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How to Reach Us*

Address
The New England School of Art & Design
@ Suffolk University
75 Arlington Street–2nd Floor
Boston, MA 02116-3904

Contact Information
Phone: (617) 573-8785 (Reception Desk)
Fax: (617) 994-4250
E-mail: nesad1@suffolk.edu
Web: www.suffolk.edu/nesad
*See pages back of booklet for campus map.

Hours of Operation*

Fall & Spring
Mon.-Fri.  8am-11pm
Saturday  9am-6pm
Sunday  10-6pm
(or as posted)

Summer
Mon.-Thurs.  8:00am-11pm
Friday  9am-5pm
Saturday 10am-3pm
Sunday closed
*After 7pm and on weekends building access is limited to the Atrium entrance on 10 St. James. During semester breaks the school is open M-F 9-5:00pm.

NESADSU Library Hours*
*Evening and weekend hours may vary. Please call (617) 994-4282 for more information.

Fall & Spring
Mon.-Thurs. 9am-9:30pm
Friday 9am-5:00pm
Saturday 9am-5pm
Sunday 12pm-6pm

Summer
Summer library hours vary depending on staffing. Please contact the library for more information.

Who's Who
Administrators & Support Staff

William Davis, Chairman
Dan Caparrotta, Senior Computer Specialist
Sara Chadwick, Director of Administrative Services
Elaine Hackney, Graphic Design Staff Assistant
Amanda Hark, NESADSU Coordinator (Reception Desk days)
Suzanne John, Director of Academic and Instructional Services
Sara Josephson, Continuing Education Program Coordinator
Nichole Kaye, Office Coordinator
Virginia Lane, Interior Design Program Coordinator
Leon Martinez, Reception Desk Staff Assistant (evening/weekend)
Karianne Noble, Director of Continuing Education and Preparatory Programs
Jessie Schloss, Front Desk Receptionist
Laureen Simonetti, Education Consultant, Ballotti Learning Center
Ellen Sklaver, Library Manager
Brian Tynemouth, Assistant Director, Library and Computer Services

Interior Design Faculty Advisors

Nacer Benkaci, Assistant Professor – BFA Advisor
Mark Brus, Associate Professor – BFA Advisor
Karen Clarke, Interior Design Program Co-Director – MA Advisor
Anna Gitelman, Assistant Professor – BFA Advisor
Nancy Hackett, Interior Design Program Co-Director – MA Advisor
Doug Seidler, Assistant Professor – MA Advisor
Sean Solley, Assistant Professor – BFA Advisor
Interior Design Graduate Fellows

Heather Gray - Computer and Technology Fellowship
Khaing Sabe, Interior Design Materials Resource Library Fellowship
Odette Maine - Administrative Fellowship

*Graduate Fellows hours and contact information are posted outside Room 421.
  telephone: 617-557-1542

Administrative Procedures

Obtaining Your Student I.D.
All students are issued a University ID card. ID pictures are taken on-site at NESADSU Monday-Friday during the semester, and by appointment during intersession. Please contact the Reception Desk at (617) 573-8785 if you need to schedule an appointment during intersession. IDs are required to access University facilities. They can also be used to waive admittance fees to the MFA with a CAS sticker available at the Security Desk. When you come to take your ID photo, please remember to bring your student ID number.

Lockers
If you wish to have a locker please contact the Reception Desk; they are issued on a first-come, first-served basis. Locker confirmations will be done at the end of each semester, if you do not reserve your locker for the following semester, it will be emptied and reassigned. If you will not be taking classes consecutive terms, please empty out your locker and return your lock to the Reception Desk at the end of the semester.

Contacting a Faculty Member
Interior Design faculty advisors can be reached through their campus office phone, through their Suffolk email account or faculty mailbox. Please see page 18 for advisor contact information. Adjunct faculty scheduled to teach in the current semester will have a mailbox located in the mail closet across from Room 203. Additional contact information for faculty is usually included in course syllabi. Please note that we cannot give out adjunct faculty email account information or phone numbers to students. Messages may be left in faculty mailboxes or, in the case of an emergency the Front Desk staff or the Interior Design Program Coordinator will call the faculty member for you and relay the message.

