A Note from the Director

Dear Student:

Welcome to the Continuing Education (CE) division of The New England School of Art & Design at Suffolk University. As spring is upon us, now is the time to explore new educational paths and career goals. We have several introductory courses available for students interested in the fields of graphic design, interior design and fine arts.

Please check out the “meet our students” section to learn about the educational pursuits of one of our Continuing Education students.

We look forward to seeing you this spring.

Sincerely,

Karianne Noble
Director of Continuing Education & Preparatory Programs

Please join us Tuesday, April 12, 2011, from 6–7pm for our CE Open House. You will have a chance to learn more about our programs. Email Sara Porth (sporth@suffolk.edu) to RSVP.

2011 SPRING TERM CALENDAR

Spring Term: January 18–May 7
January 18: Day and evening classes convene

Registration Period
December 6–January 14

Holidays and Closings
Martin Luther King, Jr. Day, January 17
Presidents’ Day, February 21
Spring Break, March 13–19
Patriots’ Day, April 18

Hours
Monday–Friday, 8am–10:45pm
Saturday, 10am–6pm
Sunday, 10am–6pm

* Please note: Students registering after January 14 will be responsible for paying a $20 late fee in addition to the $25 registration fee.

Cover image by Megan Littlejohn, MA Interior Design Photography: Molly Ferguson, Imaginatas Photography
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Director of Continuing Education & Preparatory Programs
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Phone
617.994.4235 or
617.994.4233

Fax
617.994.4250

Mailing Address
The New England School of Art & Design at Suffolk University
75 Arlington Street
Boston, MA 02116-3904
ATTN: Continuing Education

Web Site
www.suffolk.edu/nesad
How to Register

Please note: Registration procedures listed below apply to continuing education students only. MA, BFA, and certificate students must register through the University registrar for all School of Art & Design courses.

Registration Hours
Students may register Monday through Friday from 9am–5pm during the registration period.

Registration Confirmation
All continuing education students will be emailed enrollment statements within one week of registering. If you do not want to receive your statement by email, please notify us at the time of registration.

Phone
Only credit card registrations are accepted over the phone. The School accepts MasterCard, Visa, Discover, and American Express.

To register by phone, call 617.994.4235.

Online
Students may submit registration information and pay online. For more information, visit: www.suffolk.edu/nesad

In Person
Students may register in person Monday through Friday during the registration period. We are located at 75 Arlington Street. Please go to the reception desk on the second floor.

Mail
Send the completed registration form, the $25 registration fee, and the appropriate tuition in a check or money order made out to the New England School of Art & Design at Suffolk University.

If paying by credit card, please print the credit card number and expiration date in the spaces provided. Please remember to sign the form.

Mail to:
The New England School of Art & Design at Suffolk University
75 Arlington Street
Boston, MA 02116-3904
ATTN: Continuing Education Registration

PROGR AMS AVAIL ABLE AT THE SCHOOL OF ART & DESIGN

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Coming in fall 2011: BFA in Illustration & MFA in Interior Architecture!

Please note: Additional courses may be added to the spring 2011 schedule and instructors may change after publication of this catalogue. Please call our office for the most up-to-date course offerings and information at 617.994.4235 or 617.994.4233.
Continuing Education FAQs

What programs are offered at the School of Art & Design at Suffolk University?
The School of Art & Design offers a Bachelor of Fine Arts (BFA) in Fine Arts, Graphic Design, and Interior Design; Master of Arts (MA) in Graphic Design and Interior Design; and a Certificate in Electronic Graphic Design. Effective fall 2011, we will offer a BFA in Illustration and MFA in Interior Architecture.

What kind of accreditation does the School have?
Suffolk University is accredited by the New England Association of Schools and Colleges, and the School of Art & Design by the National Association of Schools of Art and Design (NASAD). Our Interior Design programs are accredited by the Council for Interior Design Accreditation (formerly known as the Foundation for Interior Design Education Research).

I have never taken an art class before. Can I register for continuing education classes?
Absolutely! We welcome learners of all levels. Our classes are designed to provide a comprehensive training in the fundamentals of art and design. Some of our classes may require prerequisites. Please call our continuing education office; we would be happy to assist you in choosing the class that is right for you.

Are there entrance requirements for continuing education classes?
No. Students enrolling in continuing education courses are not in an official program of study; therefore they do not need to go through a formal admissions process. However, they do need to meet prerequisite requirements for courses which have them.

Will my classes have only continuing education students? Also, as an adult learner, am I going to be the oldest person in the class?
The classes we offer to continuing education students could also include students in degree programs (BFA, Master of Graphic Design, Master of Interior Design, etc.). We have taught continuing education students ranging from 18 to 80 years of age.

I am interested in making a career change. Are continuing education classes right for me?
Yes. Exploring career paths through continuing education classes is simple, convenient, and affordable. We offer students the opportunity to discover their interests through a wide variety of courses such as Introduction to Interior Design & Decoration and Fundamentals of Graphic Design.

I am ready to make a career switch and would like to further my education, but I don’t have a portfolio. What should I do?
Applicants to the BFA and MA programs without a portfolio are advised to complete Foundation Drawing I (ADF S101) and 2-Dimensional Design (ADF S151) as continuing education students. A grade point average of 3.0 (B) or better is required.
What kind of facilities does the School have?
The School of Art & Design occupies more than 42,000 square feet of space to which continuing education students have full access. The following are available to our students:

- Ten computer labs, which are regularly upgraded to meet the demands of professional workplace-based software
- Lighting lab
- Digital cameras, camcorders, drawing tablets, and flatbed and slide scanners
- A dedicated visual arts library which houses a collection of interior design, graphic design, and fine arts resources; additional resources include a professional materials library—modeled on those found in design firms—for interior design students
- Gallery and smaller project exhibition spaces for viewing the talents of students, faculty, and alumni, as well as the work of local and international artists and designers
- Woodshop & printmaking/papermaking studio

What does it mean if I'm on a waitlist for a closed class?
Due to the small teacher-to-student ratio, our classes can sometimes fill up prior to CE registration. In the event that a class you are interested in is closed, we can place you on a wait list. If a space opens up in the section, a member of the CE staff will contact you. At that time payment will be due. In the meantime, talk to your CE advisor about other course options available to you.

If I am on the waitlist, does that guarantee I will be able to take the class?
We are often able to accommodate waitlisted students as spaces typically become available at the start of the semester. However, first priority is given to degree candidates pursuing a required course of study.

Is parking available?
Yes. On-street parking is limited; two-hour meters are available during the day and are free after 8pm. Discounted validated parking is available at the 57 Garage at the Radisson Hotel all day (200 St. James Avenue, on the right near the Charles Street intersection) and at 10 St. James Avenue after 5pm and on weekends. Parking stubs must be validated at the School’s reception desk on the second floor.

Can I transfer my continuing education credits to a degree program?
Yes. Students matriculating into the BFA and certificate (not MAID or MAGD) programs may receive credit for classes taken as a continuing education student for the applicable program. A maximum of 30 credits can be transferred into the BFA programs and a maximum of nine credits for the Electronic Graphic Design certificate. Please note: A tuition differential will be applied.

Can I meet with someone to talk about my educational goals?
Yes. We would be happy to meet with you. Please call our office at 617.994.4235 or 617.994.4233 to arrange a meeting.

When can I register for classes?
Registration for the spring session begins December 6.
Meet Our Students

Jennifer Fong
Candidate, Master of Arts in Interior Design
Former Continuing Education Student

What was your background before taking continuing education (CE) classes at the School of Art & Design?
I have a bachelor’s degree in economics from Tufts University, and I started working in the financial industry immediately after college. I found that my first job was not personally fulfilling, so I enrolled in “Introduction to Interior Design.” I loved it, but wasn’t ready to make a commitment to going back to school again. So for the next four years, I worked in finance full-time while occasionally taking evening courses. I officially started the master’s program as a part-time student in fall 2007.

What inspired your career switch?
My job in finance was just that—a job. I wanted to be passionate about what I was doing, and I found that design is what makes me happy. Despite the sometimes overwhelming workload, I like this program, because I am constantly being challenged and always learning something new.

How did you find out about the School of Art & Design?
I looked into several Boston schools that offered interior design classes. What attracted me to the School of Art & Design was the fact that its interior design programs are CIDA-accredited, and also that it offers a graduate-level study, because I didn’t want another bachelor’s degree.

Were you nervous about taking art classes without an art background?
It’s always unnerving to be outside your comfort zone, but the faculty were very supportive and encouraged me to push myself creatively. The program also requires students without an art background to complete foundational art courses, which was helpful when transitioning from finance to design.

Do you have any advice for a prospective CE student?
As a CE student, you end up taking classes with both undergraduate and graduate students. Use that opportunity to talk to your classmates about their experiences at the school. There are actually a large number of people for whom interior design is a second career. And don’t be afraid to ask your classmates for help. They are your biggest resource, and you can learn as much from your peers as you can from the class.

What were the advantages of starting out as a CE student?
The large selection of evening courses is ideal for people who work full-time. You can take as many or as few classes as your schedule allows in order to decide if you want to pursue a design career.

Can you tell us what you are up to now?
I am going to school full-time, and I will be starting my thesis in the fall. I am extremely excited to finally be so close to completing my master’s degree. After graduation, I am hoping to work at a commercial architecture and interiors firm.
FOUNDATION STUDIES

Foundation courses are designed to provide comprehensive training in the fundamentals of art and design through intensive studio instruction. Areas of focus include perspective, drawing, painting, color, two- and three-dimensional design, and art history. Those who pursue MA or BFA programs must complete a full year of foundation studies before beginning major-specific coursework.

If you would like to know more about foundation studies, please visit: www.suffolk.edu/foundationstudies

BACHELOR OF FINE ARTS
IN FINE ARTS

The mission of our BFA in fine arts program is to assist you in developing your creative mind. Through studies in the fine arts, you will further clarify and strengthen your work, give energy and expression to your insights, and unify your talent and discipline with ideas and perception. Our BFA program is ideal for those who want to combine intensive professional arts training with a strong liberal arts component.

