

April 17, 2015

Dear Distance Master of Architecture Student,

Congratulations on your acceptance to the Boston Architectural College Distance Track Master of Architecture program. Enclosed you will find information regarding the fall 2015 semester. Registration forms are due May 11. Please take the time to read through this information so that you are prepared to register and make your tuition payment. Information in this packet includes the following:

- [Important Dates](#)
- [Course Listings for Registration](#)
- [Paying Tuition & Fees](#)
- [Financial Aid Information](#)
- [Registration Form](#)
- [Intensive Housing Policy](#)
- [Intensive Housing Selection Form](#)
- [Alternative Intensive Housing Petition Form](#)

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

- Registration – Registrar’s Office ph. 617-585-0135 email Registrar@the-bac.edu
- Billing – Bursar’s Office ph. 617-585-0115 email Bursar@the-bac.edu
- Financial Aid – Financial Aid Office ph. 617-585-0125 email Finaid@the-bac.edu
- Course Selection – Tom Parks, Director, Distance M.Arch ph 617-585-0139 email thomas.parks@the-bac.edu
- Intensive Housing Selection – D.M.Arch Office ph. 617-585-0270 email mayya.bozhilova@the-bac.edu

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

Sincerely,

Student Services
Boston Architectural College

Important Dates

Please be advised of the following upcoming dates:

- **Monday, May 11, 2015**
 - **Intent to Register Fee Due:** Please pay intent to register fee via your Self-Service account or by sending a check. Instructions were enclosed in your acceptance letter.
 - **Registration Form Due:** To register for fall 2015 please submit the enclosed registration form to the Registrar's Office by email, fax or mail. In future semesters all registration will be done online via Self-Service.
 - **Intensive Housing Form Submission :** The enclosed [Intensive Housing Form](#) must be completed and submitted to **Mayya Bozhilova:** mayya.bozhilova@the-bac.edu or via mail to D.M.Arch. Office by 5 PM.

- **Tuesday, May 26, 2015**
 - **Last day to Register and be considered on-time:** Any registrations processed after this date will be subject to a \$100 Late Registration Fee
 - **Tuition Statements Will be Issued:** Tuition statements will be generated and mailed to the address on file. You will also receive an email notification to login to Self-Service to view your current balance.

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

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

- **Monday, July 27, 2015**
 - **Start of Distance M.Arch Fall 2015 Semester**
 - **100% Tuition Refund Deadline:** Withdrawals submitted in writing to your Distance M.Arch Advisor by 10am will be eligible to receive a 100% tuition refund less a \$50 Withdrawal Fee. **All semester based fees (Atelier Fee, Resource Fee, Intensive Fee etc.) are non-refundable after 10:00 am on the first day of the semester).*

- **Friday, July 31, 2015**
 - **90% Tuition Refund Deadline:** Withdrawals submitted in writing to your Distance M.Arch Advisor by 5pm will be eligible to receive a 90% tuition refund.

- **Friday, August 7, 2015**
 - **75% Tuition Refund Deadline:** Withdrawals submitted in writing to your Distance M.Arch Advisor by 5pm will be eligible to receive a 75% tuition refund. **No further refund is available after this date.*

- **Saturday, August 8, 2015 - Saturday, August 15, 2015**
 - **Intensive onsite at the BAC:** Please note: the start time of the Intensive is 11 AM for new students and 1 PM for returning students on Saturday the 8th. The Intensive week concludes in the evening of Saturday the 15th. Please plan your travel arrangements accordingly. *Your hotel reservation runs through the 15th, therefore you will check out on Sunday the 16th.*
- **Saturday, December 19, 2015**
 - **End of Fall 2015 Semester**

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

Course Listing for Fall 2015 Registration

Depending on your starting semester, you should register according to the list of courses below. *Note to new students entering in semesters 1 and 2: you will receive separate individualized instructions based on requirements contained in your admission letter.*

Students in semester 5 will be notified if they are eligible to take a Sustainable Design elective*. A list of available SD courses will be provided separately.

Entering Semester 1 or Semester 2:

- Individual instructions will be sent based on admission requirements

Entering Semester 3:

- ARC3018 Architecture Studio 3 (Distance) (3.0 credits)
- HTC3008 Research in Architecture & Human Relations (3.0 credits)
- HTC3009 Fundamentals of Urbanism (1.5 credits)
- TSM3029 Professional Development 3 (1.5 credits)

Entering Semester 4:

- ARC3019 Architecture Studio 4: (Distance) (4.5 credits)
- TSM3038 Architectural Technology (3.0 credits)
- TSM3024 Professional Practice 1: Laws and Contracts (1.5 credits)
- TSM3030 Professional Development 4 (1.5 credits)
- PRV0002 Segment 2 Portfolio Review (0.0 credits)