Advising
Upon entering the program, you are assigned to a faculty advisor. Your advisor will help you select classes, explain the distribution requirements of your program, and guide you through the thesis process. The advising period is early November for Spring semester and mid-March for Summer and Fall semesters. Advisor assignments will be posted in the Interior Design 4th Floor Gallery each semester just before advising week. Check to see to which advisor you have been assigned, and make an appointment to meet during that advisor’s posted advising times. Make a copy of your signed registration form and give it to Virginia Lane, Room 421, and you will be cleared for online registration.
Registration
Registration is done according to a student’s status and priority level. During priority registration, matriculated students register according to seniority as determined by academic levels. Graduate students have first priority during the priority registration period. For more information about registering for courses or for information on the Student Academic Internet Link (SAIL) please refer to the following website: [http://www.suffolk.edu/colreg/webreginst.html](http://www.suffolk.edu/colreg/webreginst.html) (Web registration instructions)
Additional questions regarding registration may be emailed to webman@suffolk.edu

Adding & Dropping Courses
To drop or add into a course all matriculated students must have the faculty member sign a Drop/Add Form. These forms are available at the Reception Desk. If a course is filled you cannot add into the class. If a course has a waitlist, students will be taken in order from the waitlist if a space becomes available. The faculty member teaching the course cannot give a vacant spot to a student if a waitlist exists for that course.

Wait Lists
Administration makes decisions about adding sections of courses based on waitlists, thus you are strongly encouraged to add yourself to the waitlist of a closed section. If another section is available, you can register for that section and remain on the waitlist for your preferred section. If a space in the waitlisted section becomes available for you, you will be contacted by an administrator. Course instructors do not have the authority to add students to a waitlisted class.

Graduate Grading Policy

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B+</td>
<td>Performance</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>C</td>
<td>Performance</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

I Incomplete
L Non-Evaluative Grades
W Withdrawal

“l” (incomplete) indicates a failure to complete the course requirements. The “l” grade is given, at the instructor’s discretion, only if the student has completed at least half of the course requirements successfully at the end of the semester. An incomplete grade is maintained for thesis credit until the thesis or dissertation is completed and defended. All master’s degree requirements normally must be completed within five years. All doctoral degree requirements normally must be completed within seven years.
The “I” grade converts automatically to an “F” after one calendar year, unless the instructor submits a grade or officially extends the incomplete.

The College requires an Incomplete Form to be completed by the instructor of the course. Upon completion, the form is returned to the Registrar’s Office.

Course Numbering System
Graduate Level

500-599  CAS Introductory Level Study
       (faculty permission required)
600-899  Graduate Courses
900-999  Graduate Directed Study Course
       (faculty permission required).

Academic Standing
Each semester, the appropriate Departmental Committee or Director of each Graduate Program will review the records of Graduate students believed deficient in any of the following areas:

1. Cumulative grade point average below 3.0
2. A grade of “F” in a class
3. Excessive grades below the “B” level
4. Excessive “Incomplete,” “W” or “L” grades
5. Violation of Professional or Ethical Standards
6. Academic Dishonesty or Plagiarism
7. Failure to make satisfactory progress toward the completion of the degree

After reviewing the student’s record, the appropriate Departmental Committee or Director of each Graduate Program may choose to take one of the following actions. Written notification of the action taken should be delivered to the student in a timely fashion.

Portfolio Reviews
Graduate students are required to participate in a portfolio review every spring and an exit portfolio review when they have completed their thesis documentation. The reviews are opportunities for the students to get feedback on the overall quality of their work, the appropriateness of their skill level and the completeness of their portfolio. Any student with a Portfolio Review Rating of 'Poor' or 'Unacceptable' will be placed on Interior Design Probation and will be likewise counseled.