If you would like to know more about the BFA program in fine arts, please visit: www.suffolk.edu/finearts
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

Introduction to Drawing
This introductory course, designed to encourage those with little or no knowledge of drawing, helps you to develop your own personal or experimental style. The techniques of drawing presented in informal exercises are reinforced by slide demonstrations and gallery visits. The emphasis is on “learning how to see” using various skills dealing with drawing, materials, and techniques, all realized in a relaxed atmosphere appropriate for various levels of ability.

Course Code: ART 209 • 3 credits
Continuing Education Cost: $1,152

EVENING SECTION AE: V. Fabbris
Meets: Thurs. 6–8:40pm
January 20–May 5*

*School closed March 17

Introduction to Painting
This introductory course is designed to encourage those with little or no knowledge of the use of various painting processes. The basic elements of painting, using traditional and experimental techniques in object and self-portrait painting, are introduced in exercises enhanced by slide demonstrations and gallery visits. You can choose to work with various painting mediums including oil paint, acrylic, or watercolor. Creative work is encouraged in a relaxed atmosphere appropriate for various levels of ability.

Course Code: ART 211 • 3 credits
Continuing Education Cost: $1,152

EVENING SECTION AE: V. Fabbris
Meets: Tues. 6–8:40pm
January 18–May 3*

*School closed March 15
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

Foundation Drawing I

This course concentrates on the traditional techniques of observational drawing. Fundamental principles and elements of drawing are introduced in structured lessons and exercises, which are supplemented by additional outside assignments. Foundation Drawing I stresses the development of visual skills as well as the broad use of drawing concepts, vocabulary, techniques, and variety of materials.

Course Code: ADF S101 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION AE: S. Ainslie
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION B: L. Martin
Meets: Tues. & Thurs. 10am–12:40pm
January 18–May 5*

*School closed March 15 and 17

Foundation Drawing II

This course will refine the basic visual skills developed in Foundation Drawing I (ADF S101). The elements of color and mixed media are introduced to expand technical possibilities, while more intensive work with the human figure provides exposure to gesture, structure and movement. As students begin to develop a more sophisticated and personal approach, issues of expression and interpretation will be investigated, focusing on personal style and creativity.

Continuing Education Prerequisite: Foundation Drawing I (ADF S101) or permission of instructor

Course Code: ADF S102 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION BE: V. Fabbris
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION A: G. Barzaghi
Meets: Mon. & Wed. 1:30–4:10pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION C: G. Barzaghi
Meets: Mon. & Wed. 10am–12:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION D: L. Martin
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*

*School closed March 15 and 17

WEEKDAY SECTION E: I. Anderson
Meets: Fri. 9–11:40am & 12:30–3:10pm
January 21–May 6*

*School closed March 18

WEEKEND SECTION FS: N. Burger
Meets: Sat. 9:30am–12:10pm & 1–3:40pm
January 22–May 7*

*School closed March 19
Ideas of Western Art II
This course will survey the major concepts and issues of Western Art, from Renaissance to contemporary art. Architecture, sculpture, and paintings will be studied individually for their formal elements and visual importance, and also within their own aesthetic, historic, and cultural context. Class discussion and visual analysis of works of art will encourage personal interpretation and critical thinking.

Course Code: ADF 182 • 4 credits
Continuing Education Cost: $1,536

EVENING SECTION CE: C. Consoli
Meets: Tues. 6–8:40pm
January 18–May 3*
*School closed March 15

WEEKDAY SECTION A: A. Bokhari
Meets: Tues. & Wed. 8:30–9:45am
January 18–May 4*
*School closed March 15 and 16

WEEKDAY SECTION B: A. Bokhari
Meets: Tues. & Thurs. 8:30–9:45am
January 18–May 5*
*School closed March 15 and 17

Color
This course features a hands-on approach to the study of color as students create, modify, and compare hues, values, and strengths through the direct mixing and application of paint. Also explored will be issues of color harmony, chromatic light, space, color assimilation, and color psychology, as well as past and present views on the use of color in art and design. This intensive focus on the specific issues of color gives students experience with and flexibility in the use of color in their work.

Please note: This course should not be taken as a student’s first School of Art & Design course.

Course Code: ADF S143 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: S. Nichter
Meets: Mon. & Wed. 9:30am–12:10pm
January 19–May 4*
*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION B: H. Bartnick
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*
*School closed March 15 and 17

WEEKEND SECTION CS: J. Jones
Meets: Sat. 9:30am–12:10pm & 1–3:40pm
January 22–May 7*
*School closed March 19
2-Dimensional Design

The focus of this course is the fundamental logic and structure of two-dimensional organization. Emphasis will be placed on the essential elements of visual language: line, shape, value, and texture. Students will learn to develop dynamic approaches to effective picture-making by combining these elements into a unified whole. Skills will include technical proficiency in a variety of wet and dry media, appropriate presentation of work, and the ability to discuss work critically.

Course Code: ADF S151 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION AE: J. Hull
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

EVENING SECTION BE: J. Hull
Meets: Tues. & Thurs. 6–8:40pm
January 18–May 5*

*School closed March 15 and 17

3-Dimensional Design

This course focuses on the fundamental elements of three-dimensional form. Line, plane and volume will be explored as students develop visual analysis and critical thinking skills in the round. The role of scale, proportion, structure, surface, light, and display will be addressed, as students create forms that activate space and engage the viewer. The course will proceed from work with simple forms and techniques to more challenging and comprehensive problems addressing both additive and subtractive methods.

Continuing Education Prerequisite: 2-Dimensional Design (ADF S151)

Course Code: ADF S152 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION EE: B. Beard
Meets: Tues. & Thurs. 6–8:40pm
January 18–May 5*

*School closed March 15 and 17

WEEKDAY SECTION A: P. Andrade
Meets: Mon. & Wed. 9:30am–12:10pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION B: S. Novick
Meets: Tues. & Thurs. 10am–12:40pm & 1:30–4:10pm
January 21–May 6*

*School closed March 18

WEEKDAY SECTION C: S. Novick
Meets: Tues. & Thurs. 10am–12:40pm
January 18–May 5*

*School closed March 15 and 17

WEEKDAY SECTION D: S. Novick
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*

*School closed March 15 and 17
Painting

In this introductory course, students will learn to accurately perceive relationships of shape, form, color, and value, and to translate that information through the medium of paint. In a series of in-class and outside projects on canvas, prepared paper, and panel, students will explore various approaches to the use of acrylic and oil paint. Emphasis will be placed on the development of disciplined technical skills, as well as the exploration of painting's potential as a medium of communication and creative visual expression.

Continuing Education Prerequisites: Foundation Drawing I (ADF S101), Color (ADF S143)

Course Code: ADF S123 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: H. Bartnick
Meets: Mon. & Wed. 9:30am–12:10pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION B: H. Bartnick
Meets: Mon. & Wed. 2–4:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION C: I. Anderson
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*

*School closed March 15 and 17

Design: Issues & Process

This course involves comprehensive design projects that concern more advanced visual issues, executed in a wide variety of media. Decision-making in the creative process and the development of strong design concepts will be emphasized. Areas of study will include an investigation of the “real world” concerns of fine artists and designers, non-Western imagery and culture, and visual social engagement.

Continuing Education Prerequisite: 2-Dimensional Design (ADF S151)

Course Code: ADF S154 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: S. Nichter
Meets: Mon. & Wed. 12:30–3:10pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION B: M. Templeton
Meets: Mon. & Wed. 12:30–3:10pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION C: I. Anderson
Meets: Tues. & Thurs. 10am–12:40pm
January 18–May 5*

*School closed March 15 and 17

WEEKDAY SECTION D: B. Beard
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*

*School closed March 15 and 17
**Course Descriptions**

**PLNE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.**

**Imaging**
This course focuses on the techniques and technologies of image capture, manipulation and output; and on how these methods of visual image generation can be combined with traditional hand techniques used by artists and designers in the 21st century. Digital photography, photocopy, scanning, and an introduction to Adobe Photoshop will be covered in weekly and longer-length assignments.

**Continuing Education Prerequisites:** Foundation Drawing II (ADF S102), 3-Dimensional Design (ADF S152), Color (ADF S143)

Course Code: ADF S156 • 3 credits
Continuing Education Cost: $1,312

**WEEKDAY SECTION A:** J. Kalontzis
Meets: Mon. & Wed. 10am–12:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

**Paper Studio**
This course will lead the student from the basics of making handmade paper through the many applications of the medium. In two-dimensional form, book arts and alternative photography processes will be explored. In three dimensions, the emphasis will be on paper as a sculptural medium.

**Course Code:** ADF S252 • 3 credits
Continuing Education Cost: $1,312

**WEEKDAY SECTION A:** J. Kawada
Meets: Fri. 9–11:40am & 12:30–3:10pm
January 21–May 6*

*School closed March 18

**Arts and Culture of Asia, Africa, South America, and Oceania**
The coursework introduces students to the artistic and visual traditions of South and East Asia, Africa, Oceania, and the Americas. In addition to the material culture of the particular region under study, the coursework will consider socio-political ideals, religious belief systems, and cultural principles that ‘shaped’ or informed the work and the ideology of civilizations beyond the Western hemisphere. Comparative analysis among non-Western and Western traditions will be used to critically analyze the salient points of influence, rejection, and modifications of aesthetic affinities. Class lectures will be supplemented with museum seminars, specifically at the rich non-Western collections of the Museum of Fine Arts in Boston. Guided field trips to the museum will allow students to formally analyze the works of art discussed in lecture and text material.

