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Information in this manual is supplementary in nature and does not supersede University policy. See the CAS (College of Arts and Sciences) Academic Catalogue, the Student Policy and Procedures Handbook, and the Student Handbook (both undergraduate and graduate) for complete policy information.
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Introduction
Welcome to The New England School of Art and Design at Suffolk University (NESADSU). This manual is a nuts-and-bolts guide to your first year in the Foundation Program. It provides NESADSU-specific information not contained in other Suffolk University publications, as well as references to University-wide policies. Keep this manual and use it throughout the year as a guide to policies, events, and people here.

Why Foundation?
The Foundation Program offers a challenging view of the diverse and dynamic world of art and design. The Program is designed to teach you the fundamentals of visual communication, and will help you to perceive with freshness and insight, execute visual ideas with confidence and precision, and expose you to a broad range of techniques and media. Such skills are critical regardless of your major program: they are the building blocks from which all visual arts disciplines are made.

Your Responsibilities (and Rewards)
You are responsible for communicating with your instructors. Ask questions. If you’re wondering how you’re doing in a particular class, ask. If a concept or technique isn’t clear to you, ask for an explanation. If you miss a class, ask about the material that you need to make up (many instructors require that you be up to date with materials and work for the next class meeting after an absence). If you have any doubt as to an instructor’s policies, it’s up to you to ask the instructor about them.

Each Foundation studio class meets twice a week for two hours and forty minutes. In addition to that five-plus hours, you are expected to spend at least 4 – 6 hours weekly per course on homework assignments. Also, since Foundation studio classes cover a lot of ground during each class session, consistent attendance is mandatory. Five or more absences in any course will result in a grade of “F” for that course. Exceptions to this policy are at the discretion of the course instructor and the Foundation Program Director, and must be arranged prior to the end of the semester.

Bottom line: it’s up to you to be prepared and on time for class, with all necessary materials and your homework done. If you do these things, and approach your work with energy and enthusiasm, you’ll probably do very well. Better still, you’ll be able to look back at your Foundation experience and say, “I worked harder than I ever have, and it was worth it.”
NESADSU General Information

The Front Desk
Located to your left as you enter the Gallery, the Front Desk is the reception area for NESADSU. It is staffed by Office Manager Amanda Hark on weekdays, and by other personnel at night and on the weekends. The Front Desk also serves as a sort of clearinghouse: if an instructor or fellow student doesn’t know the answer to a question, check at the Front Desk. You’ll either get the information you need or be told where you can find it.

Building Hours
During the fall and spring semesters, NESADSU is open from Monday through Friday 8:00 a.m. to 11 p.m., Saturdays from 9 a.m. to 5 p.m., and Sundays 12 to 6:00 p.m. During winter and spring breaks, hours are 9 a.m. to 5 p.m., Monday through Friday. The building is closed on major holidays, and from Christmas through New Year’s Day; check the Academic Calendar, located at the Front Desk, for specific dates.

IDs
You are required to obtain a Suffolk University photo ID card. Your ID is needed when you take out library books, access certain buildings around campus, etc. You can also get into the Museum of Fine Arts for free when you show your Suffolk ID. During the semester, ID photos are taken at NESADSU during building hours. When having your ID photo taken, please bring your student ID number.

Lockers and Other Storage
Green storage lockers are located along the walls of the corridors. Lockers and combination locks are assigned on a first-come, first-served basis at the Front Desk. Lockers are the only secure storage available in the building, and are cleaned out at the end of each semester (unless you notify the Front Desk that you would like to keep the same locker for the next semester).

Materials and artwork too large for lockers may be stored neatly in the racks in Foundation classrooms (be sure to write your name clearly on any such items). Work not stored in racks is likely to be moved, damaged, or discarded. Please note that NESADSU does not take responsibility for loss of or damage to anything stored in classrooms or lockers, and that all work is cleaned out of classrooms and lockers at the end of each semester.
**Bathrooms**
To find the bathrooms, go straight through the Gallery and continue down the hallway. Take a right, then another, and go through the door. The first door on your left is the women’s room; the second door on your left is the men’s room.

**Computer Labs**
Macintosh labs are located in rooms 256 and 260 (second floor) and in rooms B02 and B03 (basement). There are PC labs in rooms B05 (basement), 200 and 201 (second floor), and 401 (fourth floor). You may access e-mail and the Web from all terminals. (A wireless network, covering all areas except for the Fine Arts end of the second floor, will be installed during the Fall 2006 semester.)

