday, August 31st.

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 two weeks of classes in the Library on the sixth floor of 320 Newbury Street.

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, 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?
Once you’ve enrolled in the school offered insurance plan, you can download your insurance card beginning 9/14/15 at www.GallagherKoster.com. If a student neither waives nor enrolls, they are automatically enrolled into the student health plan and processed after add/drop at which time you will then be able to download your insurance card by 9/14/2015. Coverage for the Fall semester of 2015 will active as of 8/22/15 and ends 8/21/16. You can also find directions for downloading your insurance card on the BAC’s student health insurance page: http://the-bac.edu/students/offices-and-resources/registrar/student-health-insurance

How do I contact BAC people?
You can find Staff contact info in the BAC Staff Directory:
http://the-bac.edu/about-the-bac/bac-staff
Students, faculty, and staff alike use a firstname.lastname@the-bac.edu email format.
“Do not be too timid and squeamish about your actions. All life is an experience.” — Ralph Waldo Emerson

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 architecture, construction, and other design-related industries which are described in more detail on the Practice Department’s web page) http://www.the-bac.edu/education-programs/practice, 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 multiple proficiencies: those which underscore technical abilities and 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
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 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. 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.

PRACTICE FACULTY
The Practice Faculty is comprised of 45+ practicing architects, interior architects, 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 traditional design office settings, students may also decide to participate in Gateway Projects. Gateway projects occur every semester and are established through collaborative partnership with nonprofit, community, and municipal organizations. Under the supervision of a faculty advisor, students work in multi-disciplinary teams to provide specific design services to the community client while acquiring vital professional skills and competencies. These projects are not intended to replace employment at a design office or related field, but instead offer a unique opportunity to engage in community design and can serve as a meaningful platform to full immersion in professional practice. To learn more about the Gateway Program, please contact the Practice department.

LICENSURE (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 professional portfolio critique

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 exclusive to BAC students and graduates where designers post full-time, part-time, and paid internship positions. All positions listed on Practice Lab are screened and approved by the Practice Department, and qualify as eligible jobs for students to earn Practice Hours. 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 Practice Lab login information is different from your Self Service login information.)
CURRENT PRACTICE HOURS + SKILL LEVEL REQUIREMENTS  
BY PROGRAM FOR 'NEW CURRICULUM' STUDENTS  
(These requirements apply to students who entered the BAC POST Fall 2013)

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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
The BAC’s Foundation Studies program invites (graduate and undergraduate) 1st year students from architecture, landscape architecture, interior architecture and design studies to establish a fundamental and collaborative language of design that transcends the formal disciplinary boundaries and which propels flexible and meaningful explorations within the future of the design professions.

Students are exposed to relevant design ideas through an integrated and multidisciplinary framework where progressive design concepts, tools and skills are studied and tested. These are then applied toward meaningful spatial solutions with the potential to influence the wellbeing of diverse communities around the globe. We believe that the Foundation Studies year provides a firm basis for students to develop future projects that exist within real social, cultural and political contexts.

Foundation Studies includes conceptual design studios, as well as courses in theory and inquiry, analog and digital design media, sustainable principles and applications, community engagement and practice readiness.

The Foundation Studies program can be completed in two semesters by a student who is taking a full-time academic course load. Beginning with CityLab, which is a unique introduction to the BAC and to Boston, the student in his or her 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.
Foundation Semester One – 12 credits
3 credits CityLab – collaboration and community
3 credits Transdisciplinary Studio 1 (Master), Foundation Studio -1 (Bachelor) – 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)

Foundation Semester Two – 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) or Foundation Studio 2 (Bachelor)
3 credits Design Theory and History (Master) or Critical Reading and Research 2 (Bachelor)

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 in 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 and Review – PRV0001
Upon completion of the 27 credits comprising the Foundation program, the student submits a portfolio for review by the College. Satisfactory completion of the Foundation Portfolio Review (PRV0001) demonstrates the student’s understanding and ability to reflectively synthesize their learning across the Foundation program.

The Foundation Portfolio is part of the process of continuous reflection and improvement expected of the BAC student. In addition to completing the 27 credit Foundation curriculum, advancement to Segment II of the student’s degree program of Architecture, Design Studies, Interior Architecture or Landscape Architecture requires 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. Foundation Portfolio Reviews are held in January and May. The submittal date will follow the end of the semester, and will be published in the Academic Calendar. Students should register for Foundation Portfolio Review (PRV0001) 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 whose Foundation Portfolios are deemed satisfactory advance to Segment II of their chosen degree program. Students whose Foundation Portfolios are deemed unsatisfactory may be required to meet with their respective Dean to provide additional work and/or revision of existing material.