Entering Semester 5:

- ARC3020 Thesis Seminar & Studio (4.5 credits)
- TS7229 Graduate Research and Writing (3.0 credits)
- TSM3031 Professional Development 5 (1.5 credits)
- TSM2023 Environmental Systems 2: Lighting & Acoustics (1.5 credits)
- OR--
- Sustainable Design Elective* for those with L&A credit (1.5 credits)

Entering Semester 6:

- ARC3021 Architecture Thesis 1: Master's (6.0 credits)
- TSM3025 Professional Practice 2: Business Management (1.5 credits)
- TSM3032 Professional Development 6 (1.5 credits)

Entering Semester 7:

- ARC3022 Architecture Thesis 2: Master's (6.0 credits)
- TSM3026 Professional Practice 3: Leadership & Ethics (1.5 credits)
- TSM3033 Professional Development 7 (1.5 credits)

For questions regarding course selection please contact: Tom Parks, 617.585.0139 or thomas.parks@the-bac.edu.

Paying Tuition & Fees – Fall 2015

Distance M.Arch Students

Distance M.Arch Tuition & Fee Billing Process:

Registration forms should be submitted by May 11, 2015. Bills for tuition and fees will be generated May 26, 2015. An email notification will be sent when your tuition bill is available to view on [Self-Service](#). A paper statement will also be mailed to your current address on file as well. **Payment is due on June 26, 2015.**

Any registrations processed after May 26 will be billed within 1-2 business days and payment will still be due on June 26, 2015.

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

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

Payment Options:

1. Pay your full tuition balance by credit card or electronic check online through [Self-Service](#)
 - a. Checks may also be mailed to the Bursar's Office but must be received in our office by the due date to be considered on-time.
2. Have Certified Financial Aid pending on your student account (*See [Financial Aid Information](#)*)
3. Activate a payment plan. Check our [website](#) for details.
4. Provide a purchase order from an organization that will be paying the tuition
5. Use any combination of the above

View our website for details on your [payment options](#).

Tuition Refund Schedule:

Once registered, students who wish to withdraw from all of their classes for the semester need to keep in mind that tuition is refunded based on a specific schedule. Withdrawals need to be submitted in writing to the Distance Master of Architecture Office. All fees, including the intensive housing fee, are non-refundable after 10am on the first day of semester.

- July 27, 2015 - 100% tuition refund by 10:00 am less \$50 withdrawal fee
- July 31, 2015 - 90% tuition refund by 5:00 pm
- August 7, 2015 - 75% tuition refund by 5:00 pm
- August 7, 2015 - 0% tuition refund after 5:00 pm

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

Financial Aid Information

Students receiving financial aid must have their financial aid fully approved before it can be used for Bursar clearance. Fully approved financial aid will appear as Anticipated Aid on your student account. If you have not already done so, you can still apply for financial aid by completing a [FAFSA](#) for the 2015-2016 academic year.

Students receiving federal financial aid must enroll in, and complete, a minimum of 4.5 academic credits that apply towards their degree requirements each semester. Failure to enroll in the minimum required credits will result in the cancellation of Federal Direct Student Loans. Failure to attend courses in which you are enrolled may result in the reduction or cancellation of your federal aid. Graduate students are awarded Direct Federal Loans to cover their tuition and anticipated fees, including the Intensive Housing Fee. Students may be able to borrow additional funds for any direct costs or education related expenses.

Students who anticipate borrowing private student loans are advised to apply for such loans as early as possible. Private student loans must be fully approved and certified by the school before they can be used for registration clearance.

The Financial Aid Office is happy to support students who need assistance with their financing options, so please don't hesitate to contact us with any questions.

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



**BOSTON
ARCHITECTURAL
COLLEGE**

Semester/Year: FALL 2015	Registrar's Office Mail: 320 Newbury Street, Boston, MA 02115 Fax: 617.585.0154 Phone: 617.585.0135 Email: registrar@the-bac.edu
Program: DMArch	

REGISTRATION FORM

Name _____	BAC ID 1 0 0 _____
Address _____	SSN _____
City _____	Phone _____
State _____	Cell phone _____
Zip _____	Email _____

COURSE REGISTRATION					
Course #	Section Letter	Course Title	Credits	Day/Time	Alternate course #/Section
	1D			online	
	1D			Online	
	1D			Online	
	1D			online	

By signing below you understand that you will be charged based on the published tuition and fees (including any applicable late fees) and are subject to the published refund schedule. You understand that financial aid eligibility is contingent on maintaining at least half time enrollment which varies by program. Please contact the financial aid office for further details.