The labs are open to any student during non-classroom hours. Lab monitors are available during the hours posted on Lab doors. Please note the following:

- No food or drink may be taken into the labs
- Classwork takes precedence over e-mail, surfing, or personal work. Don’t check your messages if someone needs a workstation to print out a homework assignment.
- Ask if a class is in session before using a computer

**Library**
The NESADSU Library is located in room B01 (basement). Check the Library door for hours, as these may vary from semester to semester. The Library’s holdings include art-related books and periodicals, general reference materials, a slide collection, a picture collection, videos, paper samples, and clip-art books. You may also log on to the on-line catalog for all other Suffolk Libraries (Sawyer, Law, etc.) There are several Macintosh and PC computer terminals—connected to the internet and with Microsoft Office installed—available for research and classwork in the Library.

The Library is staffed by Library Manager Ellen Sklaver and work/study students. All Suffolk University students may use the Library, and may check out materials by presenting a Suffolk ID card. There is a copy machine available; copies are paid for with copy cards, which may be purchased at the Front Desk. There is also a copier in the hallway across from room 203.

**Gallery**
Located beyond the main entrance doors on the second floor, the Gallery is run by Interim Gallery Director James Manning. The Gallery hosts exhibitions by local, national, and international artists, and sponsors Gallery Talks throughout the year. Student exhibitions are held here during the spring semester.
Wood Shop
The Wood Shop (room 211) houses hand and shop tools for student, staff, and faculty use. The Shop is staffed by Foundation faculty member Paul Andrade and work/study students. Before using any tools, regardless of prior experience, you must complete a Safety Course; see Paul during shop hours for details. Check the shop door for hours, as these may vary from semester to semester.

Student Lounge
The student lounge is located in room B06 (basement). The Lounge is open to students during building hours, and contains vending machines, a microwave, and a refrigerator, as well as computer access.

Alcohol, Drugs, and Smoking
The University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students. The Counseling Center is available to help with substance and alcohol abuse problems. See the Suffolk University Student Handbook for the complete University policy on alcohol and drugs. Smoking is prohibited throughout NESADSU’s facilities.

Campus Police
There is a Campus Police Officer assigned to the NESADSU building during school hours. Any emergency should be reported immediately to the NESADSU Campus Police Desk (down the Fine Arts hallway, past the elevators), or to the Front Desk. Campus Police can also be reached from any campus phone by dialing 8111.

Student Support Services
Suffolk University offers a range of support services. Some are listed below. Refer to the Suffolk University Student Handbook or Student Services Directory for more detailed information on these and other services.

Ballotti Learning Center
Donahue Building, Second Floor; 617.573.8235
Programs which offer strategies and techniques for improving academic success. All services are free. NESADSU’s Ballotti liaison, Educational Consultant Laureen Simonetti, may be reached at 617.973.5369 or in room 252, 75 Arlington Street; check her door for office hours. NESADSU offers free
tutorial services for Foundation, Graphic Design, and Interior Design courses, as well as specialized workshops throughout the semester.

**Counseling Center**
Ridgeway Building, Third Floor; 617.573.8226
Services include individual and group counseling, vocational and personality testing, and courses, workshops, and consultations to improve interpersonal, relationship, and communication skills. Strict confidentiality is maintained at all times. All services are free.

**Dean of Students’ Office**
73 Tremont Street, Twelfth Floor; 617.573.8239
Responsible for programs and services that enhance student life at the university. Provides special programs for students with learning and/or physical disabilities.

**Health Services**
73 Tremont Street, Fifth Floor; 617.573.8260
Any matriculated student, full- or part-time, graduate or undergraduate, is eligible to use Health Services. The staff includes a physician and nurse practitioners, as well as other support personnel. All visits, including those to the physician, are free and confidential.

**The Hub**
Donahue Building, Lobby; 617.994.4225
An information desk staffed Monday through Friday, 9 a.m. to 5 p.m. (e-mail thehub@suffolk.edu during desk hours; phone line available at any time). Answers questions and provides directions to all Suffolk students.

**Office of Student Activities**
Donahue Building, Fifth Floor; 617.573.8320
Opportunities for involvement in more than 75 clubs and organizations.