**Course Code:** ADF 306 • 4 credits
Continuing Education Credit: $1,536

**EVENING SECTION AE:** A. Bokhari
Meets: Mon. 6–8:40pm
January 24–May 2*

*School closed January 17, February 21, March 14 and April 18

**Printmaking Studio**
This course is designed to familiarize students with the printmaking studio and various techniques. Students will gain exposure to a number of techniques including non-toxic processes. Over the course of the semester, students will be expected to develop a portfolio of prints while working in class and independently.

**Continuing Education Prerequisite:** Foundation Drawing II (ADF S102)

Course Code: ADF S251 • 3 credits
Continuing Education Cost: $1,312

**WEEKDAY SECTION A:** R. Thurston
Meets: Mon. & Wed. 2–4:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

Experimental Drawing & Painting
This course is designed to provide a workshop-style environment for students to achieve an increasingly sophisticated level of mastery. Students are encouraged to develop their own area of interest in painting and drawing. In-class models will be available to those who want to work figuratively. Individual and group critiques are integrated into the semester’s work. The class will study the works of contemporary and historical painters. This is not a class for beginning students.

Continuing Education Prerequisite: Advanced Painting (ADFA S241) or instructor’s approval.

Course Code: ADFA S330 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION AE: I. Anderson
Meets: Tues. & Thurs. 6–8:40pm
January 18–May 5*

*School closed March 15 and 17

Video Containers: DVD Studio Pro & Final Cut Pro
The proliferation of delivery methods and contexts for moving image art is exploding. Video Containers aims to explore the forms video can take to reach its audience. Students will explore how context can shape video and how to shape their video for specific contexts. Students may create and author DVDs that integrate text, graphics, and image as well as explore video projection as sculpture and handheld art. While post-production in nature this course will look at what must be done to shape video from start to finish depending upon the container.

Continuing Education Prerequisite: Familiarity with MAC OSX and good file management skills.

Course Code: ADFA S325 • 3 credits
Continuing Education Credit: $1,312

WEEKDAY SECTION A: B. Beard
Meets: Fri. 9:30am–12:10pm & 1–3:40pm
January 21–May 6*

*School closed March 18
Graphic Design

Graphic designers convert ideas, information, and emotions into visual symbols designed to influence the way our society perceives people, products, and issues. The graphic design programs at the School of Art & Design are intended to equip students with the intellectual and practical abilities required of graphic communicators and problem-solvers. The curriculum is an integration of design principles, the creative process, and electronic technology.

MASTER OF ARTS IN GRAPHIC DESIGN

The School of Art & Design at Suffolk University proudly offers a Master of Arts in Graphic Design degree. The program is the only one of its kind in New England. The program has been developed to help you further refine your design skills, making you more marketable and competitive in the industry.

If you would like more information on the Master of Arts in Graphic Design, please visit: www.suffolk.edu/graphicdesign/masters

Or contact the Office of Graduate Admission:
Phone 617.573.8302  Email grad.admission@suffolk.edu

CERTIFICATE IN ELECTRONIC GRAPHIC DESIGN

If you want to refine your graphic design skills without the extensive training required of a BFA or MA, the certificate program is right for you. This program provides real-world preparation built on a foundation of design and typography skills, coupled with a thorough grounding in the use of the computer as a design tool. The primary emphasis of all courses, however, remains the conceptual, creative process. The program will give you the practical design and software skills necessary to secure entry-level employment in the graphic design field. The certificate is a part-time program which can be completed in two years. You can choose from day and evening course offerings and take as many courses per semester as scheduling and prerequisite requirements allow.

Students without a portfolio of recent work are required to pass Fundamentals of Graphic Design (ADG 100) with a grade of B or higher to be considered for admission to the program.

**Suggested Course Sequence**

2-Dimensional Design (ADF S151)
Basic Typography (ADG S201)
Graphic Design I (ADG S206)
Computer Applications in Design (ADG S219)
Graphic Design II (ADG S207)
Computer Typography (ADG S202)
Advanced Computer Applications (ADG S354)
Web Design I (ADG S213) or Graphic Design Studio Elective
Graphic Design Internship (ADG 400) or Graphic Design Studio Elective
Graphic Design III (ADG S344)
Graphic Design IV (ADG S345)
Professional Practice (ADG 337)

Students will also choose two three-credit elective courses from the graphic design curriculum.

Please visit our Web site for more information: www.suffolk.edu/graphicdesign/certificate
BACHELOR OF FINE ARTS IN
GRAPHIC DESIGN

Our BFA program is ideal for those who want to combine intensive professional arts training with a strong liberal arts component. Programs may be taken on a full- or part-time basis. The length of your program will depend on the number of courses you take each semester.

If you would like to know more about the BFA program in graphic design, please visit: www.suffolk.edu/graphicdesign/bachelors

PRE-GRADUATE SUMMER PROGRAM
(PRE-GRAD)

The Pre-Graduate Summer Program is a 10-week intensive program designed to prepare you for fall admission to the Master of Arts in Graphic Design program at The New England School of Art & Design at Suffolk University. You’ll take courses in the following areas: Drawing, Color, 2D & 3D Design, and Imaging. If you successfully complete the program, you’ll accelerate your first semester foundational art courses and be admitted into the School of Art & Design’s Master of Arts in Graphic Design program for the fall. Please see our Web site at www.suffolk.edu/nesad/pregrad for more information.

12 credits
Tuition: $5,273
Meets: Mon., Tues., Wed., & Thurs. 8:30am–5pm
June 6–August 15
Orientation: June 3
**Fundamentals of Graphic Design**

This course will introduce students to the fundamentals of communication problem-solving, such as research, typography, concept, and design development; it will expose students to the basic concepts of graphic design, including such specialties as advertising, corporate design, and packaging. The primary purpose of the course is to aid students in deciding whether to pursue a career in graphic design. This course is a prerequisite for admission into the Electronic Graphic Design Certificate Program. A grade of B or better in this course will waive the standard portfolio requirement.

Course Code: ADG 100 • 2 credits
Continuing Education Cost: $768

**EVENING SECTION AE:** J. Shippole
Meets: Thurs. 6–9pm
January 20–April 7*

*School closed March 17

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**History of Graphic Design**

The first part of the course will focus on the history of graphic design from prehistoric times to the Industrial Revolution, including the origins of graphic communications in the ancient world, the development of the alphabet, and early printing and typography. The second portion will concentrate on the period from the late 19th century to the present, and will include the Arts and Crafts Movement, the various “isms” and their influence on modern art, the Bauhaus and International Style, and contemporary visual systems and image-making.

Course Code: ADG 224 • 4 credits
Continuing Education Cost: $1,536

**WEEKDAY SECTION A:** P. Bianco
Meets: Wed. 10am–12:40pm
January 19–May 4*

*School closed March 16
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

Computer Typography
This advanced course focuses on the translation of the historical knowledge and hand skills learned in Basic Typography into an electronic format. Students will learn how to produce quality type in electronic format as well as experiment with and explore type through electronic manipulation.

Continuing Education Prerequisites: Basic Typography (ADG S201), Computer Applications in Design (ADG S219)

Course Code: ADG S202 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: M. Verougstraete
Meets: Mon. & Wed. 2–4:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

EVENING SECTION BE: M. Verougstraete
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

Advanced Computer Applications in Design
This course is designed to further explore software applications for specific and experimental effects. It aims to provide students with the knowledge and skills necessary to choose the appropriate software application and to execute the desired design, focusing on the design itself rather than on the limitations of computer programs. The course also focuses on solving the technical and production problems of preparing artwork electronically for printing. Software applications include Adobe Creative Suite: InDesign, Illustrator, and Photoshop.

Continuing Education Prerequisites: Basic Typography (ADG S201), Graphic Design I (ADG S206), Computer Applications in Design (ADG S219)

Course Code: ADG S354 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: Staff
Meets: Mon. & Wed. 9:30am–12:10pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION C: L. Golly
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*

*School closed March 15 and 17

Computer Applications in Design
In this course students will learn the major software applications used by graphic designers. Through a series of problems, students will learn how and when to use specific software to produce their solutions and prepare portfolio-quality design.

Course Code: ADG S219 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION AE: J. Gendron
Meets: Tues. & Thurs. 6–8:40pm
January 18–May 5*

*School closed March 15 and 17
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

Graphic Design II
This continuation of the skills learned in Graphic Design I involves projects that are broader in scope, more in-depth, and geared to address societal issues.

Continuing Education Prerequisites: Graphic Design I (ADG S206), Computer Applications in Design (ADG S219)

Course Code: ADG S207 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION AE: M. Mips
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION B: M. Templeton
Meets: Tues. & Thurs. 10am–12:40pm
January 18–May 5*

*School closed March 15 and 17

WEEKDAY SECTION C: A. Wood-Mann
Meets: Tues. & Thurs. 10am–12:40pm
January 18–May 5*

*School closed March 15 and 17

Graphic Design IV
This continuation of the concepts and skills developed in Graphic Design III allows students to apply them to more complex, multi-piece, in-depth projects.

Continuing Education Prerequisite: Graphic Design III (ADG S344)

Course Code: ADG S345 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION AE: P. Bianco
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION B: W. Marosek
Meets: Tues. & Thurs. 10am–12:40pm
January 18–May 5*

*School closed March 15 and 17
Web Design I

This course will introduce basic Web site design and creation skills to students to prepare them for more advanced study in Web Design II. The class will use a variety of industry-standard software to design and create basic working Web sites. Students will learn HTML, XHTML, and CSS. Javascript, Flash, and Action Scripting will be discussed and presented as supplemental tools. Information architecture, wire frames, interface design, user experience, and Web page layouts will be explored in depth. The history, societal context, and future of new media will be discussed throughout the semester.

Software: Dreamweaver, Photoshop, and/or Fireworks.

