

**American and New England Studies
Preservation Studies**

STUDENT HANDBOOK

Orientation 2010

TABLE OF CONTENTS

Introduction

Advisors

Campus Map and Shuttle Bus Information

Change of Address

Compliance

Course Schedule and Descriptions

Email Accounts

Faculty

Financial Aid

Health Insurance

Incomplete Course Work

Mailboxes (Student and Faculty)

MBTA Student Pass

Parking

Program Requirements

Registration

Sports Pass

Student ID Cards

Student Link

Supports and Services

Tuition and Fees

Website Information – Student Resources

Wireless Network

Appendix: Phone/Email Contact List

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.

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 Preservation Program Director and 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.**

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/>

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/ma/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 Preservation program. Course selection should always be made in consultation with your advisor.

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 Program 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> 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/> . You may click on each faculty member's name to be redirected to his or her department's profile.

FINANCIAL AID

The Preservation Program Director periodically makes modest awards of financial aid to incoming and continuing students. Awards are based on academic excellence.

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.

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.

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.

MA PROGRAM REQUIREMENTS

Selection of courses and the overall direction of the student's program are designed in consultation with the Program director. Students must complete twelve courses or 48 credits at the 500 level or above, including the five core courses, distribution requirements, and a major project, described below. Students must achieve a grade of B- or above in each course. Course work may be completed in three full-time semesters, but students are encouraged to enroll on a part-time basis for part of their academic program.

For more information on university requirements, see "General Requirements for the MA" in the [Bulletin of the Graduate School of Arts and Sciences](#).

Core Courses

Five courses are required of all students in the Program:

- AM 546 **Historic Preservation.** This course is usually the first course taken in the Program and is offered annually during the fall semester.
- AM 553 **Documenting Historic Buildings**
- AM 747 **Building Conservation**
- AM 751 **Financing for Historic Preservation**
- AM 754 **Planning & Preservation**

Distribution Requirements and Electives

Students are also required to take at least three courses in architectural history and the built environment from those offered by the American Studies Program or the Art History Department on the list of Courses. In addition, students take two or three electives, depending on their plans for a major project, described below. Electives include advanced preservation courses beyond the material offered in the core: AM 748 Seminar in Adaptive Use, AM 750 Neighborhood Conservation, or AM 755 Preservation Planning Colloquium, the changing offerings of AM 780 Problems in Historic Preservation, or practica (AM 945 or 946) and directed studies (AM 901 or 902) with members of the faculty. Related courses offered in allied departments are described on the list of Courses.

Internships

Students complete a paid internship during their course of study in the Program. Internships normally consist of ten weeks of full-time paid work or its equivalent. It is commonly completed during the summer between the student's first and second year, but in some instances may be completed during the academic year. Students who have accumulated extensive experience in preservation prior to joining the Program may have this requirement waived.

Major Project

Students will also complete a major project prior to graduation. This may be an individual master's project, a master's thesis, or a group planning project through AM 755 Preservation Planning Colloquium. Generally, the individual master's project or thesis is tailored to complement the student's coursework and career goals. The master's thesis follows University rules for academic research and its presentation, directed by a member of the American Studies faculty; see the [Bulletin of the Graduate School of Arts and Sciences](#) for these requirements. A master's project may adopt standards of other relevant preservation fields, such as those for survey and National Register listing, historic structure reports, preservations plans, design guidelines, economic feasibility studies, or community development reports. Most projects build upon work begun in core or advanced classes, directed studies, internships, or practica. Depending on the complexity of the project and the time required, the thesis or project may be taken for either four or eight credits.

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.

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:

The screenshot shows a Mozilla Firefox browser window titled "Student Link Menu - Mozilla Firefox". The address bar displays the URL: http://www.bu.edu/link/bin/uiscgi_studentlink.pl/uismpl?ModuleName=menu.pl&NewMenu=Home. The page content includes the Boston University logo and the text "Student Link". Below the logo, a welcome message reads: "Welcome to the Student Link... your link to your records at Boston University. If you are a new user, please check out Getting Started in the Basics area. Items listed in italics are public; all others require a BU Login Name." A section titled "express link" contains several links: [Checklist - New Grad Students](#), [Checklist - New Undergrads](#), [MBTA Semester Pass](#), [University Class Schedule](#), and [Registration](#). Below this are several categorized menu items: "Academics" (University Class Schedule, Classes, ...), "Food & Shelter" (Residence Assignment, Convenience Points, ...), "Money Matters" (Account Inquiry, Financial Aid, ...), "Personal" (Address, Personal Profile, ...), "Work" (Student Employment Office Website, Quickie Jobs ...), "Basics" (Getting Started, What's on, ...), and "Index" (List of functions). At the bottom of the page, it says "Generated Thu Jun 18 11:01:13 2009 Copyright ©, Boston University University Information Systems". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Out..., Student Link Menu - ..., AMNESP Student Han...), and the system clock showing 11:05 AM.

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>

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.**