**Second Language Services**
20 Ashburton Place, First Floor; 617.573.8677
Offers services to ESL and ELI students, including testing and advising, tutoring, and specialized computer labs and software.
Foundation Basics

Foundation Courses
Depending on your intended Major Program, your status (full-time, part time), transfer credits, and other factors, the courses that you take during your first year may vary. If your course sequence is in any way different from that listed below, talk to your advisor as soon as you are assigned one. Courses may also be offered during semesters other than those listed below. Regardless, you must take the following Foundation studio courses if you are to receive a BFA from NESADSU:

Fine Arts Majors
Fall Semester: Color, Foundation Drawing I, Two-dimensional Design
Spring Semester: Foundation Drawing II, Painting, Three-dimensional Design, Design: Issues and Process
Second Year: Imaging (fall semester)

Graphic Design Majors
Fall Semester: Color, Foundation Drawing I, Two-dimensional Design
Second Year: Imaging (fall semester)

Interior Design Majors
Fall Semester: Foundation Drawing I, Two-dimensional Design
Spring Semester: Color, Three-dimensional Design
Second Year: Foundation Drawing II (fall semester)

First-year Liberal Arts courses will also vary, depending on your intended major. However, all BFA candidates are required to take two semesters of Art History (Ideas of Western Art I or Art History I, Ideas of Western Art II or Art History II). These courses are normally taken during the second year. For detailed information on individual programs and courses, refer to the NESADSU Programs of Study catalog. Copies can be obtained at the Front Desk.

Foundation Faculty/NESADSU Staff
Following is a list of Foundation faculty, as well as other NESADSU staff whom you may encounter during your first year. These people are your primary resources for information about NESADSU in particular and Suffolk University in general. If you have a question, and you’re not sure whom to ask, speak to an instructor or stop by the Front Desk.
Full-time Faculty

Linda Leslie Brown
Professor
Foundation Program Director
Design: Issues and Process

Ilona Anderson
Assistant Professor
Foundation Drawing, Color, Painting,
Design: Issues and Process

Paul Andrade
Instructor
2D Design, 3D Design, Jump Start

Harry Bartnick
Professor
Color, Painting

Afshan Bokhari
Assistant Professor
Ideas of Western Art

Lydia Martin
Professor
Foundation Drawing

Susan Nichter
Associate Professor
Foundation Drawing,
Design: Issues and Process, Color

Steve Novick
Associate Professor
2D Design, 3D Design, Color

Randal Thurston
Assistant Professor
2D Design, Foundation Drawing

Adjunct Faculty

Sophia Ainslie
Foundation Drawing

Gabrielle Barzaghi
Foundation Drawing

Bebe Beard
3D Design, Color

Grace Consoli
Ideas of Western Art

Vico Fabbris
Foundation Drawing

Joanne Kaliontszis
Imaging

Jeff Hull
2D Design, Foundation Drawing

Jean Sbarra
Color

Matt Templeton
2D Design, Imaging
Administrative Staff

Bill Davis
Chairman, NESADSU

Sara Chadwick
Director of Administrative Services

Karen Clarke
Associate Professor
Interior Design Program Co-director

Nancy Hackett
Assistant Professor
Interior Design Program Co-director

Audrey Goldstein
Professor
Interior Design Program Co-director

Laura Golly
Professor
Graphic Design Program Director

Suzanne John
Director of Academic and Instructional Services

Karianne Noble
Director of Continuing Education and Preparatory Programs

Laureen Simonetti
Educational Consultant/Coordinator of NESADSU Services

Ellen Sklaver
Library Manager

Brian Tynemouth
Assistant Director, Library and Computer Services

Support Staff

Dan Caparrotta
Senior Computer Specialist

Sara Josephson
Continuing Education and Preparatory Programs Program Coordinator

Amanda Hark
Office Manager

Virginia Lane
Interior Design Program Coordinator

Leon Martinez
Jessie Schloss
Reception Desk Staff Assistants
Foundation Studios
Rooms 203, 204, 206, and 209 are Foundation studio classrooms. These rooms may also be used as workrooms by students during non-classroom building hours. When working in a studio, please note the following:

- The studio should be left as neat as (or neater than) you found it. Store all projects neatly in the appropriate racks, and return all school-owned tools and equipment to where they belong. If you notice that a studio is particularly messy, or that equipment has been left out (e.g. extension cords, tools, etc.), notify the Front Desk.

- Treat others’ stored work as carefully as you would your own

- Do not leave work pinned to studio walls or on the work tables. Students must remove graded projects from hallways and storage racks promptly unless otherwise instructed by a professor. Work left past the end of a semester may be discarded during the semester break cleanup.

