American and New England Studies
Preservation Studies

STUDENT HANDBOOK

Orientation 2010
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INTRODUCTION

Dear Incoming graduate students in American and New England Studies, and Preservation Studies,

Welcome to Boston University!

We hope that this day’s materials will be helpful as you join the Boston University scholarly community. We look forward to meeting all of you, introducing you to the program, the faculty and staff, and showing you the physical spaces of our campus. In this packet, you will find an orientation schedule, course and faculty materials, and information on libraries, ID cards, and other practical matters.

If you have questions about the program, about Boston University, and about your course of study, I’ll be happy to help during the course of the year, as will Professor Claire Dempsey, Director of the Preservation Studies Program, and Jessica Hill, the Senior Program Coordinator for the AMNESP Program.

With best wishes,

Kim Sichel
Director, American and New England Studies Program
ksichel@bu.edu

ADVISORS

All Preservation program students will have Claire Dempsey as their advisor.

Ph.D. students are assigned faculty advisors upon their acceptance into the Program. During their first year in residence, students should seek close intellectual relationships with other faculty members and choose one as a regular advisor. After the first year, advisors may be changed at any time as the student's academic interests are clarified, or the student may opt to keep the initial advisor. Usually, the advisor sits on the Qualifying Examination Committee and serves as a reader of the dissertation.
CAMPUS MAP AND SHUTTLE BUS INFORMATION

In addition to the paper map you received with your orientation materials, Boston University also uses a Google-driven campus map at www.bu.edu/maps which provides information regarding the Charles River Campus. These maps are searchable (for example, you can search for area restaurants) and by using the Display check boxes under the red banner you can find wi-fi or bike rack locations around campus.

The newest addition is tracking of BU Shuttle Bus information to avoid lengthy waits in the heat or cold. The BU Maps now show the live position of all BU shuttle buses along with the bus stops. BU shuttle buses deliver GPS updates of their position every 8 seconds on average. There are some brief outages, but communications with each bus is 99% reliable.

CHANGE OF ADDRESS

You can change your mailing address through the Student Link. The Student Link can be found through the university homepage (www.bu.edu) under “Links” in the upper right corner of the page. On the following page, click on “Student Link” and you shall be directed to the Student Link main page. Click on the purple “Personal” tab, sign into the system using your BU login name and Kerberos password, then select “Address and Phone.”

If you change your address or other contact information, you also must notify the AMNES Program Coordinator to ensure that important mailings, etc. reach you in a timely manner.

COMPLIANCE

**IT IS VERY IMPORTANT TO UPDATE YOUR COMPLIANCE EACH SEMESTER.**

You can check and update your compliance under the “Personal” tab on the Student Link (see instructions above in “Change of Address” section).

In response to safety breaches at other universities, Boston University now requires each student to update their emergency contact information once a semester. In case of emergency or school closings due to inclement weather, Boston University will use your contact information to send text and e-mail updates. Boston University requires all students to provide/confirm a BU Alert contact phone number every semester (by March 1 and September 1).
In order to achieve full compliance, you also must be up-to-date with your immunizations and student account. You can ascertain your compliance standing regarding immunizations on the Student Link page, which will link you to a list of any missing immunizations. In order to become compliant, you must provide Student Health Services with a copy of your medical records demonstrating fulfillment of required immunizations, attend an immunization clinic (one is advertised and held once each semester), or make an appointment with Student Health Services to receive the necessary immunizations.

You can check your Student Account under the “Money Matters” tab on the Student Link. The Student Account Inquiry allows you to view your bill, check your Account Status, Make an Online Payment, and view Recent Payments.

If you are not compliant, you:
- Cannot register for classes;
- Your student status will not roll over (and any previous loan may come out of deferment);
- Your financial aid will not be applied to your account.

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**COMPUTER DISCOUNTS**

Shop online through the following links for exclusive educational prices, only for Boston University students *(plus faculty and staff for personal use)*. Make sure to check out the BU recommended systems, all of which the University technology department is authorized to service, for even deeper discounts.

http://www.bu.edu/tech/desktop/purchase/personal/shop/

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**COURSE SCHEDULE AND DESCRIPTIONS**

The Course Schedule and Descriptions exist in two locations online.