Continuing Education Prerequisite: Computer Applications in Design (ADG S219)

Course Code: ADG S213 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION AE: Staff
Meets: Tues. & Thurs. 6–8:40pm
January 18–May 5*

*School closed March 15 and 17

Web Design II

This course is intended as a continuation of the experience gained in Web Design I. The objective of the course is the development of advanced conceptual skills such as prototyping, usability testing, interactive philosophy, accessibility, and project and content management. Students will further develop their professional multimedia skills by working with HTML, XHTML, CSS, and other industry-standard tools. JavaScript will be discussed and we will use Flash for animation and video. Current techniques for distribution on mobile devices will be explored. Software that will be used during the class will include Dreamweaver, Flash, and other professional-level software tools.

Continuing Education Prerequisite: Web Design I (ADG S213) or instructor’s permission

Course Code: ADG S340 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: Staff
Meets: Fri. 9:30am–12:10pm & 1–3:40pm
January 21–May 6*

*School closed March 18

EVENING SECTION BE: C. Headen
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18
Illustration

This course introduces the skills necessary for meeting clients' illustration needs in a variety of media appropriate to their context. Emphasis will be placed on developing the ability to draw real objects and real people while advancing a personal style. Development of visual research and a photo reference file, thumbnailing, and rendering skills for one’s presentation of ideas and concepts while designing the proper environment for an illustration will be required.

Continuing Education Prerequisite: Foundation Drawing II (ADF S102)

Course Code: ADG S214 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: W. Marosek
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*

*M.School closed March 15 and 17

Motion Graphics

Enter the world of motion design and learn how to make movies that incorporate image, type, and video. This class will focus on learning and using specific software to create moving graphics that are geared toward being broadcast on television, online, or film. Students will create time-based works such as title sequences, ads, and videos that they art direct. In the very near future, motion design will be a necessary skill for designers seeking to compete in the marketplace. Motion design can be applied to many areas of graphic design—from on-screen presentation to environmental design. During the class, students will build their motion design portfolio to gain an edge above conventional print and Web designers.

Continuing Education Prerequisite: Computer Applications in Design (ADG S219) or Final Cut Pro (ADFA S315)

Course Code: ADG S330 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: J. Fuchel
Meets: Mon. & Wed. 2–4:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

**Digital Photography**

Often mixed with other media, photography has evolved into a major tool for use by the contemporary artist and designer. This course offers students the experience of creating digital and film photographs while studying concepts of art direction and techniques that can enhance their compositions. The primary objective is to generate professional still and motion images for digital media, including the Web. Students will manipulate their photographic images using Photoshop rather than the traditional darkroom. Students will also learn how to photograph their own artwork and use a digital camera. Advanced students will be encouraged to explore independent tracks of study. The class is open to all School of Art & Design majors.

*Course Code: ADG S365 • 3 credits*
*Continuing Education Cost: $1,312*

**WEEKDAY SECTION A:** K. Martin
Meets: Wed. 10am–12:40pm & 1:30–4:10pm
January 19–May 4*

*School closed March 16

**Artists’ Books**

Books are vessels of information. They can present your graphic design, photography, or fine arts; house a cherished collection; and even express non-linear thought. This class will cover traditional book design and construction techniques, as well as contemporary, non-traditional methods. You will learn to blend design, craftsmanship, and content to create books that are themselves works of art. This is a hands-on studio course intended for graphic design and fine arts majors.

*Continuing Education Prerequisites:* Computer Typography (ADG S202), Graphic Design II (ADG S207), or instructor’s permission.

*Course Code: ADG S370 • 3 credits*
*Continuing Education Cost: $1,312*

**WEEKDAY SECTION A:** M. McCarthy
Meets: Fri. 9:30am–12:10pm & 1–3:40pm
January 21–May 6*

*School closed March 18
Good interior designers use their talents to transform society. As an interior design student, you will gain the knowledge, skills, and passion for design that influence the way we live our lives at home, in the office, and in our public spaces. The curriculum at the School of Art & Design provides you with a comprehensive knowledge of design theory, history, communication and design skills, sustainable design, code adherence, and professional practices.

MASTER OF ARTS IN INTERIOR DESIGN

The MA in Interior Design is a professional-level program consisting of a minimum of 30 credits of graduate study accredited by the Council for Interior Design Accreditation. The program is designed primarily for those who have earned an undergraduate degree in a field not related to the visual arts (e.g., English, history, biology, mathematics, etc.) or who have earned an undergraduate degree in the visual arts other than interior design (e.g., fine arts, graphic design, illustration, etc.). The length of the program is dependent on candidates’ prior educational experience and course load.

If you would like more information on the Master of Arts in Interior Design, please visit: www.suffolk.edu/interiordesign/masters

Or contact the Office of Graduate Admission:
Phone 617.573.8302 • Email grad.admission@suffolk.edu

BACHELOR OF FINE ARTS IN INTERIOR DESIGN

Our BFA program is ideal if you want to combine intensive professional arts training with a strong liberal arts component. Programs may be taken on a full- or part-time basis. The length of your program will depend on the number of courses you take each semester.

If you would like to know more about the BFA in Interior Design, please visit: www.suffolk.edu/interiordesign/bachelors

PRE-GRADUATE SUMMER PROGRAM (PRE-GRAD)

The Pre-Graduate Summer Program is a 10-week intensive program designed to prepare you for fall admission to the Master of Arts in Interior Design program at The New England School of Art & Design at Suffolk University. You’ll take courses in the following areas: Drawing, Color, 2D & 3D Design, and Perspective & Rendering. If you successfully complete the program, you’ll accelerate your first semester foundational art courses and be admitted into the School of Art & Design’s Master of Arts in Interior Design program for the fall. Please see our Web site at www.suffolk.edu/nesad/pregrad for more information.

12 credits
Tuition: $5,273
Meets: Mon., Tues., Wed., & Thurs. 8:30am–5pm
June 6–August 15
Orientation: June 3
Introduction to Interior Design & Decoration

This introductory course is designed to aid you in determining whether to pursue a career in interior design or decorating. Through both lectures and studio work, you will learn basic drafting and graphic communication techniques used in the presentation of visual ideas, as well as various elements of interior composition, such as space planning; color; furniture and finish; and materials selection. The final project will be suitable for inclusion in a portfolio.

Course Code: ADI 01 • 2 credits
Continuing Education Cost: $768

WEEKDAY SECTION A: S. Strohl-Hammett
Meets: Mon. 6–9pm
January 24–April 11*

*School closed January 17, February 21, March 14, and April 18

History of Furniture & Architecture I

The goal of this course is the enhancement of your critical comprehension of historic styles and the impact they have on contemporary design solutions. The survey begins with the Egyptian period and provides an overview of the history of furniture and architecture through the mid-1700s, including ancient Greece and Rome, Gothic, Renaissance, Baroque, and Rococo periods. Emphasis will be placed on chronological periods, the visual characteristics of each style including regional idiosyncrasies, and the terminology germane to a study of furniture and architecture.

Course Code: ADI 221 • 4 credits
Continuing Education Cost: $1,536

EVENING SECTION AE: M. Dion
Meets: Thurs. 6–8:40pm
January 20–May 5*

*School closed March 17
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

History of Furniture & Architecture II

A continuation of History of Furniture & Architecture I, this course will extend the investigation of furniture and architecture into the 20th century, while addressing issues concerning preservation, restoration, rehabilitation, and adaptive re-use. Drawing on the vast resources of the city of Boston and its environs, you will become actively involved in stylistic progression, local living history, and the benefits of preserving our past for future generations. Field trips will include visits to restored Federal, Victorian, and contemporary venues.

Continuing Education Prerequisite: History of Furniture & Architecture I (ADI 221)

Course Code: ADI 222 • 4 credits
Continuing Education Cost: $1,536

EVENING SECTION AE: C. Meek
Meets: Mon. 6–8:40pm
January 24–May 2*

*School closed January 17, February 21, March 14, and April 18

WEEKDAY SECTION A: R. Wynn
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*

*School closed March 15 and 17

Perspective & Rendering

This course introduces students to the systems of perspective developed during the Renaissance as a means of creating the illusion of three-dimensional space on a two-dimensional surface. Using one-, two-, and three-point perspective, students will learn to effectively render the illusion of space. Students will learn a variety of creative architectural drawing techniques using various media, and both free-hand sketching and technical rendering methods will be emphasized.

Continuing Education Prerequisite: Prior or concurrent drawing experience

Course Code: ADI S108 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: R. Wynn
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*

*School closed March 15 & 17

EVENING SECTION BE: T. Yamamoto
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

Orthogonal Drawing
To make ideas become reality, designers must create drawings that accurately communicate the finished project. This course will enable you to produce two-dimensional drawings that accurately depict the length, width, breadth, and height of the interior space, object, or project. You will acquire the skills necessary for measured plans, elevations, and sections as well as isometric and axonometric drawing types. Both hand drafting and digital drawing techniques (CAD) will be included. Projects will be organized in increasing complexity as skills are mastered.

Please note: This course replaces both Drafting Studio (ADI S104) and Computer Drafting Studio I (ADI S371) in the School’s curricula. Students who have already taken Drafting Studio will have to take Orthogonal Drawing. Students who have taken neither Drafting Studio nor Computer Drafting Studio I should take Orthogonal Drawing.

Continuing Education Prerequisite: Perspective & Rendering (ADI S108)
Course Code: ADI S110 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION AE: Staff
Meets: Tues. & Thurs. 6–8:40pm
January 18–May 5*
*School closed March 15 and 17

WEEKDAY SECTION B: K. Vanderlaan
Meets: Wed. & Fri. 9:30am–12:10pm
January 19–May 6*
*School closed March 16 and 18

Interior Design Communications
This course teaches you how to communicate design ideas to clients and associates through visual media. It will include drawing media, freehand sketching, interior perspective, shade and shadow, color, design graphics, rendering, presentation formats, and exposure to digital imaging. Projects will be organized in increasing complexity and will introduce you to necessary communication skills.