Internship
With the assistance of the faculty advisor, each graduate student must complete an internship with a local interior design or architectural firm. All interns must meet periodically as a group with the faculty advisor to report on experiences. The faculty advisor will reinforce new skills learned in the office and provide counseling. Students will be required to keep a notebook of their observations. Students with prior documented work experience in the field may be waived
from the Internship course, however they must substitute it with another graduate level course. 
To find an internship, visit the Career Services Department at:
 20 Ashburton Place, 1st Floor  
617-573-8480  
careers@suffolk.edu  
Hours: while school is in session M-F 8:45am – 5:45pm  
evening appointments available by special request  
during intersession M-F 8:45am - 4:45pm  
or contact Professor Nancy Hackett, the Internship Coordinator, to make an appointment (617-305-1777, nhackett@suffolk.edu). Internship Documentation is available through Suffolk University’s Blackboard site http://elearn.cas.suffolk.edu on the Interior Design Community page, Username: idstudent, Password: idstudent

Services & Resources

Computer Facilities
NESADSU has four Macintosh labs and five PC-based electronic studios/labs with a total of 64 PC’s. Please review the computer lab manuals that can be found in each lab on the information board. Computer availability is limited, so we ask that you abide by lab usage rules. The schedule for each computer lab is posted on the door to the room. Room 409C, the Thesis Lab, is reserved for students currently enrolled in Thesis. Students are encouraged to bring laptop computers to school to work during the day. Laptop purchasing recommendations are available in the Interior Design Office or on the NESAD Support webpage which automatically loads when you connect to the internet on any NESAD PC. This web page also provides comprehensive information about NESAD computer use, including use of the wireless network. Additional computer facilities are located in the student lounge and in the 4th floor hallway between classrooms.

Phones
Campus phones are located throughout the facility including each basement classroom. There is also a payphone located on the second floor in Room 228, the freight elevator room, across from Room 206.

Student Lounge
The student lounge, located on the lower floor in Room B06, is equipped with vending machines, microwave, refrigerator, and computer access. Another refrigerator and microwave are available for student use in Room 228, the freight elevator room.

NESADSU & Sawyer Libraries
All students with a current University I.D. have access to the NESADSU and main campus libraries to check out materials and to do research. Please review the School’s on-line resources. In the Library you can find information on ART Index on-line and AMICO (Art Museum Image Consortium). In the Interior Design electronic studios, there is also access to Design Online and Blue Bolt. The NESADSU Library and interior design materials resource room is located in room B01 in the basement.
Copy cards for the NESADSU Library copier are available for $1.00 at the Reception Desk. Funds can be deposited to the card up to $100.00. Copies are $0.10 each.

**Interior Design Materials Resource Room**
The Interior Design Materials and Resource Room, located in the NESDADSU library is modeled after a professional working library in an Interior Design or Architectural Firm. It is meant as a place for research, selection, and specification of products, furniture, finishes and materials. The catalogs and materials will be kept current by area representatives visiting the school and updating their products. The materials have been organized according to the CSI (Construction Specification Institute), the international ordering system for all construction materials and specification in the Master Spec format. Each catalog and sample is located according to their Division. The colored dots are keyed to the Divisions. The Master CSI index can be found in the reference area of the library. There is a computer, scanner and printer in the room. Materials and catalogs cannot be removed, cut or otherwise altered. They may be photocopied or scanned, or you can contact the representative for additional catalog photos. Some materials can be checked out for a 2 day period. All students must attend an information session on how to use the materials and resource room.

**Lighting Lab Studio**
Room B05 has been designed as a lighting lab and electronic studio, demonstrating the advancement of light technology in a practical application. The lighting lab studio demonstrates different lighting fixtures and lamps and their affect on materials, finishes and colors. There are over twenty types of lighting fixtures and lamps on display.

**Health & Safety**
NESADSU has a studio safety program. Multi-use studios are equipped with eyewash kits. There is also a first aid kit available at the Front Desk. In accordance with University policy, there is no food allowed in studios or computer labs. Please take the time to review the NESADSU Health & Safety Manual for specific health and safety guidelines.

**Travel & Study Abroad Programs: Italy**
Interior Design students have an opportunity for directed study of furniture, lighting, and interiors in Italy. Students will be exposed to international design trends and European traditions of art, architecture and culture. Students will have the opportunity to visit Italian design studios and showrooms and meet international architects and designers. Earn up to six credits towards your Master of Art in Interior Design degree. The program is offered from May-June, and is three to five weeks long. The program is open to students who have completed Interior Design Studio I.