The first location is the AMNES Program Website:
http://www.bu.edu/amnesp/phd/courses/
(For each semester’s courses, see right hand menu)

The courses listed on the AMNES Program webpage are those which appear most relevant to the American Studies program. If you wish to take a course which isn’t listed on the website, discuss with your advisor how the unlisted course would fit within your overall academic plan. Graduate students may not take courses for credit below the 500-level.

The second location is the University Course Schedule (via Student Link).
Courses and course times are subject to revision at any time, and as such the AMNES website may not reflect the most recent changes. For an up-to-date course listing, you may prefer to search using the University Course Schedule found under the “Academics” tab on the Student Link page, as well as each department’s respective website.

**EMAIL ACCOUNTS**

If you haven't already, apply for a bu.edu account, also known as an ACS account. You can apply at [http://www.bu.edu/computing/accounts/acsaccounts/creating/individual.html](http://www.bu.edu/computing/accounts/acsaccounts/creating/individual.html) by clicking on “Start the Online Application” on the bottom of the screen.

Individual accounts for BU students, faculty, and staff are processed online. You'll be given detailed instructions as you proceed through the application. Be sure to have your BU ID number on hand. Your BU ID number can be found on your BU ID.

Once you have completed the online application, you must present your current BU ID at 533 Commonwealth Avenue (below Bertucci's in Kenmore Square) or at the IT Helpdesk on the first floor of the Mugar Library. Your account will normally be available within twelve hours.

Contact with the University will be through your BU ACS account. If you prefer to use another address, you should arrange to have your BU e-mail forwarded to your preferred account.

**FACULTY**

A list of faculty members, their research interests, publications, and e-mail address is available online at [http://www.bu.edu/amnesp/faculty/](http://www.bu.edu/amnesp/faculty/). You may click on each faculty member’s name to be redirected to his or her department’s profile.

**FINANCIAL AID**

The Admissions and Awards Committee determines aid packages for the in-coming class each Spring, and the Student Progress Committee assigns aid for continuing students on the basis of merit and need. Funding awards are contingent upon high-quality work and satisfactory progress toward the degree. Because the Program has limited financial resources, students are encouraged to apply early for research funding from external sources so that they can promptly complete their dissertations.

Continuing Students will be emailed a Financial Aid Request Form by mid-March for the coming year. You must complete the form and return it by the deadline to be considered for financial aid when the Student Progress Committee meets. There are no exceptions.
HEALTH INSURANCE and HEALTH SERVICES

For a full review of Boston University Health Insurance policies, see: http://www.bu.edu/comp/saweb/medins.html

As a full-time enrolled student you are required to carry health insurance. If you do not have your own private health insurance or insurance provided through another sponsoring organization (i.e. a workplace) you must purchase AETNA Student Insurance through Boston University (as a student, you are no longer eligible for Massachusetts state-sponsored health insurance).

Visit Aetna Student Health web site for a description of the Boston University Student Plus Plan. Students enrolled in a comparable health insurance plan may file a Medical Insurance Waiver via the Student Link. Medical Insurance must be waived by the Fall 2009 Payment Deadline. Aetna Student Health offers insurance plans at two levels, and a detailed comparison of the two plans can be found through their website.

Please be aware that if you are a Full-Time student and do not wish to participate in the Boston University Medical Insurance Plan you must file a Medical Insurance Waiver form each Academic Year.

Students who wish to enroll their dependents on the student medical insurance plan must re-enroll dependents each plan year by the enrollment deadline if they wish to continue their dependents on the plan.

To view your personal medical insurance status, or to waive or confirm the medical insurance charge, visit the Student Link.

IF YOU NEED STUDENT HEALTH SERVICES:
http://www.bu.edu/shs/

Student Health Services is located at 881 Commonwealth Ave. and can be reached at 617-353-3575 (phone) or 617-353-3557 (fax).

INCOMPLETE COURSE WORK

Some students request a grade of Incomplete from their instructors in order to have additional time to complete a term paper or other assignment in an appropriate manner. Faculty should set deadlines for the submission of such work, but university policy states that any work to finish an incomplete must be done within one year. Please note that long-standing incompletes may disqualify students from receiving financial aid.
MAILBOXES (Student and Faculty)

American Studies faculty mailboxes are located in the American Studies Office, Room 103, 226 Bay State Rd. If the faculty member’s primary affiliation is with a different department, you will have to go to that department’s mailboxes.

Student mailboxes are located in the Student Lounge in the basement of 226 Bay State Rd., Room B01.