- Deposit all trash in barrels. Recyclable paper should be placed in the blue recycling baskets. Any broken glass, sharp metal, or similar material should be wrapped in paper before disposal to prevent injury to our cleaning staff.

- Do not pour anything other than clear water into the sinks. Dirty water and turpentine should be poured into designated containers. It’s okay to wash brushes and palettes in the sinks, as long as you wipe off excess paint with paper towels first. Plaster should never be poured into a sink—let it dry, then throw it into a trash barrel.

- Do not enter or take anything from the prop closet (across the hall from the Wood Shop) unless an instructor gives the okay. Otherwise, the closet should always be locked. Please let an instructor know if you find it unlocked.

Artist’s Materials
You will need to buy art supplies throughout your time at NESADSU. In certain courses, a few items may be supplied by the school, but only when noted by an instructor. Otherwise, you are responsible for purchasing all supplies, and for having the appropriate supplies with you for each class. Materials lists are usually distributed during the first class meeting of each course.

The Suffolk University Bookstore does not sell artist’s materials. Refer to the next section for information on where you may purchase supplies.
Art Supply Stores
Following is a list of nearby art supply stores. Ask an instructor which of these is best for the materials needed for a particular course or project.

Blick Art Materials
Landmark Center, Boston
617.247.3322
*Green Line D Train to Fenway stop*

Artist and Craftsman Supply
580 Massachusetts Avenue, Cambridge
617.354.3636
*Red Line to Central Square stop*

Johnson Artist Materials
355 Newbury Street, Boston
617.536.4065
*Green Line B, C, or D Train to Hynes/ICA stop*

Pearl Art and Craft Supply
547 Massachusetts Avenue, Cambridge
617.547.6600
*Red Line to Central Square stop*

Utrecht
333 Massachusetts Avenue, Boston
617.262.4948
*Green Line E Train to Symphony stop*

Utrecht
1030 Massachusetts Avenue, Cambridge
617.495.0250
*Red Line to Central Square or Harvard Square stop*

Health and Safety
In your studio classes, you will work with materials and equipment that require special health and safety precautions. You will receive a copy of the NESADSU Health and Safety Manual—hang onto it and refer to it for more information. If you have any questions about the proper use of materials or equipment, ask your instructor.
Faculty Advisors

If you are a declared BFA candidate, your schedule probably lists Linda Brown as your advisor; if you are not a BFA candidate, another name may appear. These advisors are assigned by the Suffolk University Registrar’s Office. For NESADSU purposes, you will be assigned a NESADSU Faculty Advisor.

Any student—except those registered through Continuing Education, who are advised by Continuing Education Staff—taking more than one Foundation studio course is assigned a NESADSU Faculty Advisor. Your Advisor will be one of your instructors, unless you are an Open Major. The list of Advisors will be posted outside the Foundation Program Director’s office around the third week of the fall semester. Check this list to find out the name of your Advisor. If your name does not appear on the list, contact Linda Brown, Foundation Program Director.

Your NESADSU Advisor will help you during Registration (see below), to make sure that you register for the appropriate courses and that you follow Registration procedures. You might also contact your NESADSU Advisor if you are having trouble in a course, with questions about NESADSU in particular or Suffolk in general, or to discuss your Major Program.

When you find out who your advisor is, talk to that person and make sure that you know his/her office hours, office phone number, and/or e-mail address. If you need to leave a note for your advisor—or for any faculty member—ask the Front Desk to put it in the appropriate faculty mailbox.

Faculty Office Hours

Each full-time Foundation faculty member holds at least three hours of office time per week. Hours are posted on the faculty member’s office door. You may drop in to see a faculty member during these hours, but it’s best to make an appointment in advance. Appointments may be made face-to-face, by e-mail, by phone, or by written note left in a faculty mailbox. If you’re not sure how to contact a faculty member, ask the Front Desk for that person’s voice mail extension, or leave a note in that person’s mailbox.

Open Majors/Majors in Other Departments

If you are an Open (undeclared) Major or if your major is in another department, and you would like to be a BFA candidate (NESADSU major), you must:

- register for no more than two Foundation studio courses (usually Foundation Drawing I and 2D Design) in a semester;
- attain a GPA of 3.0 or higher in those courses, with no grade below "B-";
- attend Jump Start (see below), if required.
Once these criteria have been met, you must obtain a Change of Major form from the Front Desk and bring it to the Program Director for approval. Note that you will not be allowed to change your major to BFA unless you attain a GPA of 3.0 or higher, with no grade below "B-" in two Foundation classes taken concurrently. If receive a grade below “B-” in either of these courses, you will not be allowed to change your major. You may, however, register for two Foundation studio courses for the following semester and try again. During this process, you should contact your NESADSU Faculty Advisor regularly to discuss your progress.