Continuing Education Prerequisites: Foundation Drawing I (ADF S101), Perspective & Rendering (ADI S108)
Course Code: ADI S106 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION AE: Staff
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*
*School closed January 17, February 21, March 14 & 16, and April 18

WEEKDAY SECTION B: Staff
Meets: Tues. & Thurs. 10am–12:40pm
January 18–May 5*
*School closed March 15 and 17
**Course Descriptions**

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

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**Interior Design Studio I**

This studio introduces you to basic design principles, design theory, and concept development. Emphasis will be placed on design process, problem-solving, spatial organization, anthropometrics, universal design awareness, and presentation techniques. You will be given a series of projects of increasing complexity, utilizing and building upon the skills developed in the foundation courses. You will be expected to produce process diagrams, plans, elevations, models, and finish boards.

**Continuing Education Prerequisites:** Color (ADF S143), Orthogonal Drawing (ADI S110), Interior Design Communications (ADI S106), 3-Dimensional Design (ADF S152)

**Course Code:** ADI S201 • 3 credits

**Continuing Education Cost:** $1,312

**WEEKDAY SECTION A:** Staff
Meets: Tues. & Thurs. 10am–12:40pm
January 18–May 5*

*School closed March 15 and 17

**EVENING SECTION BE:** J. Leon
Meets: Tues. & Thurs. 6–8:40pm
January 18–May 5*

*School closed March 15 and 17

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**Residential Design Studio**

This course addresses residential interior environments on a large scale. You will develop client contact and programming skills. Emphasis will be placed on residential precedents, design process, human factors, accessibility, building codes, diagramming, spatial organization, detailing, presentation techniques, furnishings, finishes, and lighting.

**Continuing Education Prerequisites:** Foundation Drawing II (ADF S102), Interior Design Studio I (ADI S201)

**Course Code:** ADI S202 • 3 credits

**Continuing Education Cost:** $1,312

**WEEKDAY SECTION A:** J. Hassan
Meets: Mon. & Wed. 10am–12:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

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Introduction to Interior Design Theory

This course examines the theoretical foundations of interior design practice by introducing important individuals, movements, writing, and works that have influenced the direction of the profession from the Industrial Revolution to the present day. Combining lecture and seminar formats intermixing presentations, readings, discussion, and field trips with exercises involving writing and drawing as methods of critical inquiry, we will explore the formal and philosophical ideas underlying the making of interiors and their relationship to broader social, political, and economic issues. We will also examine the roles of technology, the media, fashion, patronage, and individually- and collectively-held beliefs and values.

**Continuing Education Prerequisite:** Must be taken concurrently with Interior Design Studio I (ADI S201)

*Course Code: ADI 234 • 3 credits
Continuing Education Cost: $1,152

**WEEKDAY SECTION A:** Staff
Meets: Wed. 10am–12:40pm
January 19–May 4*

*School closed March 16

Advanced Interior Design Communications

This course helps you become proficient in computer-based advanced interior design communication techniques, while teaching you to integrate numerous hand techniques with 2D and 3D design software. This course covers scanning, digital photography, digital imaging (Photoshop), CAD overlay, and initial Web page portfolio design, as well as various presentation techniques (PowerPoint, Web, digital slide shows). Additionally, this course will cover several schematic design-level 3D CADD virtual reality rendering software packages (SketchUp, Design Workshop, ArchiCAD) to enhance your skills in free-hand sketching, rendering, and perspective.

**Continuing Education Prerequisites:** Orthogonal Drawing (ADI S110), Interior Design Communications (ADI S106)

*Course Code: ADI S264 • 3 credits
Continuing Education Cost: $1,312

**WEEKDAY SECTION A:** M. Kennedy
Meets: Mon. & Wed. 9:30am–12:10pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

**WEEKDAY SECTION B:** A. Gitelman
Meets: Tues. & Thurs. 2:30–5:10pm
January 18–May 5*

*School closed March 15 and 17
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

Interior Codes & Construction

This course examines various interior construction assemblies on non-load-bearing walls, load-bearing walls, floors, stairs, elevators, fireplaces, ceilings, doors, interior windows, frames, millwork, and fire-related construction. Emphasis will be placed on building codes including BOCA and Underwriters Laboratory, ASTM, state, and federal accessibility codes, and construction materials. You will also be introduced to basic structural concepts and characteristics of structural materials.

**Continuing Education Prerequisite:** Orthogonal Drawing (ADI S110)

**Course Code:** ADI 242 • 3 credits  
**Continuing Education Cost:** $1,152

**WEEKDAY SECTION A:** Staff  
Meets: Thurs. 2:30–5:10pm  
January 20–May 5*

*School closed March 17

Interior Materials & Finishes

You will study the visual qualities, technical characteristics, and applications of the common materials and finishes used in interior installations. These materials will include floor coverings, wall coverings, textiles, ceilings, and sustainable materials. Related fire, health, and safety codes as well as maintenance and life-cycle costs will be discussed. Class content will be presented in the form of lectures, guest speakers, and tours of the Boston Design Center. You will learn to analyze, select, and specify materials and finishes for the appropriate applications, write specifications, and prepare a resource notebook.

**Course Code:** ADI 244 • 3 credits  
**Continuing Education Cost:** $1,152

**WEEKDAY SECTION A:** A. Zani  
Meets: Wed. 2–4:40pm  
January 19–May 4*

*School closed March 16

**EVENING SECTION B:** O. Merlo  
Meets: Wed. 6–8:40pm  
January 19–May 4*

*School closed March 16
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

Lighting

This course introduces you to the art and technology of lighting and explores the use of lighting as a design element in the interior environment. The class material will be presented in a series of lectures, readings, and demonstrations. You will learn to analyze interior lighting installations, calculate lighting levels for interiors, select appropriate light fixtures, and prepare a lighting plan based on one of your studio projects.

Please note: We recommend students take Orthogonal Drawing or its equivalent before taking this course.

Course Code: ADI 254 • 3 credits
Continuing Education Cost: $1,152

EVENING SECTION AE: J. Rose
Meets: Thurs. 6–8:40pm
January 20–May 5*

*School closed March 17

WEEKDAY SECTION B: A. Gitelman
Meets: Fri. 9–11:40am
January 21–May 6*

*School closed March 18

Contract Design Studio I

This commercial design studio focuses on office and institutional design. You will develop programming and space-planning skills unique to these environments through a series of small- to medium-sized projects. Emphasis will be placed on commercial precedents, programming, design process, human factors, building codes, ADA, spatial organization, detailing, presentation techniques, office furniture systems, equipment, finishes, and lighting.

Continuing Education Prerequisites: Foundation Drawing II (ADF S102), Interior Design Studio I (ADI S201), Advanced Interior Design Communications (ADI S264), Interior Codes & Construction (ADI 242)

Course Code: ADI S303 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: N. Benkaci
Meets: Tues. & Thurs. 10am–12:40pm
January 18–May 5*

*School closed March 15 and 17
Contract Design Studio II
This studio focuses on adaptive re-use and renovation of commercial interiors with attention given to historical buildings in the Boston area. Emphasis is placed on creative problem-solving methods and a philosophical approach to medium- and large-scale hospitality and retail design projects. You will be required to incorporate the skills and knowledge gained throughout your studies to create a comprehensive project, including presentation drawings, models, material and furniture boards, and a set of construction documents and specifications.

Continuing Education Prerequisites: Orthogonal Drawing (ADI S110), Residential Design Studio (ADI S202), History of Furniture & Architecture II (ADI 222), Contract Design Studio I (ADI S303)

Course Code: ADI S305 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION A: Staff
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

Construction Documents
Building on the curriculum of Orthogonal Drawing, this course will explore in more detail the features of CAD and BIM software. Programs will be used as tools to draft, organize, and produce a set of construction documents. Students will complete a full set of contract documents.

Please note: If you are applying to the MA in Interior Design program, you should not take this course as a CE student.

Continuing Education Prerequisites: Orthogonal Drawing (ADI S110), Interior Design Studio I (ADI S201)

Course Code: ADI S372 • 3 credits
Continuing Education Cost: $1,312

WEEKDAY SECTION A: L. Chin
Meets: Mon. & Wed. 2–4:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18

Furniture & Detailing Studio
This course introduces students to the design process as it applies to furniture, addressing furniture ergonomics, materials, construction techniques, manufacturing, and design. Students will research selected topics, and design seating, work/service pieces, and cabinetry. Emphasis will be placed on furniture precedents, research, design process, human factors, accessibility, detailing, documentation, and presentation techniques.

Continuing Education Prerequisite: Advanced Interior Design Studio (ADI S264)

Course Code: ADI S304 • 3 credits
Continuing Education Cost: $1,312

EVENING SECTION BE: D. Folz
Meets: Mon. & Wed. 6–8:40pm
January 19–May 4*

*School closed January 17, February 21, March 14 & 16, and April 18
Course Descriptions

PLEASE NOTE: PRIORITY IN REGISTRATION FOR ALL SECTIONS IS GIVEN TO MATRICULATED STUDENTS.

**Continuing Education 30|31**

**Interior Marketing & Contracts**
This course will cover the business aspects of interior design, including management, client, and contractor relationships; project management; proposal writing; and market resourcing. In addition, students will be exposed to career planning practices, such as portfolio development, resume preparation, and interviewing techniques. Tours of architectural and interior design firms will also be included.

*Please note: If you are applying to the MA in Interior Design program, you should not take this course as a CE student.*

**Continuing Education Prerequisite:** Interior Design Studio I (ADI S201)

**Course Code:** ADI 384 • 3 credits
**Continuing Education Cost:** $1,152

**EVENING SECTION BE:** B. Bahr
Meets: Tues. 6–8:40pm
January 18–May 3*

*School closed March 15

**Environmental Systems**
This course studies mechanical, electrical, and plumbing technology and systems commonly employed in residential and commercial interiors. It will introduce students to the vocabulary, concepts, and basic components of these fields of engineering. This will enable students to integrate these building systems in their design work and communicate ideas effectively with project engineers and contractors. The course will include commonly used heating, ventilating, air conditioning, and plumbing piping and fixtures; fire sprinklers; electrical supply and distribution; and smoke detection and fire alarm systems. Related mechanical, electrical, and plumbing codes will also be discussed.