If you are a teaching fellow, or if you are teaching courses within Boston University, your mailbox will be in the American Studies office, listed in alphabetical order after the faculty mailboxes.

MBTA Student Pass

The MBTA Student Pass through Boston University provides 4-month semester passes at an 11% discount from the regular price. For online information (rates, tips, etc.) regarding the MBTA Student Pass, go to http://www.bu.edu/parking/transportation/semesterpass_fall/

To apply for a pass, use the Student Link and select “MBTA Semester Pass” from the “Personal” tab menu; then login using your Boston University login name and Kerberos password and follow the on-screen instructions.

PARKING

Parking is scarce, expensive, and nearly impossible when the Red Sox have a home game. The Green Line runs through campus (see MBTA Student Pass above), Commonwealth Ave. has a bike lane, and bike racks are located around campus. You can register a bike at http://www.bu.edu/police/services/bike/

If you do wish to drive to campus, you can find the necessary information regarding applying for permits and a map of parking lots at http://www.bu.edu/parking/. Pay on entry can run $8-$40 a day, depending on the lot. Parking meters provide up to two hours of parking for $2, and BU Traffic Police make frequent rounds. A semester day pass will cost between $370 and $390, depending upon the semester.
PHD PROGRAM REQUIREMENTS

The Program admits candidates for study leading to the Ph.D. only. Students may obtain an M.A. in the course of their work for the Ph.D. or, in exceptional cases, as a terminal degree. There are six components to the Ph.D. program: a language examination, course work, a major research paper, the qualifying examination, the Ph.D. prospectus, and the dissertation.

Language Examination

Students must demonstrate reading competence in a single modern foreign language. This can be accomplished in one of the following ways: through an examination given by the Program, by earning a score of 570 in the Graduate Student Foreign Language standardized exam, or by successfully completing a language reading course numbered 621 offered through the Graduate School. Advisers recommend that students fulfill their language requirement by the end of their first year in residence. Completing the language requirement is a prerequisite for the Qualifying Examination or earning an M.A. degree.

Course Work

There are two required courses: AM 735 (Studies in American Culture) and AM 736 (The Literature of American Studies). Students entering the program with a B.A. degree take sixteen courses over a period of four to six semesters, with eight courses at the 700 level or higher, and all other courses at the 500 level or higher. Students entering with an M.A. degree take eight courses over two or three semesters with four courses at the 700 level or higher and all other courses at the 500 level or higher. Students may not take more than four and one-half courses for degree credit in any one semester, and those taking more than two directed studies in any academic year must have approval from the program director.

Credit Transfers: Students entering with a B.A. degree may petition for transfer of credit up to four courses; those entering with an M.A. degree cannot transfer course credits from another university. Petitions for transfer of credit must be approved by the director and the Graduate School.

Major Research Paper

Once their coursework is complete, students submit a major research paper undertaken at Boston University. This must be done before they can sit for the Qualifying Examination or receive a master's degree.

In general, the major research paper may present preliminary inquiry into a topic related to the doctoral dissertation, but it is not required to do so. Each paper must be approved by a first and a second reader from different disciplines. If, for example, the paper is written for a seminar, the first reader would be the professor teaching the course. Papers
accepted for coursework do not automatically satisfy this requirement, and each paper should be revised in accordance with the first reader's suggestions before being passed on to the second reader. The second reader will be selected by the program director in consultation with the first reader. Once the paper has been passed by both readers, it will be sent to the program director for final approval.

The paper should be at least 25 pages in length excluding notes and bibliography. It should be written in polished prose, with a clearly defined thesis and line of argument based, at least in part, on primary source materials. It should be interdisciplinary in scope and also demonstrate engagement with historiography and other relevant scholarship on the topic.

Qualifying Examination

To be admitted to candidacy for the Ph.D. degree, a student must pass a two-hour oral Qualifying Examination. Students often take this examination in the semester after their last course work. For post B.A. students this is their fifth semester, while post M.A. students take it in their third semester. Qualifying examinations generally are administered prior to the end of classes each semester.

Early in their careers students begin the initial preparation for this examination. Students choose courses and make personal contacts with faculty members while keeping their qualifying examinations in mind. Students should have identified their examination fields by the time they complete course work, and then undertake intensive reading in those fields under faculty direction. Each examination is unique because it tests the knowledge of a specific student. All examinations must conform to certain conventions and requirements.

