



BOSTON ARCHITECTURAL COLLEGE

FALL 2017 REGISTRATION – Bachelor of Design Studies

Registration for the Fall 2017 semester will be Tuesday, April 18 through Friday, May 5. Please review the following information prior to the start of the registration period.

Fall course information is available to view in Self-Service; you may register directly through [Self-Service](#) starting April 18. Course registration is staggered, and is available based on your segment. Please visit the Student Services' website for more specific information on [financial & registration dates](#)

We strongly recommend that you register for all of your fall courses during this registration period, as classes tend to fill up quickly. To be added to a waitlist, please email an [add/drop form](#) to registrar@the-bac.edu and specify you wish to be added to the waitlist.

Registration information can be found [here](#) and Self-Service directions are available [here](#). Should you have any other questions about the registration process, our office is here to help! We look forward to working with you during the upcoming semester.

Sincerely,
Student Services

ADVISING

We encourage you to speak with your advisor if you have questions relating to course sequencing and educational plans, concerns about academics and practice, or need help resolving academic warnings and academic probation.

Appointments with your advisor should be scheduled at least 48 hours in advance. To schedule an appointment, call 617.585.0160, or email advising@the-bac.edu.

TRANSFER CREDITS AND COURSE WAIVERS

Students must have previous academic coursework evaluated for transfer credits or waivers within their first year at the BAC. Students who still want transfer credits evaluated after their first year will be charged a \$200 fee per course.

Students should be prepared for transfer or waiver evaluations to take up to a week. Due to time constraints during the registration period, students should be aware that evaluations may require additional time. For those students who are granted transfer credits or waivers after the registration period, they may use the add/drop period to make schedule changes, if needed. Students are advised to submit materials for evaluation as soon as possible.

If you have any questions or need to submit materials related to transfer credits, please contact Rebecca.Chabot-Wieferich@the-bac.edu or 617-585-0215.

If you have any questions related to math or physics waivers, please contact Elizabeth.Stuhlsatz@the-bac.edu or 617-585-0173.

For any questions related to waivers for design media courses, please contact your Academic Advisor.



IMPORTANT DATES

April 18 – May 5
Fall Online Registration

June 15
Fall Tuition Bills Available

July 15
Fall Tuition Payments Due

August 28
Fall Semester Begins

September 1
Last Day to Add Courses

September 11
Last Day to Drop Courses

Our full [academic calendar](#) is available on our website.

CONTACT INFORMATION

Registrar's Office
registrar@the-bac.edu
617.585.0135

Bursar's Office
bursar@the-bac.edu
617.585.0115

Financial Aid Office
finaid@the-bac.edu
617.585.0125

Advising Services
advising@the-bac.edu
617.585.0160

TUITION AND FINANCIAL AID INFORMATION

TUITION AND FEES

Tuition charges are based on your registration. We encourage you to review the listing of 2017-2018 [tuition and fees](#), along with [refund policies](#), prior to registration. Included in your fees will be a non-refundable Registration Fee.

Bills for tuition will be available on June 15. An email notification will be sent alerting you that your bill is available in Self-Service. Paper statements will also be post-mailed to your current address. Payment will be due by July 15. For more information regarding [payment options](#) and [late payments](#), please visit our website.

Registrations not completed online by May 5, will need to be submitted manually to the Registrar's Office and will be subject to a Late Registration Fee of \$100. Registrations received after June 14 will be billed within 1-2 business days and payment will still be due July 15. After July 15 payment will be due at the time of registration.

FINANCIAL AID

Students receiving financial aid must have their financial aid fully approved prior to the billing deadline. Fully approved financial aid will appear as Anticipated Aid on your student account. If you have not already done so, you may still apply for financial aid by completing a [FAFSA](#) for the 2017-2018 academic year.

Students receiving federal financial aid must enroll in and complete a minimum number of academic credits that apply towards their degree requirements each semester—6 academic credits for undergraduate programs or 4.5 academic credits for graduate programs. Failure to enroll in the minimum required credits will result in the cancellation of Federal Direct Student Loans and the reduction or cancellation of federal grants. Failure to attend or complete courses in which you are enrolled may result in the reduction or cancellation of your federal aid.

Additionally, for students receiving Federal Pell Grants, MASSGrants or VA Benefits, Practice Reports and Practice Registration Forms must be submitted to the Practice Department by the established deadline in order for practice hours to count toward the enrollment.

Students who anticipate taking out 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.

TUITION REFUND INSURANCE

Tuition Refund Insurance is billed to all students with the option to waive each semester. Under this insurance policy if you are unable to complete the semester due to a covered medical reason, you may be eligible to receive a full refund of all of your tuition and fees even though the school's policy will no longer grant a refund. Consider protecting your investment in your higher education. For more information or to process your waiver, go to www.gradguard.com/onsite. Waivers must be submitted by the billing deadline of July 15, 2017.

HEALTH INSURANCE

The state of Massachusetts requires all Massachusetts residents to have health insurance. Students enrolled at half-time status (6 credits undergraduate or 4.5 credits graduate), will automatically be billed the Student Health Insurance.

To complete enrollment in the insurance plan, we ask that you fill out an Enrollment Form online. To opt out of the student health plan, students must submit an online Health Insurance Waiver Form showing proof of comparable coverage. Enrollment or Waiver forms must be completed by Friday, July 15, 2017 online via www.gallagherstudent.com/bac.

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](#).

For any Health Insurance, Waiver on Enrollment questions please contact Gallagher Student Plan at: (617) 769-6007 or toll free 1-877-736-6648 or the Operation's department by email at: operations@the-bac.edu.