**How can I get more information?** The Education Department presents Portfolio Forums each semester (date published in Academic Calendar), and the Learning Resource Center (LRC) offers one-on-one portfolio tutoring by appointment. For questions about the Foundation Portfolio process, check out the Portfolio page on the BAC website: http://the-bac.edu/education-programs/foundation/foundation-portfolio-review. You may also email Foundation Studies Chair Maria Bellalta, using “Foundation Portfolio Question” in the subject line, at maria.bellalta@the-bac.edu.
ARCHITECTURE

Architecture is a technical, social, and spatial art that engages personal expression, theoretical frameworks, and building science to create dynamic spaces for people. Architects seek to answer the question of how we want to live and how we can positively affect our communities through the built environment. At the BAC, architecture students immerse themselves in design thinking to create functional and poetic form that responds to social, climatic, and contextual challenges.

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

Our Curriculum  The architecture studio sequence is at the curriculum’s core. Our concurrent practice education offers an integration of practice learning into design learning, supported by a like-minded community of students and faculty. Students are mentored to develop as successful design professionals in traditional and entrepreneurial forms of practice. Degree students work in the design profession during the day and attend classes in the afternoon and evening. This interplay of academic study and practice provides distinctive preparation for a career in design, a professional network, and the opportunity to meet the Intern Development Program (IDP) requirements 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 own design identity. Students may elect to travel during summer to accelerate their studies.

Sequence of Study  
Segment I – Foundation: students develop fundamental design processes and design representation skills (both digital and hand media in courses shared by students in architecture, landscape architecture, interior architecture 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, 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 a thesis according to their passions and territory of interest.

Length of Stay  The M. Arch program requires 105 academic credits and 5,000 practice hours, taking about 9 semesters (4.5 years) to complete. The B. Arch program requires 150 academic credits and 5,000 practice hours, taking about 12 semesters (6 years) to complete. Length of stay varies, depending on prior academic experience and the student’s choice of semester credit loads; 60% of BAC students bring in transfer credit. The Bachelor of Science in Architecture takes about 9 semesters (4.5 years) to complete.

Accreditation The M. Arch and 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 Dean of the School of Architecture, Karen Nelson at karen.nelson@the-bac.edu or call your BAC Admissions Counselor at 617.585.0123.
Interior Architecture 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 BAC, Interior Architecture begins with the designer’s role as steward of the world’s resources, and as agent in the creation of spaces supportive of people’s health, safety and welfare.

The BAC offers two accredited “first-professional” degrees: the Master of Interior Architecture (MIA) and the Bachelor of Interior Architecture (BIA). Both degrees encompass the requisite body of knowledge to continue on the path of internship, examination and certification in the practice of interior design. In addition, the Master of Science in Interior Architecture (MSIA) is a post-professional low-residency program which allows holders of a first professional degree in interiors or architecture an opportunity to develop specialized knowledge in the practice of interior design.

Interior Architecture represents a change from the previous school name of Interior Design, in recognition of the breadth and scope of design issues addressed by the program. The curriculum and courses remain the same.

**Curriculum** The Design Studio sequence is at the core of the curriculum, and practice is an integral part of design learning. The student’s commitment to learning from concurrent professional practice, beginning in the third semester, makes for a challenging program of study, especially for those students taking a full-time academic load and working.

**Sequence of Study – Master of Interior Architecture/Bachelor of Interior Architecture**

**Segment I – Foundation:** students acquire design process knowledge and design representation skills in courses are shared with students in architecture, landscape architecture, and design studies.

**Segment II – Integration:** students engage in learning specific to the discipline of Interior Architecture. Studio project work increases in size and complexity, and related knowledge in color, lighting, and building systems is integrated.

**Segment III – Synthesis:** A two-semester capstone (Thesis Project in the Master’s, or Degree Project in the Bachelor’s program) project covers the process of design from conception through documentation, integrating academic and practice components of the curriculum and synthesizing professional learning.

**Length of Stay** The Master of Interior Architecture program requires 84 academic credits and 3,000 practice hours, taking approximately 6 semesters (3 years) to complete. The Bachelor of Interior Architecture program requires 120 academic credits and 3,600 practice hours, taking approximately 10 semesters (5 years) to complete. Length of stay varies, depending on prior academic and work experience, and the student’s choice of semester credit loads. The MSIA can be completed in two years by a full-time student, and does not have a practice requirement.

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

**For more Information** Contact the Head of the School of Interior Architecture, Crandon Gustafson at 617-585-0285 / crandon.gustafson@the-bac.edu or Denise Rush, Director of the Undergraduate Program in Interior Architecture 617-585-0291 / denise.rush@the-bac.edu. We also welcome you to call your BAC Admissions Counselor at 617.585.0123.
BACHELOR AND MASTER OF 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. The LA programs are 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.

Academic Curricula  The MLA and BLA programs are focused on new urban landscapes and principles of 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. Regional areas and civic spaces are explored through design studios with a range of urban landscapes that expose students to site planning and site design projects and criteria. These studios are 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 take advantage of a broad range of humanities courses that expand the students’ conceptual and technical knowledge base and skill sets. Boston is accessed as an outdoor classroom and is used to explore urban sites and programs.