**Interior Design Bulletin Boards**
Check out the Interior Design Bulletin Boards, located on the second floor near Rooms 200 & 201, and on the fourth floor in the gallery, for listings of current events, information and job opportunities.
Interior Design Community Blackboard Site
Visit the Interior Design Community Site on Blackboard to view current and past editions of the IDC newsletter, get internship forms and learn about current issues in Interior Design. This site is under development and any feedback is welcome. You can access the Suffolk University Blackboard site at http://elearn.cas.suffolk.edu. Login under Username: idstudent and Password: idstudent for the ID Community Site.

Gallery 28
The gallery, located in the Reception Area, features ongoing exhibits. Student shows run from March through May and there is an Interior Design Graduating Seniors Show/Reception during the last week of spring semester.

Ballotti Learning Center
Make an appointment for a confidential discussion and help in any of the following areas: NESADSU class work, academic class work, course/major selection, study skills, time management, career goals, semester goals, raise GPA, stress management, personal issues, graduate school application, academic standing, incompletes, withdrawals due to illness, leave of absence, advisor or professor communication. Contact Laureen Simonetti, Educational Consultant, at lsimonet@suffolk.edu or 617-973-5369. The Tutor Program is located in Room 252.

Career Services and Cooperative Education
Located at 20 Ashburton Place, the Office of Career Services and Cooperative Education assists students in defining their career goals and provides the support and resources necessary to develop an independent, proactive and successful job search that offers fulfilling employment. The following services are available:
♦ Career Services Homepage and Job Links - www.careers.suffolk.edu
♦ Individual Career Advising & Counseling
♦ Workshops
♦ Paid Co-ops & Internships
♦ Speakers Series/Career Panels
♦ Career Resource Library
♦ Alumni Career Advisory Network
♦ Recruiting Employers Program (REP)

Campus Police
In the event you need emergency assistance, there is a Campus Police Officer assigned to the NESADSU building from 8am-11pm Monday through Friday during the semester. Any emergency should be reported immediately to the NESADSU Campus Police Desk located at the St. James Reception area or to the Front Desk in the Gallery Reception area. Campus Police can also be reached from any campus phone by dialing 8111.

Campus Book Store
In addition to carrying textbooks and supplies for courses, the Suffolk University Bookstore sells Suffolk University insignia clothing, gifts, school & office supplies, magazines, greeting cards, reference books & study aids, candy, snacks and beverages. The bookstore sells MBTA passes
the first three and last three days of each month and offers fax services and FedEx shipping. The bookstore is located on the ground floor of the Ridgeway Building, at 148 Cambridge Street, and is open Monday – Thursday from 9 AM to 6 PM and Fridays from 9 AM to 5 PM. Summer Hours are Monday – Friday 9 AM to 5 PM. Store hours are extended at the beginning of each semester. You can reach the bookstore at (617) 227-4085 or by going to www.suffolkbookstore.com.

Art Supply Stores

Following is a list of nearby art supply stores. Please ask your instructors which is best for the materials needed for a particular course or project.

The Art Experience @ Commercial Screen Supply
6 Kiddie Drive
Avon, MA 02322
(888) 727-8478
www.artexperienceusa.com

The Art Store (Dick Blick)
Landmark Center, Boston
(617) 247-3322
Green Line D Train to Fenway stop

Charette
31 Olympia Avenue Woburn, MA 01801
(781) 935-6000
http://www.charrette-corp.com/retail/index.html for driving directions

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 Mass. Street, Cambridge
(617) 495-0250
Red Line to Harvard Square stop
Computer Services (Printing and Plotting)

Benjamin Franklin Smith Printers
282 Congress Street
Boston, MA 02210
617-482-7770

Benjamin Franklin Smith Printers
10 Park Plaza
Boston, MA 02116
617-973-8300

Kinkos
125 Tremont Street
617-423-0234

Food Services

Student Lounge
The student lounge is located in the basement in room B06. It contains vending machines, a microwave, and a refrigerator as well as computer access. There is another microwave and refrigerator available for student use in Room 228, the Freight Elevator Room.

Martin’s News Store (daytime only)
This sundries store sells snacks, drinks, magazines, aspirin, etc., and is located in the first floor lobby. It is open Monday-Friday 7:30am-6pm.