**Continuing Education Prerequisite:** Interior Codes & Construction (ADI 242)

**Course Code:** ADI 352 • 3 credits
**Continuing Education Cost:** $1,152

**EVENING SECTION AE:** B. MacRitchie
Meets: Thurs. 6–8:40pm
January 20–May 5*

*School closed March 17
Administrators

William M. Davis  
Chairman

Sara Chadwick  
Director of Administrative Services

Suzanne M. John  
Director of Academic & Instructional Services

Karianne Noble  
Director of Continuing Education and Preparatory Programs

Ellen Sklaver  
Manager of Library Services

Brian Tynemouth  
Assistant Director, Library and Computer Services

Linda L. Brown  
Foundation Program Director

Karen Clarke  
Interior Design Program Co-Director

Rita Daly  
Graphic Design Graduate Program Director

Jennifer Fuchel  
Graphic Design Certificate Program Advisor

Audrey Goldstein  
Fine Arts Program Director

Laura A. Golly  
Graphic Design Program Director

Nancy Hackett  
Interior Design Program Co-Director

Eric Belson  
Senior Computer Specialist

Dan Caparotta  
Computer Specialist

Molly Ferguson  
Office Coordinator

Elaine Hackney  
Graphic Design Program Assistant

Virginia Lane  
Interior Design Program Coordinator

Leon Martinez  
Administrative Support

Mish McIntyre  
Foundation Program Coordinator

Joshua Matthew Peters  
Receptionist

Sara Porth  
Continuing Education Program Coordinator

Laureen Simonetti  
Ballotti Learning Center Consultant

Nichole Vatcher  
Assistant Director of Academic & Instructional Services

Faculty

Sophia Ainslie  
BFA, University of South Africa, Pretoria; MFA, School of the Museum of Fine Arts

Barbara Bahr  
BS, Kean University of New Jersey; Diploma, The New England School of Art & Design

Gabrielle Barzaghi  
Diploma, School of the Museum of Fine Arts

Bebe Beard  
BFA, University of Massachusetts, Amherst; MFA, Massachusetts College of Art

Peter Bianco  
BFA, Massachusetts College of Art

Afshan Bokhari  
PhD, University of Vienna; MA, Boston University; MDes, Harvard University; BA, Wellesley College

Niels Burger  
BA, Hampshire College; MFA, Boston University

Anthony Capozzi  
Diploma, Suffolk University; BS, University of Delaware

Lu Chin  
BArch, University of Maryland

Jin Choi  
BA, Yonsei University (Korea); MFA, Chung-Ang University (Korea); MArch, Yale University

Grace Consoli  
BA, Hunter College; MA, Stony Brook University

Minko Dimov  
Diploma, The New England School of Art & Design at Suffolk University; MA, Sofia University (Bulgaria); JD, Sofia University Law School (Bulgaria)

Marg Dion  
Diploma, The New England School of Art; BFA, Suffolk University
Lodovico Fabbris
Diploma, Scuola Regionale Toscana, Florence; MFA, Accademia di Belle Arti (Italy)

Debra Folz
BFA, Suffolk University; MFA, Rhode Island School of Design

Edward Gaffney
BA, Assumption College; MA, Boston Architectural Center

Joel Gendron
BFA, The New England School of Art & Design at Suffolk University

Jane Hassan
AA, University of Maine; Diploma, The New England School of Art & Design; BFA, Suffolk University

Catherine Headen
BA, Tufts University; MA, Suffolk University

Kayla Hicks
BFA, The New England School of Art & Design at Suffolk University

Jeffrey Hull
BFA, Kansas City Art Institute; MFA, Boston University

Joanne Kaliontzis
BFA, Rhode Island School of Design

Janet Hansen Kawada
BFA, Massachusetts College of Art; MFA, Vermont College

Michele Kennedy
BA, Simmons College; Graduate Certificate, Harvard University Extension School; MA, Suffolk University

Jef Leon
BArch, Carnegie Mellon University

Inga Leonova
BArch, Moscow Architectural Institute (Russia); MArch, Miami University

Bruce MacRitchie
BSME, MBA, Northeastern University

Kenneth Martin
BA, College of the Holy Cross; Diploma, New England School of Photography

Mary McCarthy
BA, William Paterson University

Carolyn Meek
BS, Boston University; Diploma, Chamberlayne School of Design

Oriana Merlo
Certificate, Collingwood College of Technical & Further Education (Australia); BS, LaTrobe University (Australia); BFA, Suffolk University

Melissa Mips
BS, Pace University; MA, Emerson College

Yvette Perullo
BFA, University of Massachusetts, Dartmouth; MA, Suffolk University

Julie Richards
BS, Towson University; MA, Suffolk University

Amy Rogavich
BS, College of Architecture & Interior Design, University of Cincinnati

Julie Rose
BA, College of the Holy Cross; MA, Suffolk University

Jay Shippole
Diploma, The New England School of Art & Design; AA, Chamberlayne Junior College

Sheryll Strohl-Hammett
Diploma, The New England School of Art & Design

Matt Templeton
BFA, The Art Institute at Lesley University; MFA, The Slade School of Fine Art, University College London

Peter Thibeault
BFA, Rhode Island School of Design; MFA, The Art Institute at Lesley University

Kathleen Vander Laan
BS, Michigan Tech University; MA, Suffolk University

Marie-Anne Verougstraete
Diploma, St. Lucas Instituut (Belgium); MFA, Boston University

Elissa Von Letkemann
Certificate, New York University; BA, University of New Hampshire; MFA, Boston University

Jennifer Won
BS, Massachusetts Institute of Technology

AnneMary Wood-Mann
BA, Lafayette College; BFA, Suffolk University

Rex Wynn
AS, Harrisburg Community College; BFA, Parsons School of Design

Tamotsu Yamamoto
BFA, MFA, Kyoto University of Fine Arts (Japan); Post Graduate Certificate, Museum School of Fine Art

Amanda Zani
BS, Providence College; MA, Suffolk University
Tuition, Policies, & Procedures

REGISTRATION POLICIES & PROCEDURES

Students must complete the published registration procedures each semester, including payment of all tuition and fees, to gain admission to classes. No student can be registered until all registration procedures have been completed. Class sizes are limited; early registration is advised. Registration priority in all sections is given to matriculated students.

Registering for Continuing Education Classes

Students should refer to page two. Matriculated MA, BFA, and certificate candidates must register through the University registrar for all courses.

How to Cancel Registration Before a Course Begins

Students who cancel their registration at any time prior to the start of classes will receive a full refund of tuition paid, less the $25 registration fee and any other applicable fees, provided they notify the School of Art & Design in writing either by certified mail, fax, email, or in person prior to the start of the class(es) for which they have registered. Cancellation will be dated from the day such notice of cancellation is postmarked, faxed, emailed, or submitted in person.

How to Withdraw from a Course Once It Has Begun

Students wishing to withdraw must notify the School of Art & Design in writing by certified mail or via fax, email, or in person to the Continuing Education Office. Refunds will be calculated from the date such notification is postmarked, faxed, emailed, or submitted in person.

Academic Advising

Students receive academic advising services from the Continuing Education Office. A continuing education student may request an appointment to meet with an advisor at 617.994.4235 or 617.994.4233.

A Note for International Students

United States immigration policy no longer permits students on B-1 (business) or B-2 (tourist) visas to enroll in courses at any college or university. If you are in the United States on a B-type visa, you will not be allowed to enroll in courses at the School of Art & Design at Suffolk University.

English Proficiency Requirement

All non-native English speakers must demonstrate proficiency in the English language. Upon registering for courses, students may be required to have their English language skills evaluated.
Tuition, Policies, & Procedures

TUITION & FEES

Tuition
Tuition is payable by check, money order, MasterCard, Visa, Discover, or American Express. For applicants whose expenses will be paid by a company or by a public or private agency, please refer to the “Payment Options” section for more information.

Tuition Rate
Continuing Education: $384 per credit
Studio Fee: Courses with an "S" preceding the course number include a studio fee of $160 in addition to the per-credit charge. The studio fee is already incorporated into the tuition for studio classes listed in this catalogue.

Fees
These fees are nonrefundable:
• Registration Fee $25
  All students taking courses for continuing education credit are required to pay the registration fee. This fee is charged each term in addition to tuition and must be submitted at the time of registration.
• Late Fee $20
  The late fee applies to students registering after the start of the semester. This late fee is applicable in addition to the $25 registration fee.
• Deferred Payment Processing Fee $10
• Check Redeposit Fee $50

Estimated Expenses for Books and Supplies
Students are expected to purchase their own art supplies and books. Studio courses involving traditional media (i.e. paint, charcoal, paper, etc.), have an estimated supply cost between $125–$150. Actual amounts may vary widely from course to course.

Health Insurance
Massachusetts state law requires that all students taking nine or more credits in a term have adequate health coverage. Suffolk University will provide any student registered for nine or more credits per term with health insurance through the Chickering Insurance Company. If you already have health insurance and are registering for nine or more credits as a continuing education student, you will need to formally waive the University’s health insurance to avoid being charged. International students, regardless of their credit load, will be automatically enrolled in Suffolk University’s student health insurance plan. Waivers are granted at the discretion of the Office of Health & Wellness Services. Please visit www.suffolk.edu/health for up-to-date information.

Disability Services
Location: 73 Tremont Street, 7th Floor
Web Site: www.suffolk.edu/disability
Phone: 617.994.6820

Disability Services functions as the ADA compliance office and coordinates services for students with disabilities at Suffolk. In all cases, appropriate diagnostic documentation is required to receive disability services at Suffolk.
PAYMENT OPTIONS

Deferred Payment
This option is available, at the director’s discretion, to students whose term tuition exceeds $800. Such students have the option of paying their tuition in two installments: 50% at the time of registration and 50% within 30 days of the start of the semester.