Practice Curricula  Students participate in Practice, in research, in community work and in professional collaborations. 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. 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.

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

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

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  Both the MLA and the BLA programs are fully accredited by the Landscape Architectural Accreditation Board (LAAB). Both programs are also accredited by the New England Association of Schools and Colleges.

For more information  Please contact the Dean of the School of Landscape Architecture, Maria Bellalta, at 617-585-0157 / maria.bellalta@the-bac.edu or the Admissions Office at 617-585-0258 , Meredith.spinatto@the-bac.edu  We also welcome you to visit the BAC Admissions webpage.
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.

Bachelor Curriculum  The Bachelor of Design Studies (BDS) offers five programs of study:

- Sustainable Design
- Historic Preservation
- Design History, Theory, and Criticism
- Digital Design and Visualization
- 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.

Sequence of Study  The bachelor degree curriculum is made up of three parts:

Segment I – Foundation: Shared by all entering BAC students, the 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 submit 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 121 credits, including the practicums, to complete. These programs can be completed in four years if students complete on average 15 credits per semester.

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).

Graduate Curriculum  The Master of Design Studies (MDS) offers a program of study in design for human health, sustainable design, and 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.

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

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

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<td>Registrar’s Office, ext. 135, Basement, 951 Boylston St.</td>
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<td>Alcohol or drug abuse</td>
<td>Advising Services, ext. 160, 1st floor, 320 Newbury St.; Student Assistance Program (SAP), 800.756.3124</td>
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<td>Appeals</td>
<td>Student Services Coord. in Enrollment Services and Student Financial Services, ext. 135, Basement, 951 Boylston St.</td>
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<td><a href="mailto:atelier@the-bac.edu">atelier@the-bac.edu</a></td>
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<td>Bursar, ext. 115, Basement, 951 Boylston St.</td>
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<td>Counseling referrals</td>
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<td>Crime reporting</td>
<td>Security, ext. 243, 1st floor door of all campus buildings; Director of Operations, ext. 211, 320 Newbury St.</td>
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<td>Degree Project Studio (Architecture)</td>
<td>Dean and Faculty, School of Architecture, ext. 214, 2nd floor, 320 Newbury St.</td>
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<td>Degree Project Studio (Design Studies)</td>
<td>Dean and Faculty, School of Design Studies, ext. 289, 2nd floor, 320 Newbury St.</td>
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<td>Degree Project Studio (Interior Arch.)</td>
<td>Dean and Faculty, School of Interior Architecture, ext. 285, 3rd floor, 320 Newbury St.</td>
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<td>Dean and Faculty, School of Landscape Architecture, ext. 157, 3rd floor, 320 Newbury St.</td>
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<td>Disability Services</td>
<td>Associate Director of Advising and Disability Services, ext. 274, 1st floor, 320 Newbury St.</td>
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<td>Faculty mailboxes</td>
<td>Located in the 2\textsuperscript{nd} floor Education Center at 320 Newbury St., ext. 390</td>
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<td>Federal Work Study</td>
<td>Financial Aid Department, ext. 125, Basement, 951 Boylston St.</td>
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<td>Faculty schedules</td>
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<tr>
<td>Financial appeals</td>
<td>Bursar, ext. 297, Basement, 951 Boylston St.</td>
</tr>
<tr>
<td>Financial Aid information</td>
<td>Financial Aid Department, ext. 125, Basement, 951 Boylston St.</td>
</tr>
<tr>
<td>Financial Aid appeals</td>
<td>Director of Financial Aid, ext. 183, Basement, 951 Boylston St.</td>
</tr>
<tr>
<td>Grades / Grade changes</td>
<td>Registrar, ext. 135, Basement, 951 Boylston St.</td>
</tr>
<tr>
<td>Grievances</td>
<td>Dean of Students, ext. 219, 1\textsuperscript{st} floor, 320 Newbury St.; Advising Services, ext. 160, 1\textsuperscript{st} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Health insurance</td>
<td>Director of Operations, ext. 211, 320 Newbury St.</td>
</tr>
<tr>
<td>Independent study</td>
<td>Registrar’s Office, ext. 135, Basement, 951 Boylston St.</td>
</tr>
<tr>
<td>Instructors and courses</td>
<td>Education Center, ext. 270, 2\textsuperscript{nd} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>IT help desk</td>
<td>IT Office, ext. 191, 4\textsuperscript{th} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Job search questions</td>
<td>Practice Department, ext. 145, 5\textsuperscript{th} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Leave of absence</td>
<td>Advising Services, ext. 160, 1\textsuperscript{st} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Library</td>
<td>Ext. 155, 6\textsuperscript{th} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Library (visual resources)</td>
<td>Ext. 257, Room 511, 5\textsuperscript{th} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Licensure programs (IDP and IDEP)</td>
<td>Practice Department, ext. 145, 5\textsuperscript{th} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Media Services</td>
<td>Ext. 185, 4\textsuperscript{th} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Practice assessment</td>
<td>Practice Department, ext. 145, 3\textsuperscript{rd} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Practice independent study</td>
<td>Practice Department, ext. 145, 5\textsuperscript{th} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Practice Lab</td>
<td>Practice Department, ext. 145, 5\textsuperscript{th} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Practice skill level</td>
<td>Practice Department, ext. 145, 5\textsuperscript{th} floor, 320 Newbury St.</td>
</tr>
<tr>
<td>QUESTION</td>
<td>WHO TO ASK</td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td>Portfolio Review clearances</td>
<td>Advising Services, ext. 160, 1st floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Probation (academic)</td>
<td>Advising Services, ext. 160, 1st floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Registration</td>
<td>Registrar’s Office, ext. 135, Basement, 951 Boylston St.</td>
</tr>
<tr>
<td>Security</td>
<td>Ext. 243, 1st floor door of all campus buildings</td>
</tr>
<tr>
<td>Studio / Advanced (Architecture)</td>
<td>Director of Advanced Architecture Studios, ext. 226, 2nd floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Studio / Advanced (Interior Arch.)</td>
<td>Dean and Faculty, School of Interior Architecture, ext. 285, 3rd floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Studio / Advanced (Landscape Architecture)</td>
<td>Dean and Faculty, School of Landscape Architecture, ext. 157, 3rd floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Studio / Foundation</td>
<td>Director of Foundation Studios, ext. 218, 3rd floor, 951 Boylston St.</td>
</tr>
<tr>
<td>Student mailboxes</td>
<td>Located on 1st floor of 320 Newbury St.; contact Registrar’s Office, ext. 135</td>
</tr>
<tr>
<td>Student organizations</td>
<td>Office of Student Life, ext. 269 or 272, 1st floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Thesis (Architecture)</td>
<td>Director of Master’s Thesis, ext. 260, 951 Boylston St.</td>
</tr>
<tr>
<td>Thesis (Interior Architecture)</td>
<td>Dean and Faculty, School of Interior Architecture, ext. 285, 3rd floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Thesis (Landscape Architecture)</td>
<td>Dean and Faculty, School of Landscape Architecture, ext. 157, 3rd floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Thesis clearance</td>
<td>Advising Services, ext. 160, 1st floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Transfer credit</td>
<td>Dean of Advising Services, ext. 215, or Admissions, ext. 123; 1st floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Tuition pay (payment plan)</td>
<td>Bursar, ext. 115, Basement, 951 Boylston St.</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Learning Resource Center, ext. 174, 6th floor, 320 Newbury St.</td>
</tr>
<tr>
<td>Withdrawals (course, semester and full school)</td>
<td>Advising Services, ext. 160, 1st floor, 320 Newbury St.</td>
</tr>
</tbody>
</table>