General Character: The examination is conducted orally in one major and two minor fields. There should be four faculty members present: two faculty examiners for the major field and one each for the two minor fields. The examination in the major field takes one hour; each of the minor fields takes one half hour.

Students with major fields in art history should take an image examination two weeks prior to the oral exam. The image exam consists of sixty slides drawn from the student's major field and the history of the American arts in general. The time allowed for identifying and commenting upon these test items is 90 minutes. Students should schedule the exam with the American Studies program after conferring with their faculty examiners.

Composition and Approval: Each student should submit an Approval Form to the Program Director at least two months before the exam is scheduled to occur. This form lists the members of the examination committee and defines the character and scope of the major and minor fields and examiners before the student sits for the examination. The examination committee consists of four persons, and two of these must have expertise in the student's major field. These committee members must be members of the Graduate
School Faculty at Boston University, either by regular or special appointment. The program director may sit as an ex officio member of the committee. The examination committee may postpone the exam if it believes the candidate is not adequately prepared.

**Definition of Major Field:** Students consult with their examining faculty to define their major fields. The Program Director reviews and approves all proposals. The major field must be covered in full historical depth, from the beginnings of European settlement in America to the present. In addition, students should demonstrate their awareness of European, Asian and/or African antecedents and aspects of the field. Major fields include American arts, history, literature, and media.

**Character of the Minor Fields:** Students consult with their examining faculty to define their minor fields. The Program Director reviews and approves all proposals. One minor field must be in a discipline different from that of the major, and both minor fields may be in other disciplines. Students may devise one minor in the same discipline as their major, but confined to a particular theme, area, medium, problem, or time period. In these cases, the minor field must be presented in great depth and defined so as to be distinct from the material in the major field.

**Performance:** At the conclusion of the Qualifying examination, without the student present, the chair polls the committee on the student's performance. The student must perform satisfactorily **in all fields**, the major and both minors, and satisfy all examiners, in order to receive a grade of PASS. If a student fails, the student may take a second examination at a date decided by the examination committee and the Director.

**Dissertation Prospectus**

Four months after they successfully complete their qualifying exams, students present a dissertation prospectus for approval by the first and second reader. The prospectus is 20 double-spaced pages maximum (excluding bibliography) and briefly explores three aspects of the dissertation topic: previous scholarship on the subject, techniques and methods to be employed and documentary or other sources to be consulted. Before a prospectus is submitted to the program director for final approval, it must be approved and signed by the first and second readers of the dissertation. Dissertation readers must be members of the Graduate School Faculty of Boston University, either by regular or special appointment. Once approved, a copy of the prospectus is filed in the American Studies Program Office and the original is forwarded to the Graduate School Records Office. Students can also examine previously approved American Studies prospectuses in the Program Office by special permission.

**The Dissertation**

**The Application to Graduate:** Students must file an application to graduate with the Graduate School of Arts and Sciences Office for the semester in which they intend to defend their dissertation. Deadlines vary, but typically the application for January
The manuscript should be given to the first and second reader at least six weeks before the defense. After all revisions have been made for the readers, the final version of the manuscript should be given to all other committee members at least four weeks before the defense.

Preparing the Manuscript: On the AMNESP website you can download a pdf-version of "A Guide for the Writers of Dissertations and Theses," which presents information on preparing the manuscript. This guide can also be provided by the Graduate School upon request. Students are required to schedule appointments with the Graduate School of Arts and Sciences Records office to review the manuscript before and after the defense. The Records office must approve the format of the manuscript before it can be filed with Mugar Library.

The Dissertation Defense Abstract: At least three weeks prior to the defense, students must submit a defense abstract of no more than 350 words to the Records office. Prior to submission, the abstract must be read and approved by the first reader and the program director. The student will be notified of the approval of the abstract or if revisions are required. Upon final approval by the Graduate School of Arts and Sciences, the Final Oral Examination may be scheduled. Copies of the Abstract Approval form are in the AMNESP office and the Records office. Students must file the original form and abstract with the Records office and give one copy of the form and the abstract to the AMNESP office.

Scheduling the Final Oral Examination: It is the responsibility of the student and the first reader to schedule the defense. At least two weeks prior to the defense, students must file a Schedule of the Final Oral Examination with the Records Office, with the approval of the program director. Fourteen copies of the approved abstract must accompany the scheduling form, which is submitted to the Records office. Students must also file one copy of the form with the AMNESP office.