Jump Start (ART 01)

Jump Start is an introduction to basic studio skills and concepts. It is a non-credit, tuition-free course designed to help you succeed in your studio courses. During each class, an instructor and a student teaching assistant will review your studio course assignments; help you work on concepts, formal skills, and techniques; and critique your work as it progresses. Special Topics presentations will enhance your knowledge of the many facets of art and design. You must take Jump Start concurrently with your first-semester Foundation studio courses if:

- you are a non-art or undeclared major and have not completed two years of high-school art;
- one of your instructors in a studio course recommends it (in this case, you may be required to attend for the duration of a project, for a few weeks, or for the rest of the semester);
- you feel that you need help in one or more studio courses.
- Graduate students are not required to take Jump Start
- Continuing Ed students are not eligible for Jump Start

Jump Start meets for two-and-a-half hours each week. If you are required to take it, you must attend Jump Start every week, or for the length of time recommended by your instructor. If you are taking it on your own initiative, you may attend as many sessions as you like. At the mid-term, you may petition for a waiver of the Jump Start course, or for reduced (half-time) attendance. Talk to your Jump Start instructor for details.
Later On

Critiques
As you work on projects in your studio courses, instructors will offer criticism and advice. This individual critique may be similar to those you experienced in high school. Perhaps the biggest difference between high-school and college art courses, however, is the group critique (or “crit”). During a group crit all students’ work is displayed, then discussed by the instructor and the entire class. The strong and weak points of each project are pointed out, and suggestions on how to improve your work—or continue your success—are made.

Adjusting to the critique process can be difficult: your work is hanging for everyone to see and judge, and your classmates hear an instructor’s opinion about your work at the same time that you do. If you haven’t had this experience, or if shortcomings in your work are addressed, group crits can be nerve-wracking.

However, crits are a part of all studio courses, and serve a valuable purpose. In order for you to improve your work, you need to receive straightforward, constructive feedback from instructors and fellow students. Also, it is helpful to see how different students tackle a project, and to perhaps adopt another student’s approach to a problem you’ve been having. Finally, crits will help you take an objective view of your work, enabling you to analyze its strengths and weaknesses more readily.

Class participation is part of your grade in many courses. You are expected to talk during crits. Right now, you might not know what makes a piece good or bad, or how to express a certain thought, but that’s not unusual. The way to become more comfortable forming and delivering your opinions—both positive and negative—during crits is to do it. Your instructors will guide you, just as they do with your work.

Grading Criteria
The methods and standards for grading at NESADSU may be different than those you’re used to. Grading methods can vary from instructor to instructor: some will give you a grade on each project, others will not; some will allow you to redo projects for a higher grade, others won’t. Also, different instructors may place emphasis on different aspects of your work: one may stress technique, another conceptual skills.

The Suffolk University grade scale is from A (4.0) to F (0.0). Grading policies should be listed in each course’s syllabus. If you have any questions about an instructor’s grading policies, it is your responsibility to ask about them.
Student Status Reports
In the event that you have difficulty in a NESADSU course, your instructor may file a Student Status Report with the Program Director. The instructor will notify you that the Status Report is being filed, explain why, and ask you to sign it. An instructor will file a Status Report for the following reasons:

· if you have three or more absences before the mid-term, or four or more absences at any time (five or more at any time for non-Foundation courses);
· if missing or late work puts you in danger of a C or below for the course;
· if, a couple of weeks into the semester or thereafter, your grade for the course is D or F;
· if there are any other problems which are impeding your progress.

After receiving the Report, the Program Director will meet with you to discuss the reasons for your difficulties in the course, and work with you to find solutions. However, it is your responsibility to act on the recommendations of the instructor and the Program Director.

Problems and Grievance Procedures
If you have problems with a class, your first step is to talk to the instructor. If you feel that the issue has not been resolved after that, talk to the Foundation Program Director. If you still feel the need to pursue an issue further, contact Bill Davis or Sara Chadwick (in Bill's absence). Questions about Suffolk University policies should be directed to the appropriate member of the administrative staff; ask an instructor if you're not sure whom to ask.