Davio’s Takeout (daytime only)
Located in the Atrium, this takeout counter serves light fare for both breakfast and lunch. They are open Monday-Friday 7am-5pm.

Park Square Building (daytime only)
There are several eateries in the Park Square building including: two delis, an express coffee/snack kiosk, a sundries store, a Subway and a Souper Salad. The Park Square Building is located on the corner of Arlington & St. James Streets. The main entrance to this building is on Arlington Street and is abutted by the Sovereign Bank and the Morson furniture store.
Flash’s (day & evening)
Flash’s serves casual American fare and is located on the south side of the building on Stuart Street, near where it merges with Arlington Street.

Viga (days until 3:00 pm)
Viga is located on the south side of the building across from the Stuart Street entrance to the atrium. Primarily Italian, Viga offers pizza whole & by the slice, calzones, pasta, salads, hot & cold sandwiches and wraps. They have a very busy take-out business and limited seating.

Other Services

Amaci Salon
Amaci Salon is located at 230 Stuart Street. NESADSU students receive 20% off your first service and 10% off subsequent services with your student ID. Visit www.amacisalon.com for a list of services and rates. Walk-ins are welcome or appointments can be made by calling 617-292-0202.
Graduate Student Organizations

Graduate Student Association
The Suffolk University Graduate Student Association (GSA) is the representative body for all graduate students at Suffolk University within the College of Arts and Science and Sawyer School of Management. GSA directs its energies towards maintaining a high standard of quality services for the graduate student, especially in areas regarding availability and quality of the classes offered to these students. GSA’s goals are to sponsor social and networking events, to promote and support career and professional development opportunities, to support research and academic pursuits that enrich the intellectual life of the University, and to recognize and celebrate the accomplishments of graduate students. GSA gets involved in all student issues on Suffolk campus and is a strong advocate for graduate students. Election of the GSA officers is held in April. Any graduate student is welcome to apply for membership to the GSA board. Contact the Office of Student Activities for more information.

Presidents: Abe Cessay
Office: Donahue 529
Phone: (617) 305-6308
Advisors: Associate Dean Elliot Gabriel, Lori Cawthorne, and Dan McHugh
Mailbox for club available at the Office of Student Activities and Service Learning (Donahue 529; (617) 573-8320)

Interior Design Council
The Interior Design Council (IDC) is an organization of graduate interior design students who are interested in learning about the field of interior design and professional organizations and certifications. The mission of IDC is to promote fellowship, cooperation and a spirit of unity between students, faculty, alumni and interior design professionals. Activities include Interior Design Career Day, Design Boston, Build Boston, IIDA Sketch Day, monthly meetings, field trips, and guest speakers. Students are encouraged to join a professional organization they are interested in and provide information, and share activities, lectures and events within the Interior Design Council.

For more information on membership please contact: vlane@suffolk.edu or email idcnesad@yahoo.com

The IDC Faculty Advisor is Professor Nancy Hackett.

Interior Design Council Newsletter
The Interior Design Council newsletter is published twice a semester in the fall and spring. The newsletter provides information on interior design special events, awards, reviews and job opportunities. The IDC has an editorial section and welcomes students and faculty to submit articles to Interior Design Program Coordinator, Virginia Lane, at vlane@suffolk.edu.
Professional Organizations

IIDA
The International Interior Design Association (IIDA) is a professional networking and educational association of more than 10,000 Members in 8 specialty Forums, 9 Regions, and more than 30 Chapters around the world committed to enhancing the quality of life through excellence in interior design and advancing interior design through knowledge.

Contact Information

International Interior Design Association (IIDA)
Headquarters
13-122 Merchandise Mart
Chicago, IL 60654-1104

Phone: 312-467-1950
Toll free: 888-799-IIDA (4432) [Continental United States Only]
Fax: 312-467-0779
Email: iidahq@iida.org
Web: www.iida.org

ASID
The American Society of Interior Designers (ASID) is a nonprofit professional society representing the interests of interior designers and the interior design community. The society is lead by a volunteer board of directors that includes the society's president, president-elect, and immediate past president. Daily operations are carried out by a small staff housed in the society's headquarters in Washington, D.C.