E-mail individuals as follows: <firstname.lastname@the-bac.edu>
ADVISING SERVICES

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 start working with the Director, Foundation Student Support and then transition to another Academic Advisor upon completion of Foundation. Students can always contact Academic Advising if they have any questions.

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.

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 sixth 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 SERVICES

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 recommended 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 Stephanides, Associate Director of Advising and Disability Services, can be reached by emailing Karen.Stephanides@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 Advising Services can also assist students in contacting the SAP or providing referrals. Please contact the Associate Director of Advising Services at 617.585.0274 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.

FOUNDATION ADVISORY

Students may demonstrate the need to establish better learning processes, both in their academic work and in Practice. Onsite students who have completed their first semester of Foundation at the BAC and whose grade point average falls below the minimum required for their program (see below) without failing a course, will be notified of their identification on an Advisory list, and they will be expected to attend a meeting with either their academic advisor or with the Dean of School in which they are enrolled. (Please note that following the completion of subsequent semesters, if students fall below the minimum grade point average - even if they have not failed a course - they will be placed on academic probation.)
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.

- B.Arch, B.S., Arch, BIA, and BLA - 2.5
- BDS - 2.0 cumulative; 2.5 major/concentration (no SGPA requirement)
- MArch, MIA, and MLA - 2.7
- 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. Advising Services 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.

TRANSFER CREDITS

Matriculated students who have questions about transfer credits can contact the Dean of Advising Services, Rebecca Chabot-Wieferich, at 617.585.0215 or rebecca.chabot-wieferich@the-bac.edu.
Welcome from the Financial Aid Office!

It is not too late to apply for financial aid. If you intend to use Federal financial aid to help cover your tuition and fees you must first complete a FAFSA on www.fafsa.ed.gov for the 2015-16 academic year. We encourage you to visit the Financial Aid page of the BAC website for additional financial aid information. In addition to the FAFSA, you may also be required to complete Entrance Counseling, Master Promissory Notes, or PLUS Loan Applications. These can be completed on www.studentloans.gov.