Student Signature _____

Date _____

BAC STAFF USE ONLY

Registrar Approval _____ Date _____

Bursar Approval _____ Date _____

Intensive Housing Policy

Distance Master of Architecture Intensive Housing Policy

The Distance Track Master of Architecture program is committed to the spirit of the cohort model and to the idea that sharing living and learning experiences provides meaningful benefits for Distance M.Arch students. A key element of the viability and success of the Distance M.Arch program has been the availability of hotel accommodations within walking distance of the BAC.

In order to maximize this benefit the BAC contracts for favorable group rates at a nearby hotel in advance of intensive dates. These group rates are based on a reservation block of a minimum 8-night stay. For students with extraordinary circumstances (such as religious requirements, medical issues and family emergencies) appropriate accommodation will be arranged, but otherwise the block is for 8 nights, and no fewer. Students attending an intensive are expected (in the first semester of attendance) and strongly encouraged (in subsequent semesters) to reside in designated hotel accommodations.

This arrangement provides many advantages that we have found to be important: it provides very convenient and comfortable accommodations that are competitively priced for this location; it provides a safe and efficient travel distance to and from school, which also maximizes time for sleep; it facilitates access to Back Bay studio project sites; and it assures that students can attend classes and activities during the Intensive week in a timely way with minimal disruption to their daily schedule or to the schedules of others, including during severe weather or similar occurrences.

The short duration of each Intensive week as well as the tightly scheduled activities during the week require strict adherence to the schedule of classes. When a student fails to meet attendance expectations, this affects not only the student's progress but may have disruptive impacts on the instructional activities of other students in the same cohort. The housing policy exists in order to assure the most productive use of time available during the intensive week.

Exception for Alternative Housing

In exceptional cases, students may be allowed to arrange alternative housing accommodations during intensives, subject to the following conditions:

- This option is available to students only after they have completed their first semester in the program (exceptions for extraordinary circumstances may apply)
- Approval is granted on a case-by-case basis, based on review of a written request by the student
- Student will provide alternative housing contact information, including location/address, phone number, and an on-site contact person
- Accommodations should be readily accessible to public transportation
- Students shall be responsible to attend all scheduled classes and related activities in a prompt and timely manner
- Failure to meet attendance expectations during an intensive due to problems associated with alternative housing arrangements will not be acceptable as valid cause for accommodation in the instruction or delivery of a course by the instructor or the BAC



Distance M. Arch Fall Intensive Housing Form

Name: _____

The Fall 2015 Intensive will take place August 8th to 15th. There is a **mandatory Housing Fee of \$1,150**. This fee includes double occupancy housing for 8 nights. Students may request a single occupancy room for an additional cost of \$1,100 (total cost \$2,250).

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

Housing for the Fall 2015 term will be provided by:

**The Back Bay Hilton
40 Dalton Street
Boston, MA 02115
617-236-1100**

Please indicate your housing preference below, and return this form via email or mail by the deadline. If you are upgrading to a single and/or would like an additional night, please submit the additional payment with your tuition payment. This form is due by:

Monday, May 18, 2014

(Students who have not submitted a form by this date may be unable to secure a space at the hotel and will be limited in their options subject to availability and change in cost. No changes in housing options can be made subsequent to this date.)

Housing Options: select double or single occupancy, and check in date.

- Double Occupancy – Mandatory 8 Nights (Optional 9 Nights)
- Saturday, August 8th Check In (Included, total cost \$1,150)

-OR-

- Friday, August 7th Check In (Additional **\$135**, total cost \$1,285)

Please indicate your roommate selection: _____

(If you do not choose your own roommate, the BAC will select one for you. You also have the option to elect a single room)

- Single Occupancy – Mandatory 8 Nights (Optional 9 Nights)
- Saturday, August 8th Check In (Additional **\$1,100**, total cost \$2,250)

-OR-

- Friday, August 7th Check In (Additional **\$1,370**, total cost \$2,520)

Please return to:

Mayya Bozhilova - Boston Architectural College - 320 Newbury Street - Boston, MA 02115

Mayya.bozhilova@the-bac.edu

Intensive Alternative Housing Petition Form
Distance Track Master of Architecture

Name: _____

I request alternative accommodations for the Fall 2015 Intensive (August 8-15, 2015).

Please describe the reason for your request for alternative accommodation arrangements:

Emergency contact information:

Accommodation Name _____

Address _____

Contact Person _____

Telephone _____

I have read the Distance M.Arch Intensive Housing Policy and agree to abide by its conditions. I understand that it is my responsibility to arrange for my commute to and from the school, and to be on campus from 8AM until 10PM, or as otherwise scheduled, during the Intensive.

Sign: _____ Date: _____

Please return to:
Mayya Bozhilova mayya.bozhilova@the-bac.edu BAC 320 Newbury Street Boston, MA 02115