The Final Oral Examination: The defense usually lasts for one hour. The examining chair will receive the final paperwork from the Records office approximately one week
prior to the defense. The first reader, second reader, and the examining chair should all sign the "Signature Page." All committee members and the Program Director sign the "Report of Examinations" form. The examining chair is responsible for collecting all signatures and returning the forms to the AMNESP office.

PROGRAM TIMELINE
(for students entering with a B.A.)

- You must take 16 courses, 8 of which must be at the 700 level or higher. Ideally, no more than 8 courses should be in a single department. You should plan to complete your coursework by the end of Year Two, i.e. taking 4 courses per semester for 2 years. You must complete your coursework no later than the first semester of your third year.
- You must complete the language requirement and your major research paper before you can sit your Orals.
- You must complete your Orals within one calendar year after completing your coursework, or by the end of year three.
- You must submit your prospectus within six months of passing Orals.
- You must submit your dissertation by the end of Year Seven.
- Start early on professional development by giving academic papers at conferences and submitting articles to journals.

Year One

Fall
- Meet with your assigned advisor
- Coursework: AM 736 and three other courses

Spring
- Coursework: AM 735 and three other courses
- Complete the language requirement
- Submit the major research paper, or else plan to revise it over the summer and submit it by the following September

Year Two

Fall
- If do not intend to continue with your assigned advisor, you must select an advisor in your main subject area by the end of the semester
- Coursework: 4 courses

Spring
- Coursework: 4 courses
- You must complete the language requirement by the end of this semester
- You must submit the major research paper to the first reader by the end of the semester, if you have not already submitted it
- Compose the committee for your oral exams and develop your major and minor fields
Year Three

Fall
- Attend Learning the Ropes: Preparing for Orals workshop
- Submit your orals lists and meet with faculty to discuss readings
- Take Oral exams
(You must complete coursework by the end of this semester.)

Spring
- Attend Learning the Ropes: Prospectus workshop
- Submit prospectus to your first and second readers and to the program director
- Attend Prospectus Review meeting
- Professional development

Year Four

Fall
- Submit applications for dissertation fellowships
- Dissertation research and writing
- Professional development

Spring
- Dissertation research and writing
- Professional development

Year Five
- Dissertation research and writing
- Professional development

Year Six
- Attend Learning the Ropes: Job Market workshop
- Professional development
- Dissertation writing and submission
- Present your dissertation in Americanist Forum
- Job market

Year Seven
- You must complete your dissertation by the end of this year
REGISTRATION

In order to register for classes or continuing student status, you must first be compliant (see COMPLIANCE above).

For those who'll be registering for courses:
The Graduate School has posted registration information online:

http://www.bu.edu/cas/students/grad-resources/orientation/

In order to register for classes, you must arrange a meeting with your advisor to discuss your choices and how your desired coursework fits within your academic goals. Once you have settled on your course choices, your advisor will sign your Registration Form (located in your orientation folder). Bring the form to the program coordinator office and the coordinator will provide you with your Advising Code Label - which will have the code necessary (the AAC code) for you to be able to register online for your courses.

If you wish to register for a restricted course, contact the course instructor to gain permission. If the professor allows you to enroll you will need to contact either the AMNES coordinator or the coordinator of the professor’s department and request enrollment.

For those who are continuing students:
If you have finished your coursework for the program, you need to register as a Full-Time or Part-time Continuing Student. The appropriate form can be found on our website on the Student Resources Page: http://www.bu.edu/amnesp/resources/students/.

CONTINUING STUDY REGISTRATION FORMS
- for students who have completed their coursework and are not Teaching Fellows -
  * Full-Time Continuing Study Form
  * Part-Time Continuing Study Form

- for students taking less than 12 credits but more than zero (Teaching Fellows register for two credits) -
  * Full-Time Participation Form

The difference between Full-Time and Part-Time is $95 (for 10/11 per semester: FT= $2,463, PT= $2,368 [no GSU fee]), and the benefits are much less for Part-Time; if you have student loans they will no longer be deferred, you cannot access the Fit-Rec, and you are not automatically enrolled for BUs medical insurance (though you can still opt in to the coverage if you so choose).