Aid is awarded for tuition and fees only. It does not include the health insurance charge. If you have remaining federal loan eligibility and wish to borrow aid for any educational expenses such as living expenses, health insurance, books, etc., please complete and submit an Application to Borrow Additional Loan Funds found on the Financial Aid page of the BAC website under Financial Aid Forms.

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

You are advised to contact the Financial Aid Office with any questions. The Financial Aid Office is happy to assist students with their financing options. Please contact us at finaid@the-bac.edu or 617-585-0125.

OFFICE HOURS

Fall and Spring Semester 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
617-585-0183 / Janice.Greenberg@the-bac.edu

Sabina Yesmin, Assistant Director of Financial Aid
617-585-0167 / Sabina.Yesmin@the-bac.edu

Patrick Ouma, Financial Aid Counselor
617-585-0128 / Patrick.Ouma@the-bac.edu

Sarah Hoen, Student Services Coordinator, Scholarships & Awards
617-585-0106 / Sarah.Hoen@the-bac.edu
For the 2015 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 31, 2015</td>
<td>100% 1</td>
</tr>
<tr>
<td>Prior to 5:00 pm, Friday, September 4, 2015</td>
<td>90%</td>
</tr>
<tr>
<td>Prior to 5:00 pm, Friday, September 11, 2015</td>
<td>75%</td>
</tr>
<tr>
<td>Prior to 5:00 pm, Friday, September 18, 2015</td>
<td>50%</td>
</tr>
<tr>
<td>Prior to 5:00 pm, Friday, September 25, 2015</td>
<td>25%</td>
</tr>
<tr>
<td>After 5:00 pm, Friday, September 25, 2015</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.

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1 Less $50 tuition adjustment fee
BURSAR'S OFFICE

Location: 951 Boylston Street Basement Level
E-mail: bursar@the-bac.edu
Phone: 617-585-0115
Fax: 617-585-0154

STAFF DIRECTORY

Bethany Fantasia, Dean of Student Services & Registrar
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

*See the BAC website for current office hours.
http://www.the-bac.edu/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 computer-related lab 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 a 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.

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
- 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 – 10:30 pm  
Saturday: 9:00 am – 9:00 pm  
Sunday: 9:00 am – 9:00 pm

**BAC website:** [http://www.the-bac.edu](http://www.the-bac.edu)  
**Email access:** [http://mail.the-bac.edu](http://mail.the-bac.edu)  
**Access to home directories:** [ftp://bacweb.the-bac.edu](ftp://bacweb.the-bac.edu)  
**Access to Moodle:** [http://online.the-bac.edu](http://online.the-bac.edu)  
**Student websites:** [http://bacweb.the-bac.edu/~firstname.lastname](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 “2015/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 “2015 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 “2015 Fall”.
- Please be certain that you are searching on “Degree Programs” and “2015 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 2015/Fall”.
- In order to print your schedule, click on “View Schedule,” or by accessing the “Classes” tab and following the links for “Schedule” and then “Student Schedule”.

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 10:30 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 10:30 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 has a brief printed Library Guide of our subscription databases. This guide is available on a table 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 120 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.

THESIS
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. 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 (dvds) are available for circulation. DVDs may be located by searching the catalog.

PHOTOCOPIERS and SCANNERS
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. As an alternative to creating paper copies, it is possible to scan pages as a pdf from our copiers directly to your email. Several scanners are available within the bank of the library’s public desktop computer stations.

INTERLIBRARY LOAN
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. The link for Article Interlibrary Loan can be found on the Library’s Research page. 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) for books 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>
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<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>
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</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 (books)
  - 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.
College Algebra and Trigonometry (MNS1001) is a requirement for all Bachelor of Architecture, Bachelor of Landscape Architecture, and Bachelor of Design Studies, and Bachelor of Interior Architecture students. It is a pre-requisite for Master of Architecture and Master of Interior Architecture students.

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.

Students can waive College Algebra & Trigonometry (MNS1001) or Physics (MNS1002) by completing assessment exams given in the Liberal Studies Department. 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 as part of your major and have studied the material in the past but are unsure what class is best for you, then consult with an Academic Advisor or the Director of Liberal Studies 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. The later 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 must bring your own calculator; you are allowed to use notes or a book.** The test does not have a time limit, but you should allot at least 2-3 hours to completing it. Do not try to take the test in a rush. **You may only take the waiver exam once.**

Once you are ready to take the test, contact the Liberal Studies Department at assessment@the-bac.edu or 617-585-7381 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 academic credit for the class. You may 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 Liberal Studies Department.
**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 Architecture students. It is a pre-requisite for Master of Architecture and Master of Interior Architecture 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 taking 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) 730-7160 first 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 and 951 Boylston Street campus buildings during regular building operational hours. Officers also make regularly scheduled rounds 24 hours per day at the 320 Newbury Street and 951 Boylston Street campus buildings. In addition, our campus buildings are equipped with burglar alarms, 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, first, second and third floor. 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.