A $10 processing fee is charged for this option. All fees must be paid with the first tuition installment. Please note that the balance for deferred payments is due 30 days from the start of the semester, not the start of the course. There is only one due date per semester for all deferred payments. If you are interested in this option, call the Continuing Education Office at 617.994.4235 before registering.

Third Party Billing
Those whose tuition and fees will be paid by a third party (e.g., an employer) must provide a letter of intent or a purchase order from the funding agent at the time of registration. The letter of intent should state that all tuition and fees will be paid unconditionally. This letter allows a student to register; it does not act as a deferment of payment. The University will send the third party an invoice. Full payment of this invoice is due no later than 30 days after the start of the semester. If the third party fails to pay at that time, the student is obligated to pay the tuition.

If a company has a tuition reimbursement policy (i.e., the company pays for a course after completion), it is the student’s responsibility to pay the University for all tuition and fees at the time of registration and arrange for personal reimbursement with his/her employer.

Please note: Third party billing is a privilege. The School of Art & Design reserves the right to decline this payment option at any time.

Policy on Overdue Accounts
According to University policy, no official transcripts or diplomas will be made available until all financial obligations to the University have been met. In addition, those with outstanding balances will not be allowed to register with the Continuing Education Office until their accounts are clear. Reasonable collection costs, including attorney fees, will be added to delinquent accounts.

COURSE AND CLASS CANCELLATION

The School of Art & Design reserves the right, in the case of insufficient enrollment, to cancel any course. If this occurs, students will be notified and may select a substitute course or receive a full refund. Classes will not be held on national or state holidays, and these particular days are listed on the term calendar. In case of cancellations due to instructor illness, we will attempt to notify students as far in advance as possible.

Cancellations due to inclement weather conditions will be announced on radio stations WBZ 1030 AM and WXKS 108 FM and on television stations WBZ (Channel 4), WCVB (Channel 5), and WHDH (Channel 7). Delay and closing information is also recorded on the University’s voicemail system and can be accessed by dialing the main number, 617.573.8000.
CREDITS

In the case of studio courses, a credit is defined as a total of 30 hours of class time. Most School of Art & Design courses are studio courses (indicated by the letter S preceding the course number). In the case of academic courses, the School defines a credit as a total of 15 hours of class time.

Applying Credits toward BFA or Certificate Requirements

Courses taken by Continuing Education students may later be applied toward BFA or Electronic Graphic Design certificate requirements, provided the student has applied to and been accepted into the designated program. A maximum of 30 credits can be applied toward the BFA programs and a maximum of nine credits for the Electronic Graphic Design certificate. In both cases, a tuition differential will be applied. Please see the Tuition Differential Policy section below for details. Only credit-bearing courses in which a grade of C or better has been earned may be applied; credits awarded will be considered transfer credits.

Please note: While individuals may elect to take additional courses as Continuing Education students, credits earned beyond the above stated transfer maximums cannot be applied toward certificate or degree requirements. For students considering graduate study, please refer to “Waiving Master’s Program Preparatory Requirements”.

Waiving Master’s Program Preparatory Requirements

Courses taken as a continuing education student earn undergraduate credit only and are therefore not directly applicable to graduate programs. However, undergraduate credits earned as a continuing education student can later be used to waive the undergraduate-equivalent preparatory coursework required in the MA programs. Please note: Students planning on matriculating into the Master’s of Interior Design program should not take Construction Documents (ADI 372) nor Interior Marketing and Contracts (ADI 384) as CE students.

Please note: Under no circumstances may credits taken by Continuing Education students be applied toward the course requirements (30 credits at the 700-level or above) of our master’s programs.

Tuition Differential Policy

Continuing education students who took courses which are applicable to BFA or certificate program requirements must pay the tuition differential for those courses upon matriculating into a formal program of study. The student is responsible for paying the tuition differential for each course which he/she wishes to upgrade from continuing education to BFA or certificate credit. This differential calculation is based on the tuition rates for the semester(s) during which the student completed applicable courses. For example, a student took 2-Dimensional Design for continuing education credit in fall 2010 and paid $1,312. In the fall of 2010, BFA credit for this course was $2,251. Upon changing his status from continuing education to BFA, the student is responsible for paying the difference of $939 to apply the course toward his BFA requirements.
Tuition, Policies, & Procedures

GRADES
Grades are issued by the University registrar at the end of each semester. All students will receive a grade report unless financial obligations to the University have not been met.

Grades Issued for Courses are as Follows:
A (Outstanding), B (Above Average), C (Average), D (Poor), F (Failure), I (Incomplete), L (Lost), W (Withdrew). Letter grades of A, B, C, D, and F carry numerical values of 4, 3, 2, 1, and 0, respectively. A (+) notation will add 0.3 to the numerical value of a letter grade (e.g., B+ equals 3.3) and a (-) notation will similarly subtract 0.3 (e.g., B- equals 2.7).

A grade of I (Incomplete) indicates a student has done passing work in a course but has not yet submitted all the work required for a formal evaluation. The I is awarded at the instructor’s discretion only if the student has completed at least half of the course requirements satisfactorily at the end of the semester, and there is a reasonable expectation that all course requirements can be completed in one academic year. Unless an I is formally reevaluated by the instructor within one academic year, it automatically converts to an F.

A grade of L (Lost) is awarded when a student’s name appears on a roster, but the student never appears in class or disappears before being formally evaluated by the instructor.

A grade of W signifies official withdrawal from a course and is assigned administratively if a student drops a course between the end of the drop/add period and the semester’s withdrawal deadline, or when a student drops or withdraws from the School after the semester’s deadline with approval from the director of continuing education and preparatory programs. Permission is given only for valid cause, such as debilitating illness, relocation, serious family crisis, or other circumstances beyond a student’s control.

DISMISSAL
Plagiarism, cheating, and stealing will be considered grounds for dismissal. In addition, the School reserves the right to withdraw the privileges of enrollment from any student whose activities or behavior are disruptive to the ongoing educational and professional life of the School, or from any student who fails to meet his or her financial obligations to the School in a timely manner.

REFUND POLICY
Continuing education students withdrawing from a course will receive refunds on tuition, less the $25 registration fee and any other applicable fees, according to the following schedule within 30 days of the receipt of the written notice of withdrawal. Refunds for withdrawing students are calculated from the start date of each course until the date written notice of withdrawal is postmarked, faxed, emailed, or submitted in person. The refund is based on the number of classes that have been held, not the number of classes the student attended. There is no refund for workshops. The Pre-Graduate Summer Program and Accelerated Graphic Design programs have separate refund policies.

Refund Schedule
The percentages indicated below are percentages of total term tuition due.

| Withdrawal after the 1st class | 90% refund |
| Withdrawal after the 2nd class | 70% refund |
| Withdrawal after the 3rd class | 50% refund |
| Withdrawal after the 4th class or any class thereafter | No refund |
Tuition, Policies, & Procedures

ADMINISTRATIVE POLICIES

Changes
This catalogue does not constitute a contractual agreement. The School reserves the right to change programs, courses, policies, fees, or faculty described in this publication at its discretion.

Non-Discriminatory Policy
The School does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, or Vietnam-era or disabled veteran status in its employment, admissions policies, or in the administration of, operation of, or access to its academic or 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. College of Arts and Sciences student and applicant inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the dean of students, 73 Tremont Street, 12th floor, tel: 617.573.8239.

Rights and Privacy
(Buckley Amendment)
In keeping with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended (P.L. 93-568), also known as the Buckley Amendment, the University will provide eligible students or their parents the opportunity to review the student’s educational records, to seek corrections of information contained in those records, and to limit disclosure of information contained in those records. The University is required to give students or their parents annual written notice of these rights and the right to file complaints with the Department of HEW concerning alleged failures by the institution to comply with the requirements of the act. A written policy governing institutional record-keeping is on file at the registrar’s office.

Americans with Disabilities Act
The Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities. This law assures that persons with disabilities have access to employment, public accommodation, public service, transportation and telecommunications programs, and services.

Eligibility
Students enrolling in continuing education division courses must be 18 years or older and be high school graduates or possess the equivalent of a high school education (i.e. GED). The School reserves the right to ensure international students have demonstrated proficiency in the English language in order to enroll in continuing education courses. Exceptions to these rules may be made at the discretion of the director of continuing education and preparatory programs for applicants of unusual motivation or ability. Students intending to apply continuing education division courses toward BFA or certificate requirements must consult the general catalogue and complete an application and change of status procedure.
POLICY ON STUDENT ARTWORK

Statement of Use
Suffolk University reserves the right to retain artwork produced by students for exhibition and reproduction as part of their program of study while enrolled at the University, and has a non-exclusive, royalty-free, worldwide license to photograph, tape, reproduce, or otherwise use or display student work for marketing, promotional, archival, reference, research, classroom, educational, and other purposes. Students will be credited for the use of such reproductions at the discretion of the University. Reproductions of student artwork may be edited at the University’s discretion, but in doing so, the University will make a good faith effort to act respectfully and responsibly so as not to unduly compromise the integrity of the original artwork.

Abandoned Student Artwork
Student artwork left on Suffolk University’s premises must be picked up within one week of the end of each academic semester because of limited space on campus. Any property remaining after that date shall be considered abandoned and it will become the property of Suffolk University, unless a formal arrangement has been made with a faculty member or administrator to retain the work beyond this deadline. The University will not be responsible for the location and/or condition of abandoned student artwork.
Who We Are

Founded as the New England School of Art in 1923, our institution has prepared students for careers in professional art and design for more than 80 years. In the spring of 1996, our institution and Suffolk University successfully merged to form the New England School of Art & Design at Suffolk University. The joining of the institutions has not only enlarged the course curriculum, but art and design students have gained additional resources and services by being associated with a larger institution.

The School of Art & Design is dedicated to providing its students with excellent instruction, professional courses of study, small classes, and personalized attention. The Continuing Education Division was developed to provide educational opportunities for students pursuing interests in art and design.