Payment of this fee entitles the student to appropriate access to University libraries, academic staff, and other academic facilities for the purpose of completing degree requirements.
SPORTS PASS

All graduate students who are full-time by enrollment (registering for 12 or more credits) will be **automatically charged** for a Sports Pass (cost is $94). *NOTE: this does NOT include certified full-time students*

The Sports Pass will automatically be charged to your student account if you are a full-time Charles River Campus student. The Sports Pass will allow you admission to 18 home men's ice hockey and 18 home women's ice hockey games as well as 11 home men's basketball and 11 home women's basketball games (a $350 value).

For individualized information regarding your sports pass, or to cancel your sports pass, visit the Student Link. Alternatively, if you do not wish to purchase the Sports Pass, you may cancel the charge by calling the Telephone Information System at (617)353-6561. Once connected with the automated system, select the Student Account Menu and press the key designated for Sports Pass rejection.

You may deduct the Sports Pass charge from the balance you remit (or in English, "pay") if you list the cancellation on your invoice stub.

STUDENT ID CARDS

Your student ID (Terrier Card) will be issued at the Terrier Card Office, located in the George Sherman Union at 775 Commonwealth Avenue (Student Lounge, lower level). You may obtain your student ID/Terrier Card only after enrolling in classes. You need not have settled your student account to obtain the card. To obtain your Terrier Card, you must present a picture ID card (e.g., a driver’s license or passport).

The Terrier Card Office is open Monday through Friday 9AM-5PM. (The busiest hours are 1PM-3PM.)
STUDENT LINK

The Student Link is your portal to most of the important information you will need during your time at Boston University. You will want to become well-acquainted with this resource. To reach the Student Link, simply go to the University Homepage (www.bu.edu) and click on “Links” on the upper right corner of the screen. On the following screen, select “Student Link” which will take you to the page pictured below:

Any private information (compliance, accounts inquiries, grades, etc.) will prompt a log-in screen. Simply enter your BU log in and Kerberos password and you shall be automatically redirected back to the requested Student Link page.
SUPPORTS AND SERVICES

Some useful websites are listed on the Student Resources page (see “Website Information – Student Resources” below).

University Service Center: http://www.bu.edu/usc/
The University's best kept secret for questions or problems that don't seem to "fit."

Student Link: http://www.bu.edu/studentlink
The hub of managing your accounts, courses, etc.

Blackboard: http://blackboard.bu.edu/
Many courses will upload readings to a class course info website; your professors will tell you whether their courses make use of these course pages.

Student Health Resources: http://www.bu.edu/shs/
Main office phone: 617.353.3575

TUITION AND FEES

General information regarding tuition and fees can be located online at http://www.bu.edu/budget/fy11-rates.pdf Full course load tuition is reflected in this website; however, continuing student fees (post-coursework) are much lower – the 2010-2011 full-time continuing student fees are $2,463 per semester.

WEBSITE INFORMATION – STUDENT RESOURCES

The American Studies program maintains a website at www.bu.edu/amnesp which provides program information, faculty information, lists of available courses and current students, information on upcoming events, etc.

The program website also hosts a Student Resources page which provides PDF downloads of important forms, office locations and hours, helpful links, and event listings. You can reach this resource page through the program website, or directly at http://www.bu.edu/amnesp/resources/students/
WIRELESS NETWORK – Connecting on- and off-campus

There are two methods for connecting with BU’s wireless network:

**Recommended method for those with a BU login name and Kerberos password** – Configure your computer or handheld device to use BU (802.1x):

http://www.bu.edu/tech/accounts/wireless/8021x/8021x/

**Older method for those with a BU login name and Kerberos password** – If you are using an older computer or one that has trouble using 802.1x, you can connect to BU (requires VPN) instead and secure your connection with the Cisco VPN client.

http://www.bu.edu/tech/accounts/remote/vpn/vpn/

These Boston University servers provide you with a private channel between your PC and the campus network. The channel allows you to connect to BU Wireless system while on-campus, and will permit you to access restricted resources from off-campus. You must have the BU (802.1x) or Cisco VPN client software and an approved BU login and Kerberos password. Your account is approved only after you have shown your BU ID at the Office of Information Technology or the Medical Campus Library. **If you have established an ACS account, you have probably met this requirement.**

You will need to go to http://www.bu.edu/pcsc/vpn/ in order to download the VPN client.