BAC Campus Crime Statistics
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 3:00 Student Health Insurance Program (SHIP): Every full-time and part-time student enrolled in a certificate, diploma, or degree-granting program of higher education must participate in his or her school's student health program OR in a health benefit plan with comparable coverage as defined in 114.6 CMR 3.05(2). Therefore all eligible Boston Architectural College students taking 75% or more of the academic credits in their program are automatically enrolled and billed for the SHIP. To opt out of the SHIP, 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 SHIP, we do ask that you fill out an enrollment form as well. If a student neither waives or enrolls, they are automatically enrolled into the student health plan once final enrollment reports are processed, after the first half semester deadline. All students enrolled in the plan will be able to download their healthcare cards once their eligible status is confirmed and reports are processed with Arthur J. Gallagher & Company. Please note: Students who take only online courses are not required to have student health insurance, http://www.massresources.org/student-health-insurance.html, therefore we do not require proof of insurance coverage or offer online students the BAC's insurance coverage healthcare benefits.
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 Health Insurance Plan. The cost of the Student Health 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.
- There is “No Overall Maximum Limit” per policy year (unlimited)
- The “pre-existing condition” limitation has been removed
- There is a $50.00 deductible (per insured person, per policy year) for In-Network Providers and $200 for Out-of-Network providers (per insured person, per policy year) All per-service deductibles/copays, coinsurance and policy deductible apply toward the out-of-pocket maximum.
- Services provided by a participating network providers are generally covered at 90%, while services provided by a non-network provider are generally covered at 70% (see online brochure for copays or prescription expenses).
• Please refer to the plan brochure available at www.gallagherstudent.com/bac by clicking on ‘My Benefits and Plan Information’ for complete details about coverage, limitations, and exclusions.

Fees for the 2015-2016 Academic Semester

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<th></th>
<th>Annual Rate 8/22/15-8/21/16</th>
<th>Fall Rate 8/22/15-1/15/16</th>
<th>Spring Rate 1/16/16-8/21/16</th>
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<tr>
<td>Student Only</td>
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<tr>
<td>Each Child</td>
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</tbody>
</table>

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.gallagherstudent.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.gallagherstudent.com/bac site on the BAC's page under the "student access" heading. Please fill out your information along with your spouse and/or child(ren)'s information and payments can be made online through the Gallagher website.
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 at any time throughout the academic year in which they are enrolled in the required percentage of classes. Therefore, if you've waived the Student Health Insurance Plan, but your alternative insurance plan unexpectedly terminates you 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.gallagherstudent.com/bac website. Print out the form and please follow the instructions on the form.
2. The Insurance Company must decide whether they are able to accept and approve the petition to add and will notify us if you have been added and the amount of the pro-rated health insurance fee.
3. You will then be charged the pro-rated health insurance fee by 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 or by email at bacstudent@gallagherstudent.com. 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.allonehealtheap.com
User name: BAC SAP Password: student
The Office of Student Life 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 Life Blog.

At the BAC there are a number of ways we encourage student involvement in activities such as Atelier, professional organizations, social and cultural clubs, and committee work that will enhance students’ connection to the BAC community. The staff within the Office of Student Life provides support to each student organization, with the hope of promoting participation, leadership, and personal growth.

Contact or visit us in person in the main BAC building at 320 Newbury Street at any time to ask questions and get information about how to get involved on campus! We are committed to your ultimate success, both as a student and as a contributing force within the BAC community.

http://blog.the-bac.edu/

Visit the BAC Blog to learn more about BAC and community resources, news, events, exhibits, student work, lectures, competitions, and various other opportunities. Architect Magazine identified the BAC Blog as a great resource for all designers in the Boston area.

The Office of Student Life 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.
Student organizations are an integral part of the BAC learning experience. Involvement in student organizations creates opportunities to develop new ideas, discover hidden talents, cultivate interpersonal skills, and provide a way to accomplish collectively what could not be done individually. Student orgs are a lot of fun to be part of!

**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, and to foster fellowship, cooperation, and unity between and among BAC students and organizations. Atelier also funds initiatives run by student organizations. Elected members of the Atelier Board serve as the voice of the student body.

**Professional Organizations**

**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. AIAS provides opportunities such as lectures, field trips, social and networking events, community service projects, and conferences.

**American Society of Landscape Architects Student Chapter (SASLA)**
www.asla.org / sasl@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.

**Interior Architecture Collective (ASID + IIDA)**
www.asid.org / www.iida.org / bac.id@the-bac.edu
The Interior Architecture Collective functions as a bridge and network between ASID (American Society of Interior Designers) and IIDA (International Interior Design Association). It provides a community in which to find creative and professional support for interior architecture students at the BAC.