Suffolk University is accredited by the New England Association of Schools and Colleges, Inc., and the School of Art & Design by the National Association of Schools of Art and Design (NASAD). The BFA and MA programs in Interior Design are additionally accredited by the Council for Interior Design Accreditation (formerly known as FIDER), a specialized accrediting body recognized by the US Department of Education.
1. Rosalie K. Stahl Center
   University Welcome Center
   73 Tremont Street

2. One Beacon Street

3. Nathan R. Miller Residence Hall
   10 Somerset Street

4. Frank Sawyer Building
   8 Ashburton Place

5. 20 Ashburton Place

6. John E. Fenton Building & Annex
   28 & 32 Derne Street

7. Gleason L. & Hiram J. Archer Building
   20 Derne Street

8. C. Walsh Theatre
   55 Temple Street

9. Frank J. Donahue Building
   41 Temple Street

10. Ridgeway Building
    148 Cambridge Street

11. 40 Court Street

12. 45 Bromfield Street

13. David J. Sargent Hall
    120 Tremont Street

14. Residence Hall
    150 Tremont Street

15. Residence Hall
    10 West Street

16. Modern Theatre
    523-525 Washington Street

17. The New England School of Art & Design at Suffolk University
    75 Arlington Street
**School of Art & Design at Suffolk University**  
Continuing Education Registration Form  
75 Arlington Street, Boston, MA 02116 Tel: 617.994.4235

**Spring Term 2011  January 18–May 7**

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Have you taken courses here before?  N ☐  Y ☐  If yes, when?

How did you hear about us?

Circle highest level of education:  High School/GED  Some College  Associate  Bachelor  Master  PhD

**Ethnic Origin**

The School requests this information to comply with federal government reporting requirements.  White, Non-Hispanic ☐  Black, Non-Hispanic ☐  Hispanic ☐  Asian-Pacific Islander ☐  Native American/Alaskan Native ☐  Other ☐  Choose not to report ☐

**Student Visa Information**

Are you currently a United States citizen?  Y ☐  N ☐  If not, what type of visa do you hold?  
(Registration is contingent upon receipt of an official copy)

**Courses**

Please list below the course(s) for which you are registering. Include course titles, course codes, and sections. All of this information appears with each course description in this catalog.

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**Payment**

Deferred Payment Fee*  $10 ☐  Registration Fee:  $25  
Deferred Payment Fee  $20 ☐  Additional Fees:  

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**Credit Card Payment Authorization**

(If paying by credit card, do not fax information. Please call us.)

I authorize payment of $  to my  VISA ☐  MasterCard ☐  Discover ☐  American Express ☐

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Cardholder Name & Signature

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*Contact CE Office for approval
Contract

Eligibility: Students enrolling in Continuing Education Division courses must be at least 18 years of age and high school graduates or possess the equivalent of a high school education (i.e., GED). The School reserves the right to ensure international students have demonstrated proficiency in the English language to enroll in Continuing Education Division courses. Exceptions to this rule may be made at the discretion of the continuing education staff for applicants of unusual motivation or ability. Students intending to apply for continuing education courses toward BFA or certificate programs must follow application instructions and complete a change of tuition and credit status procedure.

Registration Form: Anyone registering for a course for continuing education credit is required to complete a registration form at the time of registration. This form specifies in detail the terms, conditions, requirements, and charges involved in enrollment through the Continuing Education Division.

Tuition: Tuition is payable by money order, check, MasterCard, Discover, Visa, or American Express. Applicants whose expenses will be paid by a company or by a public or private agency (third-party billing) must provide a letter of intent or a purchase order from the funding agent at the time of registration stating that tuition will be paid in full unconditionally.

Continuing Education: $384 per credit

Studio Fee: $160 per course

Courses with an S preceding the course number include a studio fee of $160 in addition to the per-credit charge. This fee is already incorporated into the tuition for studio classes listed in this catalogue. Most courses at The School are studio courses.

Fees: These fees are nonrefundable:
- Registration Fee $25
All students taking courses for continuing education credit are required to pay the registration fee. This fee is charged each semester in addition to tuition and must be submitted at the time of registration.
- Late Fee $20
  The late fee applies to students registering after the start of the semester. It is in addition to the $25 registration fee.
- Deferred Payment Processing Fee $10 (contact Continuing Education Office for approval).
- Check Redeposit Fee $50

Health Insurance: If you are registering for nine (9) or more credits per term, you must either enroll in the University’s health insurance plan or prove that you are otherwise insured. Please see the policies section in this catalogue for more details.

Course and Class Cancellation: The School reserves the right, in the case of insufficient enrollment, to cancel any course. If this occurs, students will be notified and may select a substitute course or receive a full refund. Classes will not be held on national or state holidays, and these particular days are listed on the term calendar. In case of cancellations due to instructor illness, The School will attempt to notify students as far in advance as possible.

Credit: In the case of studio courses, a credit is defined as a total of 30 hours of class time. Most School courses are studio courses (indicated by the letter S preceding the course number). In the case of academic courses, The School defines a credit as a total of 15 hours of class time.

Applying Credits toward BFA or Certificate Requirements
Courses taken by Continuing Education students may later be applied toward BFA or Electronic Graphic Design certificate requirements, provided the student has applied to and been accepted into the designated program. A maximum of 30 credits can be applied toward the BFA programs and a maximum of nine credits for the Electronic Graphic Design certificate. In both cases, a tuition differential will be applied. Please see the Tuition Differential Policy section below for details. Only credit-bearing courses in which a grade of C or better has been earned may be applied; credits awarded will be considered transfer credits.

Please note: While individuals may elect to take additional courses as Continuing Education students credits earned beyond the above stated transfer maximums cannot be applied toward certificate or degree requirements. For students considering graduate study, please refer to Waiving Master’s Program Preparatory Requirements.

How to Cancel Registration Before a Course Begins: Students who cancel their registration at any time prior to the start of classes will receive a full refund of tuition paid, less the $25 registration fee and any other applicable fees, provided they notify the School in writing by certified mail, email, or submit written notification in person or via fax, prior to the start of the classes for which they have registered. Cancellation will be dated from the date such notice of cancellation is postmarked, faxed, emailed, or delivered in person.

How to Withdraw from a Course Once It Has Begun: Students wishing to withdraw must notify the School in writing by certified mail or via fax or written notification in person to the Continuing Education Division. Refunds will be calculated from the date such notification is postmarked, faxed, emailed, or submitted in person.

Refund Policy: Continuing education students withdrawing from a course will receive refunds of tuition, less the $25 registration fee and any other applicable fees, according to the following schedule within 30 days of the receipt of the faxed or written notice of cancellation or withdrawal. Refunds for withdrawing students are calculated from the start date of each course until the date written notice of withdrawal is postmarked, faxed, emailed, or submitted in person. The refund is based on the number of classes that have been held, not the number of classes the student attended. There is no refund for workshops. The Pre-Graduate Summer Programs have a different refund policy.

Please Note: The percentages indicated below are percentages of total term tuition due.

| Withdrawal after the 1st class | 90% refund |
| Withdrawal after the 2nd class | 70% refund |
| Withdrawal after the 3rd class | 50% refund |
| Withdrawal after the 4th class or any class thereafter | No refund |

Changes: The School of Art & Design reserves the right to change programs, departments, courses, policies, or faculty at its discretion.

Please make checks payable to: The New England School of Art & Design at Suffolk University.

Please return this signed form and payment to:

Continuing Education Division
New England School of Art & Design at Suffolk University
75 Arlington Street
Boston, MA 02116–3904

I have read the registration form and the Tuition, Policies, and Procedures section in the Continuing Education Catalogue and will adhere to the policies they contain.

Registrar’s Signature

Date
Directions & Parking

The School of Art & Design is located near the southwest corner of the Boston Public Garden at 75 Arlington Street. We are just steps away from Boston's gallery district on Newbury Street and a short train ride to the Museum of Fine Arts, making our location ideal for those who want to study art and design in an urban environment. The School is a 15-minute walk (or a five-minute train ride) from the main Suffolk campus and just a 10-minute walk from the residence halls at 10 West Street and 150 Tremont Street. We are located one block from the Arlington T stop.

Public Transportation
MBTA Green Line Arlington Street Station: When exiting to street level, walk one block south on Arlington Street, keeping the Public Garden and Newbury Street behind you. Cross St. James Avenue. The entrance to 75 Arlington is halfway down the block on the right-hand side. Look for an ornate metal awning. We are directly across the street from the Park Plaza Hotel.

MBTA Orange Line & Commuter Rail Back Bay Station: When exiting to street level, proceed down Dartmouth Street two blocks north toward Copley Square. Turn right on St. James Avenue. Turn right on Arlington Street. The entrance to 75 Arlington is halfway down the block on the right-hand side. Look for an ornate metal awning. We are directly across the street from the Park Plaza Hotel.

From Points North
I-93 South to Storrow Drive exit. Stay on Storrow Drive and take the Copley Square/Back Bay exit. Turn left at the light on Beacon Street and make an immediate right onto Arlington Street. Go through three sets of lights.*

From Points South
I-93 North to the Storrow Drive exit. Follow the directions from Storrow Drive listed above.

From Points West
I-95 North to Route 128/95 North to 90 East (Mass. Pike) to exit 22 Copley Square. The exit ramp puts you on Stuart Street. Take the third left onto Berkeley Street. Turn right on St. James Avenue and proceed one block to Arlington. Turn right on Arlington Street.*

Parking
On-street parking is limited; two-hour meters are available during the day and free after 8pm. Discounted validated parking is available both at the 57 Garage at the Radisson Hotel and at 10 St. James Avenue. Parking stubs must be validated at the School’s reception desk. The 57 Garage is located at 200 Stuart Street (on the right) near the Charles Street intersection. The 10 St. James Avenue garage is adjacent to the School of Art & Design.

*Please note for all directions: The School is located at 75 Arlington Street, across from the Park Plaza Hotel.