Plagiarism
Any work, visual or written, that you submit in a NESADSU or other Suffolk course must be your own. In general, the unattributed appropriation or copying of another's work—in whole or in part—passed off as one's own, constitutes plagiarism. Plagiarism is regarded as theft, and may result in failure in a course or dismissal from the University. There are some gray areas with regard to visual work, such as studies of or work influenced by another (master) artists’ work, or collages or montages which incorporate photographs or reproductions of artwork. Note that, in both cases, work done by another artist is acknowledged, attributed, or otherwise apparent. If you have any questions as to what is allowable on a given assignment, ask your instructor. See the Suffolk University Student Handbook for the complete University policy on plagiarism.
**Portfolios (mid-term, end of semester)**

In a studio course, you may be required to hand in a portfolio of your work. When returned to you, a portfolio is usually graded, with an evaluation enclosed. This may be done at the mid-term and/or the end of the semester. Each instructor will have a different approach to and standard for portfolios, but in any event you should make sure that you keep all your work neat, clean, and presentable for eventual inclusion in a portfolio. Don’t throw anything away unless an instructor gives the okay.

Also, please note that the last (Portfolio) week of each semester at NESADSU coincides with Exam Week for the University at large. Your NESADSU instructors may schedule one-on-one portfolio reviews, final critiques, or other activities during Portfolio/Exam Week. If you have an exam in one of your non-studio classes which conflicts with a studio course’s time slot, let your NESADSU instructor know in advance. An exam in a non-studio course may not be given at the same time that the course usually meets; ask the instructor of that course for details, or obtain your exam schedule on the web (log into your Suffolk Campus Cruiser account and click on the “SAIL Students” tab at the top of the screen; select “My Class Schedule” from the menus on the left; select the current term and click submit.).

**Gallery Talks/Visiting Artists**

Throughout the year, NESADSU sponsors visiting artists. Sometimes, an artist will have a show in the Gallery; artists are also sponsored by the school or one of the major programs, and will show slides of work. You are expected to attend whenever possible; it’s a great way to discover how professional artists think, work, and live. All Gallery Talks and Visiting Artists are publicized via fliers posted throughout the school. Visiting Artist events are usually scheduled during Activities Period (1 to 2:30 p.m.) on Tuesdays and/or Thursdays.

**Registration**

In November, you will register for your spring semester classes. Most of you will register for classes via the Web. For everyone except Continuing Education students, follow these steps:

- Retrieve your Registration information (via the SAIL system). This will include a list of the courses that you have already taken (including transfer credits) and those you will need to take to fulfill your Major Program requirements, and an indication of your class status (freshman, sophomore, etc.), among other items.
- Decide which classes you need to take next semester. The Course Schedule (available on SAIL, under “Course Offerings”) lists days, times,
locations, and instructors for all courses. There will be sample schedules posted outside Foundation faculty offices. If you need help, see your NESADSU Faculty Advisor.

- Fill out a Registration Form, available on SAIL or at the Front Desk. Also, obtain a printout of your Program Evaluation from SAIL. This is especially important if you are an Open Major or Transfer student, because it will show your advisor which courses you have taken or have in progress. **You must bring BOTH forms to your advising appointment.**

- Make an appointment with your NESADSU Faculty Advisor for the Advising period (the two weeks before Registration). He/she will review, approve, and sign your Registration Form. This **must** be done before you register.

- Take your signed Registration Form to the Front Desk for clearance. You **must** do this before you register on the Web.

- Register via the Web at the earliest opportunity. Instructions for Web registration, including your assigned registration time, will be available on SAIL.

Registration via the Web is done in order of priority, given according to the number of credits you will have completed by the end of a current semester. Refer to the University Course Bulletin for specific Registration dates. Pay attention to these—make sure that you fill out your schedule and see your NESADSU Faculty Advisor well in advance of your Registration date. Classes are filled on a first-come, first-served basis. If you register late, the course sections that you want may be filled. If a section that you want is full, be sure to waitlist yourself for that section, but also register for an open section that will fit your schedule. If a spot in a section for which you have waitlisted yourself becomes open, you will be notified via your Suffolk e-mail account.

If you are a Continuing Ed student, you will not participate in Priority Registration. Contact the Continuing Ed Office (617.994.4235) for details.