**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. The BAC Chapter of NOMAS is about the spirit of inclusion, and participation is welcome whether you consider yourself a minority or not.

**Community, Sport & Social Groups**

**BACultural**
BACultural is dedicated to support and enhance an inclusive global campus environment among students from different cultures by bringing these differentiations and diversities together to encourage community. The group provides the BAC community opportunities to promote and enhance multicultural awareness, cooperation, and dialogue among students of different nations through multicultural experiences.

**The Green Team**
https://twitter.com/GreenTeam_BAC
The BAC Green Team promotes sustainable practices across the college. Their mission is to foster interest, enhance education, and provide implementable strategies that all stakeholders can participate in toward a healthier culture of environmental, economical, and social stewardship.

**Studio Q**
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.
Commencement
BAC Commencement festivities are steeped in tradition. Graduates wear berets instead of a mortarboard hat, and process from 320 Newbury St, led by a Dixieland Jazz Band to the Old South Church on Boylston St.

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.

Food for Finals and Extended Hours
Each semester, BAC student organizations host free dinner for students the weekend prior to final exams and the weekend prior to studio review week. In addition, building hours are extended until midnight 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.

Mascot
The BAC’s 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. This sculpture is viewable in Memorial Library.

Midnight Munchies and Extended Hours for Midterms
Leading up to midterms, Atelier sponsors snacks, and the Office of Student Life works to extend the building hours at 320 Newbury Street to midnight.

PARTI
Each spring, Atelier and the Office of Student Life host an annual event called PARTI. This event is a cocktail reception, 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
Interactive Workshops like the Model Building Workshop, workshops on photographing your studio work, and software tutorials 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
320 – 320 Newbury Street
951 – 951 Boylston Street
Beehive – Room on first floor of 951 Boylston. Named after a sculpture by Dean Arcangelo Cascieri.
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

<table>
<thead>
<tr>
<th>Item</th>
<th>Available at:</th>
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</thead>
<tbody>
<tr>
<td>PILOT PRECISE PEN/BLACK EXTRA FINE (2)</td>
<td>*Students should anticipate $200 worth of additional supplies which will be designated with course assignments. Instructors will have more information regarding this.</td>
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<tr>
<td>DRAFTING TUBE/BLUE 37 INCH</td>
<td>Dick Blick</td>
</tr>
<tr>
<td>OLFA SNAP UTILITY KNIFE/HEAVY DUTY</td>
<td><a href="http://www.dickblick.com">www.dickblick.com</a></td>
</tr>
<tr>
<td>XACTO BLADES/NO 11 PKG of 5</td>
<td>401 Park Drive</td>
</tr>
<tr>
<td>KNIFE NUMBER 1 WITH/CAP</td>
<td>Boston, MA 02215</td>
</tr>
<tr>
<td>L-SQUARE</td>
<td>(617) 247-3322</td>
</tr>
<tr>
<td>STAINLESS STEEL RULER/18IN</td>
<td></td>
</tr>
<tr>
<td>ALVIN B/2 MECHANICAL LEAD HOLDER</td>
<td></td>
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<tr>
<td>ALVIN LEAD POINTER/2.5HT</td>
<td></td>
</tr>
<tr>
<td>TRACING PAPER ROLL/WHITE 18X50YD</td>
<td></td>
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<tr>
<td>STAEDTLR MARS PLASTIC ERASER</td>
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<td>ERASER SHIELD</td>
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<td>DRAFTSMAN DUSTER/14IN</td>
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<td>ADJUSTABLE PROT/TRI/8IN</td>
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<tr>
<td>SHARPIE FINE POINT MARKER/BLACK FINE</td>
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<tr>
<td>ITOYA ART PORTFOLIO 11X8.5</td>
<td></td>
</tr>
<tr>
<td>INTERTAPE DRAFT TAPE/PH 7 3/4 INCH X 60 YDS</td>
<td></td>
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</tbody>
</table>

Kit Price: $99.99

Total savings from List Price: 33%

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.
HARDWARE PURCHASES - RECOMMENDED SPECIFICATIONS

**PC**
- Software: Windows 7 Professional or 8 Professional (anything but Home)
- Laptop: Intel core i5 or i7 (Ideally multi core support), at least 4GB of RAM (8GB preferred), at least a 250 GB hard drive
- Desktop: Intel quad core (i7 or Xeon processor), at least 8GB of RAM, (16GB preferred), at least a 500 GB hard drive
- Graphics Card: 512 MB to 2 GB; video card driver should support OpenGL version 2.0 or higher

**Mac**
- Software: OSX version 10.6 or higher
- Laptop: MacBook Pro i5 or i7, at least 4GB of RAM (8GB preferred), Nvidia preferred or Intel 4000
- Desktop: Intel quad core (i7 or Xeon processor), at least 8GB of RAM, (16GB preferred), at least a 500 GB hard drive
- Graphics Card: 512 MB to 2 GB; video card driver should support OpenGL version 2.0 or higher

**Other Items**
- 3 button, scroll-wheel mouse (helpful for 3d Modeling)
- Webcam (external or built in)
- Microphone and audio/playback capabilities
- Please make sure you have administrative privileges on your machine so you can install programs and make changes

SOFTWARE PURCHASES - PRICING AND DOWNLOADS

Please check with all vendors for specific hardware requirements.