For help with design projects, please contact our Worldwide Referral Service or refer to the list of Design Resources on the Internet located in the section entitled "Design Basics."

Contact Information

American Society of Interior Designers
608 Massachusetts Avenue, NE
Washington, DC 20002-6006

Phone: 202-546-3480
Fax: 202-546-3240
E-mail: asid@asid.org
Web: www.asid.org

Business hours are 9 AM to 5 PM Eastern Standard Time
Monday through Friday (except holidays)
Additional Professional Organizations:

The Institute of Store Planners - www.ispo.org

International Furnishings and Design Association- www.ifda.com

Designers for Lighting Forum- www.dlfla.org

International Facility Management Association
  International- www.ifma.org
  Boston Chapter- www.ifmaboston.org

Educational Organizations

FIDER
FIDER (Foundation of Interior Design Education & Research) sets standards for postsecondary interior design education, evaluates college and university interior design programs and publishes a list of accredited programs that meet the standards. NESADSU is a FIDER accredited institution. Completion of a FIDER accredited program indicates that a designer has obtained a competency level of training, which is recognized by the design community.

FIDER is recognized as a reliable authority on interior design education by the Council for Higher Education Accreditation (CHEA) and is a member of the Association of Specialized and Professional Accreditors (ASPA).

Contact Information

146 Monroe Center NW, Suite 1318
Grand Rapids, MI 49503-2822

Phone:  616-458-0400
Fax:    616-458-0460
E-mail:  fider@fider.org
Web:    www.fider.org

IDEC
The Interior Design Educators Council, Inc. (IDEC) was founded in 1963 and is dedicated to the advancement of education and research in interior design. IDEC fosters exchange of information, improvement of educational standards, and development of the body of knowledge relative to the quality of life and human performance in the interior environment. IDEC concentrates on the establishment and strengthening of lines of communication among individual educators, practitioners, educational institutions, and organizations concerned with interior design education.
IDEA members are interior design educators, practitioners, researchers, scholars, and administrators in institutions of higher education. Membership is also offered to individuals who are interested in interior design education and the activities of IDEC.

Interior Design Educators Council
7150 Winton Drive, Suite 300
Indianapolis, IN 46268

Phone: 317-328-4437
Fax: 317-280-8527
E-mail: info@idec.org (Please include email address in the body of the email)
Web: www.idec.org

Certification for Interior Designers

NCIDQ (National Council of Interior Design Qualifications)
This is a 6-part exam, which certifies that a practitioner has met the basic competency requirements to be recognized as a professional Interior Designer. In order to apply for licensing in many states, practitioners need to have passed the NCIDQ exam. At the present time, NCIDQ certification is included among the license eligibility criteria in all American states and Canadian provinces with enacted statutes. While Massachusetts currently does not have such a statute in place, it is suggested that designers pursue this licensing as it is likely to become mandatory in the future due to the complexity created by liability and code issues.

NCIDQ
1200 18th Street, NW, Suite 1001
Washington, DC 20036-2506

Phone: 202-721-0220
Fax: 202-721-0221
E-mail: ncidq@ncidq.org In all correspondence or E-mail, please include an address and daytime telephone number.
Web: www.ncidq.org
Telephone Directory

Campus Phones
Campus phones are located on the second floor in the corridor near room 257, in the freight elevator room across from Room 206, and in the basement in the student lounge (room B06) and in all basement classrooms. To reach a campus extension, dial the last four digits of the campus number.

Main Number (617) 573-8785 (Reception Desk)
Fax Number (617) 994-4250

Administrators & Support Staff

(617) 994-4264 William Davis, Chairman
wdavis@suffolk.edu

(617) 573-8302 Terry Bishop, Associate Director of Graduate Admissions
tbishop@suffolk.edu

(617) 573-8470 Christine Perry, Assistant Dean of Enrollment Management (Financial Aid)
cperry@suffolk.edu

(617) 994-4294 Sara Chadwick, Director of Administrative Services
schadwic@suffolk.edu

(617) 573-8785 Amanda Hark, NESADSU Coordinator, Front Reception
ahark@suffolk.edu