**Foundation Reviews**

During the spring semester, all NESADSU students who have taken five Foundation studio courses (including those taken in the spring semester) must sign up for a Foundation Review. Graduate students are not required to participate in Foundation Reviews.

Reviews are a time for you to get an overview and evaluation of your work from a panel of Foundation faculty and students. During a Review, you hang samples of your work from all of the Foundation courses you’ve taken. You must bring a minimum of 12 pieces from your Foundation studio courses to your Review; this will include at least two pieces from each core Foundation studio course
(Foundation Drawing I and II, 2D Design, 3D Design, Color) that you have taken, and at least one piece from any other Foundation studio course that you have taken.

You then present the work to the panel, receive feedback, and ask questions—about how to improve your work, ways to prepare for your major, career options, etc. Finally, your work is evaluated in written form by all members of the panel.

Start saving your best work now, and keep it in a safe place until the Review.

**Foundation Show**

During the spring semester, an exhibition of work done in Foundation studio courses is held in the Gallery. Anyone who has taken a Foundation studio course during the fall or spring semester may submit work.

The show is juried by Foundation faculty, and presents a range of the best work done during the current academic year. Together with Foundation Review, the Show gives you an incentive to save your best work and keep it in presentation condition.

**Scholarships and Honors Programs**

There are a number of scholarships and honors programs available to NESADSU students. Some are University-wide, others only for those enrolled in a NESADSU major. Below are several of the most notable; for a full listing, consult the *Suffolk University Academic Catalog*.

**Archer Fellows**

The Archer Fellow Program, for “highly motivated, academically promising students,” is the College of Arts and Sciences (CAS) All-College honors program. Interested students should contact David Gallant (dgallant@suffolk.edu), Director of Undergraduate Advising. Fellowships are available to full-time undergraduates only (you may apply for membership until and including the first semester of your junior year). Archer Fellows may be offered a $500 renewable merit scholarship; participants are selected by invitation and not all fellows receive a scholarship. Renewal is based on a 3.0 grade point average (GPA).

**Ballotti Scholars Program**

Offers ten students a $4000 scholarship in exchange for 300 hours of service in the Ballotti Learning Center. Recipients will be selected by a committee of administrators and faculty. Awards are based on merit. Applicants must have been enrolled at Suffolk University full-time for at least one year and have
a minimum GPA of 3.0. Awards are renewable based on satisfactory performance. A minimum GPA of 3.0 is required for renewal.

**J.W.S. Cox Scholarship**
**Peter C. and Gretchen A. Paige Scholarship**
Both of these scholarship funds were created specifically to benefit NESADSU students and are intended to provide tuition assistance to deserving students who have demonstrated both financial need and artistic achievement. Ask for more information at the Front Desk.

**Orientation/Scheduling Assistantship Program**
Offers ten full-time students a $4000 scholarship, in exchange for 300 hours of support to the Student Activities and Registrar's Offices on Orientation/Registration projects. Applicants must have been enrolled full-time for at least one academic year and have a minimum GPA of 2.8.

**Trustee Ambassador Program**
Offers recipients a $4000 scholarship in exchange for 300 hours of support with the Enrollment Management and Development Divisions. Awards are merit-based, and applicants must be full-time undergraduates enrolled at least one year prior to the receipt of the scholarship, with a minimum GPA of 2.8. The College likes to have at least one NESADSU Ambassador, so this is a good one to apply for. Contact the Financial Aid Office (Donahue Building, First Floor, 617.573.8470) for applications and deadline information.

**Slides/Student Work**
An instructor may ask to hold on to some of the work you've done in a studio class. Student work may be used in exhibitions; documented in slide form for the Library, NESADSU catalog, or the website; or used as a sample for a visiting accreditation team. Wherever possible, work is credited to the student, so be sure to sign your work. Every attempt will be made to return work, but it is your responsibility to understand arrangements for pickup, and to retrieve work at the designated time and place. If for any reason you do not wish your work to be used for a particular purpose, let the instructor know.
Helpful Boston Websites

www.boston.com
www.bostonphoenix.com
www.stuffatnight.com
www.boston.citysearch.com
www.boston-online.com
www.bostonusa.com/index.shtml
www.bostonmagazine.com
www.bostonglobe.com
www.bostonherald.com
www.cityofboston.gov/
www.mbta.com
www.massport.com/logan/

Notice of Non-discrimination

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, Vietnam-era or disabled veteran status in its employment, admission policies, or in the administration of, operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the appropriate coordinator.