**Adobe Creative Cloud for Students and Teachers FOR PC & MAC**

**Sketchup for Students FOR PC & MAC**
$49/year - includes the full version of Sketchup Pro 2015: http://www.creationengine.com/html/sketchup.html

**Maxwell Render FOR PC & MAC**
Free - includes a full 1-year license.
Students should email license requests to David Hansen: david.hansen@the-bac.edu

**Vectorworks FOR PC & MAC**
Free - download software for educational use: http://student.myvectorworks.net

**Autodesk Education FOR PC; SOME PROGRAMS FOR MAC**
Free - download all Autodesk software for educational use: http://www.autodesk.com/education/free-software/all

**Rhino for Students FOR PC & MAC**
MAC: FREE in development; missing some features and most plugins: https://www.rhino3d.com/mac

**ESRI ArcGIS Campus Site License FOR PC ONLY**
Free - includes a 1-year student license for the full version of ArcGIS Desktop Student
Students should email license requests to David Hansen: david.hansen@the-bac.edu

**Lumion FOR PC**
Free - limited version of the Pro software: http://lumion3d.com/demo

Printing at the BAC
Students are able to print on all BAC Lab computers. Printing from personal laptops is not currently supported at the BAC.
We recommend that for ease of printing at the BAC, students should have a removable storage device (thumb drive, hard drive, etc.) to print from.
SOFTWARE available on every computer in each computer lab (4th Floor, 320 Newbury Street)
Updated 06.30.15

Adobe CC (June 2015)
- Acrobat DC
- AfterEffects
- Audition
- Bridge
- DreamWeaver
- Illustrator
- InCopy
- InDesign
- Muse
- Photoshop
- Prelude
- PremierePro
- SpeedGrade

Apple
- QuickTime

AutoDesk 2016
- 123D Catch
- AutoCAD 2016
- AutoCAD Architecture 2016
- AutoCAD Raster Design 2016
- 3DS Max 2016
- Inventor 2016
- Maya 2016
- MotionBuilder 2016
- Mudbox 2016
- ReCap 2016
- Robot Structural Analysis
- Showcase 2016
- Ecotec Analysis 2011
- Navisworks Manage 2016
- Revit 2016
- Dynamo for Revit

AutoDesSys
- Bonzai 3D
- Form Z

ArchicAD
- ArchiCAD 18

Artlantis
- Artlantis 5
- Revit to Artlantis Plugin

BLENDER
- Blender 2.74

BRIDGE DESIGNER
- West Point Bridge Designer

CHAOSCOPE
- Chaoscope 0.3.1

Climate Consultant
- Climate Consultant 6.0

ESRI
- ArcGIS Desktop
- Business Analyst
- Mapping and Charting
- Solution
- Roads Highways
- City Engine
- ArcReader for Windows
- Sketchup Plugin

GOOGLE
- Chrome Browser
- Earth Pro

LIGHTING ANALYSTS
- Agi 32
- Photometric Toolbox
- ElumTools

LUMION 5.x Educational

MCNEEL
- Rhino 5
- Paneling Tools
- Section Tools
- DIVA
- Rhino Terrain
- Flamingo
- Grasshopper
- Weaverbird (for GH)
- LunchBox (for GH)
- TT Toolbox (for GH)
- Kangaroo (for GH)

MICROSOFT OFFICE 2013
- Access
- Excel
- OneNote
- PowerPoint
- Word

MOZILLA FireFox

NEXT LIMIT
- Maxwell Render 3.1
- Maxwell for Rhino
- Maxwell for Sketchup 2015
- Maxwell for Photoshop CC
- Maxwell for AfterEffects CC
- Maxwell for 3DS Max
- Maxwell for Maya
- Maxwell for Revit
- Maxwell for Bonzai 3D
- Maxwell for Form Z
- Maxwell Studio

PIRANESI
- Piranesi 6 Pro
- Piranesi 6 Pro Data

PROCESSING 2.2.1

TRIMBLE
- Sketchup 2015
- Artisan for Sketchup
- Podium V2
- Sketchup to STL
- TIG_SolidSolver
- TT_Lib
- TT_SolidInspector

V-RAY
- V-Ray for Rhino 5
- V-Ray Express for Rhino
- V-Ray for Sketchup 2015
- V-Ray for 3DS Max
- V-Ray for Maya
- V-Ray for BLEnder

7-Zip