FREQUENTLY ASKED QUESTIONS

APPLYING AND BEFORE CLASSES BEGIN

M.A.RCH PROGRAM- APPLICATION
Q: What are Graduate School application requirements?
A: Please see Graduate Admissions Application Process

Q: What are my Graduate School application requirements for international student?
A: Please see International Graduate Admissions Requirements

Q: What are M.Arch application requirements?
A: After completion of application to Graduate School, M.Arch application materials include resume, statement of purpose (500-1000 words), portfolio (50mb max), GRE scores (optional if cumulative GPA is higher than 3.0), and three references (provided email addresses in Graduate School application). Please see M.Arch Application for more information

Q: Are GRE scores required?
A: GRE scores are optional if cumulative GPA is 3.0 or above.

Q: How can I check my Graduate School application status (STEP 1)?
A: Please fill out and submit form to check Ball State’s Graduate School Application Status

Q: How can I check my Dept of Architecture application (STEP 2)?
A: You will receive an email invitation to upload application materials into BSUbox when the department receives Graduate School notification that you have applied. Please upload in the “lastname_firstname-UPLOADS” folder. See screenshot below.

Q: What are the priority and final deadlines?
A: Please see deadlines for M.Arch Application on website-(scroll to bottom)
http://cms.bsu.edu/academics/collegesanddepartments/architecture/applications-financial-aid/graduate-applications

DEFERMENT

2018-january
Q: Can I defer my admission?
A: Yes, you may defer enrollment for up to a semester. Please refer to Graduate Catalog for additional information.

Q: Is a part-time or online M.Arch program offered?
A: The M.Arch program is not offered online. Classes can be taken at the student’s pace however it must be completed within six years. Please refer to Graduate Catalog for additional information.

COST
Q: What are the estimated costs of M.Arch program?
A: Please see Graduation Student Tuition and Fee Rates.

SCHOLARSHIPS
Q: Are there any Scholarships available?
A: Yes, the Department has some admission scholarships based on merit. Please see website for priority application deadline. In addition, please see http://cms.bsu.edu/academics/collegesanddepartments/gradschool/funding-graduate-study and http://cms.bsu.edu/academics/collegesanddepartments/architecture/applications-financial-aid

GRADUATE ASSISTANTSHIP
Q: What is a graduate assistantship?
A: There are three types of Graduate Assistant: Teaching, Research, and Service. Please see Graduate Assistantships and CAP graduate assistantships.

Q: What is the process to apply for a graduate assistantship?
A: If you are interested in a graduate assistantship, be sure to indicate interest in the Graduate School application. There is no separate application needed. Also, complete M.Arch application steps 1 and 2 by the stated priority application deadline - see web.

Q: What do I need to know if I am a Graduate Assistant?
A: Please see Information for New Graduate Assistants.

Q: If I have a Graduate Assistantship, how do I get paid?
A: Your timesheet is completed in Kronos and absence reports are to be signed by you and your supervisor, both submitted every two weeks during the semester. Absence reports are emailed to you at the beginning of the semester. Please contact Tammy McCord tamccord@bsu.edu (AB 402) 285-1902 if questions. Additionally, you must have Direct Deposit. Please see payroll (midpage) of Information for New Graduate Assistants.

Q: What if I have questions regarding my Graduate Assistantship Assignment?
A: Please contact your Program Director.
BALL STATE UNIVERSITY
DEPARTMENT OF ARCHITECTURE
Master of Architecture

REGISTRATION/SCHEDULING
Q: What classes do I need to register for?
A: See Two-Year M.Arch Curriculum Guide
OR
See Three-Year M.Arch Curriculum Guide
CONTACT Program Director to find out about possible Fall Start.

Q: How do I register for classes?
A: To register, go to Current Students -> myBSU -> Self-Service Banner -> Student -> Registration -> Course Add/Drop/Withdrawal -> choose semester -> Enter the 5-digit CRN# in the course reference number (CRN) box in the Add Classes Worksheet -> click the Submit Changes button below

Q: Where do I find the day/time/room for my classes?
A: This information should be listed in Current Students -> myBSU -> Self-Service Banner -> Student -> Registration -> Schedule

Q: What is the deadline for course registration?
A: Please do so the week prior to the start of the semester. The final ADD/DROP is the Friday of the first week of the semester.

Q: What if I am having trouble registering?
A: Please contact Sherry Clark, Programs Assistant, sjclark3@bsu.edu

Q: What textbooks do I need?
A: Please see the Ball State Bookstore: Textbooks tab, Find Textbooks. Enter Term, Department, Course Number, and Section Number (this course information can be found on your Self-Service Banner) LINK

CERTIFICATES
Q: Are there graduate certificates available within the Dept of Architecture?
A: Yes, there are three graduate certificates offered by the Dept. of Architecture: Digital Design and Fabrication, Historic Preservation, and Social & Environmental Justice

COMPUTER SPECS
Q: Do you have computer specs?
A: Yes, please find under Departmental Information, Architecture, “M.Arch Graduate Program Computer Recommendations”

HOUSING
Q: What on-campus housing is available for graduate students?
A: There are several on-campus apartment complexes available, please see BSU student housing
FREQUENTLY ASKED QUESTIONS

AFTER CLASSES BEGIN

ADVISING ASSISTANCE
Q: What if I need graduate advising assistance?
A: Please contact your Program Director.
Janice Shimizu (MArch) jhshimizu@bsu.edu
Jonathan Spodek (MSHP) jspeodek@bsu.edu

STUDENT ORGANIZATIONS
Q: Are there any student organizations I can join?
A: Yes, there are many opportunities to get involved. Please see CAP student organizations

INTERNSHIPS
Q: Where do I go to find information about internships/assistantships/jobs?
A: For internship help, please contact Dan Overbey, Internship Director, djoerbey@bsu.edu
Please see http://cms.bsu.edu/academics/collegesanddepartments/cap/programs/architecture/interns