(617) 994-4234 Suzanne John, Director of Academic & Instructional Services
sjohn@suffolk.edu

(617) 994-4235 Sara Josephson, Continuing Education Program Assistant
sjosephs@suffolk.edu

(617) 994-6462 Nichole Kaye, Office Coordinator
nkaye@suffolk.edu

(617) 305-1775 Virginia Lane, Interior Design Program Coordinator
vlane@suffolk.edu

(617) 994-4233 Karianne Noble, Director of Continuing Education and Preparatory Programs
knoble@suffolk.edu
(617) 994-4282  Ellen Sklaver, Library manager
  esklaver@suffolk.edu

(617) 994-4284  Brian Tynemouth, Assistant Director, Library & Computer Services
  btynemou@suffolk.edu

(617) 994-4268  Dan Caparrotta, Senior Computer Specialist
  dcaparro@suffolk.edu

(617) 573-8785  Jessie Schloss, Front Desk Receptionist
  jschloss@suffolk.edu

(617) 973-5369  Laureen Simonetti, Educational Consultant, Ballotti Learning Center
  lsimonet@suffolk.edu

Interior Design Full-Time Faculty

(617) 994-4293  Karen Clarke, Associate Professor, Interior Design Program Co-Director
  kclarke@suffolk.edu

(617) 305-1777  Nancy Hackett, Assistant Professor, Interior Design Program Co-Director
  nhackett@suffolk.edu

(617) 994-6463  Nacer Benkaci, Assistant Professor
  nbenkaci@suffolk.edu

(617) 973-5391  Mark Brus, Associate Professor

(617) 557-1537  Anna Gitelman, Assistant Professor
  agitelma@suffolk.edu

(617) 973-5390  Doug Seidler, Assistant Professor
  dseidler@suffolk.edu

(617) 557-1541  Sean Solley, Assistant Professor
  ssolley@suffolk.edu
Main Campus Extensions

- Ballotti Learning Center (617) 573-8235
- Bookstore (617) 573-8218
- Campus Police (617) 573-8333
- Career Services (617)-573-8480
- CAS Dean's Office (617) 573-8265
- Dean of Students (617) 573-8239
- Financial Aid (617) 573-8470
- Graduate Admissions (617) 573-8302
- Health Services (617) 573-8260
- International Advising (617) 573-8154
- Registrar’s Office (617) 573-8430
- Sawyer Library (617) 573-8535
- Second Language Services (617) 573-8677
- Student Accounts (617) 573-8407

NESAD/SU website www.suffolk.edu/nesad
Suffolk University website www.suffolk.edu

Link to SAIL, Campus Cruiser and *Suffolk University Email
*all students are given an email account, your username is the first 3 characters of your last name, and the first 5 digits of your student-id; your password is the last six digits of your social security number. Various Suffolk University administrative offices will send messages to you through this email account. We strongly recommend forwarding your Suffolk email to the email account that you prefer to use if you do not want to use your Suffolk email account. To learn how to do this, and for any email-related questions, please visit http://www.suffolk.edu/email.

Parking

On-street parking is limited; two-hour meters are available during the day and are free after 8pm. Validated discount parking is available at two local garages, but only during the hours listed below. Parking stubs must be validated at the NESADSU Reception Desk.

- 57 Garage at the Radisson Hotel (200 Stuart Street)
  weekdays after 5pm and all day Saturday
  weekdays up to twelve hours

- 10 St. James Avenue Garage
  weekdays after 5pm and all day Saturday
Helpful Boston Websites:

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

Helpful Design Websites:

BlueBolt- www.bluebolt.com
BlueBolt is a dynamic database of standardized product information and color-accurate imagery. Using BlueBolt, you can get product specifications, explore color-true product imagery, create and save digital sample boards, and order samples online.

Designonlineinc.com- www.designonlineinc.com
Designonlineinc.com is a library of manufacturers’ catalogs that can be used to search and cross-reference thousands of products.

InformeDesign- www.informedesign.umn.edu
InformeDesign is a research and communication tool for designers sponsored by ASID and created by the University of Minnesota. This database of research summaries can be searched by building type/design specification, design type, or occupant/user type.