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Welcome Notes by the Graduate Program Director

There is no better time than now to pursue a graduate degree in Landscape Architecture. As the world faces some of the most significant environmental, social, and public health challenges in history, Landscape Architects are assuming the roles of steward, designer, and problem-solver across the natural and built environment. Our nationally recognized Master of Landscape Architecture (MLA) program continues to prepare professionals and leaders with the knowledge, skills, and awareness to respond to those challenges and embrace those roles while making positive and measurable differences everywhere.

You are reading this welcome note because you have special interests. The pinnacle of special interests commonly shared between our students and our program is a land ethic, a commitment to being a steward of the environment committed to the responsible planning and management of its resources. That stewardship is supported by critical thinking skills, visualization and creativity capacities, graphic and written communication skills, problem-solving abilities, technical competencies, and emotional intelligence…seeing issues from many perspectives and synthesizing information into a broad vision. Through our MLA program, those interests will be transformed and sharpened into strengths that place our graduates in the most rewarding and important careers of our time.

The MLA program at Ball State University (BSU), established in 1976, is the only professionally accredited MLA program in Indiana. It is administered by the Department of Landscape Architecture and situated in the R. Wayne Estopinal College of Architecture and Planning, which also includes graduate programs in Architecture, Historic Preservation, Interior Design, Urban Design, and Urban and Regional Planning. We are located in the rural Midwest within a short drive of the diverse urban centers of Indianapolis, Chicago, Cincinnati, Columbus, Detroit, Louisville, and St. Louis, all of which have served as laboratories for study and enrichment. We have outstanding teaching, learning, and maker facilities and are within a college that is among the most highly regarded and supported by the university. Our faculty are accessible, experienced, traveled, and passionate people with varied professional and academic backgrounds and interests.

Our MLA program is a national leader in design education and is well known for its strengths in sustainable design, urban design, landscape planning, technology, landscape engineering/implementation, teaching excellence, and a growing emphasis on interdisciplinary and online offerings. Our curriculum is built around the design studio, a lab-office-like environment for project exploration, discovery, and application. The studio is enriched by history, theory, graphic communication, science, landscape engineering, research, and elective courses, as well as field study. Our students are among the best and brightest on campus. They have come to us with incredibly broad and varied backgrounds, such as natural resources, fine arts, biology, history, advertising, actuarial science, anthropology, law, nursing, social work, creative writing, architecture, environmental science, and horticulture, to name a few. Graduates of our program earn an accredited professional degree in landscape architecture, qualifying them to become licensed landscape architects.

We are thrilled about your interest in our MLA program and dedicated to helping you have a fruitful and enjoyable graduate school experience. To that end, this handbook is meant to help you understand who we are, how we operate, and get settled into life at BSU. Please contact us with any questions you have. We are excited to get to know you!

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About the Handbook

This handbook is for graduate students in the Department of Landscape Architecture. It has been compiled by the Graduate Program Committee of the Department of Landscape Architecture to present guidelines and information about the Program, Department, College, and University. This handbook is intended to provide you, the student, with a source of information that will answer questions that may arise as you progress through your program of study. It is in your best interest to read this handbook and contact the appropriate parties with questions you may have.

This handbook (in most cases) is presented in digital form to reduce paper use. This handbook is continually a work in progress, and we encourage students, faculty, and administrators to make suggestions on improving it and discover corrections and/or improvements needed. It is important to note that this handbook does not replace or supersede other resources on campus, and that the Department is not responsible for policies, dates or other information that may change after the publication of this version of the handbook. Every effort will be made to notify users of this handbook of any changes that are brought to the attention of the Department. In cases where this document presents errors and/or is subject to omissions, the Department will do its best to provide corrections and clarifications to the errors, as well as provide access to omitted information.

Special Notes
The Ball State University Graduate School website is quite extensive and can address many questions regarding your BSU graduate studies. It contains some of the same information provided in our MLA handbook, but offers additional details and other helpful information, policies and procedures that MLA graduate students must know and understand. Here is the link to BSU Graduate School Homepage. Also, the opening sections of the current BSU Gradate Catalog contain additional important information, rules, policies and procedures concerning graduate studies here at BSU. Here is the link to BSU digital/online Graduate School Catalog.
The Graduate Program Committee (GPC) of the Department of Landscape Architecture was established to review, assess, advise and oversee the areas of: goals and objectives of the program; graduate program curriculum; and admissions of new graduate students. The GPC operates as an advisory group to the full faculty, as well as graduate program advice and support to the Graduate Program Director and the Department Chairperson.

The Graduate Program committee is comprised of a minimum of three full time Department of Landscape Architecture faculty members (who have BSU Graduate Faculty status), in addition to the Graduate Program Director, the department chair (as an ex-officio non-voting member - observing and advising the committee), and two student representatives from the second and third year of the MLA program. The Graduate Program Director or another faculty committee member may be elected to serve as committee chair. The committee meets on a regular basis throughout the academic year. Meeting agendas are established by the committee chair, in counsel with the Graduate Program Director, the Department Chairperson, and committee members. Additional agenda items may be requested by the graduate student body through their MLA/GPC student representatives.

In meetings where the GPC reviews prospective students’ files for admissions considerations and determinations, student representatives must be excused because of privacy considerations and issues related to this process.
About the Programs

Goals of the MLA Graduate Program

Graduate education in Landscape Architecture has been offered at Ball State University since 1976, and has provided students with an exceptional opportunity to engage in advanced study of this profession. The evolution of the Landscape Architecture graduate education at Ball State has led to the offering of three programs of study, which are supported by the Department of Landscape Architecture and College of Architecture and Planning. The Department remains committed to the realization of the goals set for this program, which include the provision for:

1. post-graduate education in Landscape Architecture (first and second professional degree programs);
2. study experiences in special focus areas where the Department and College have proven excellence;
3. interdisciplinary learning opportunities among the departments and colleges within the university;
4. continuing education opportunities for alumni and other design professionals in the state; and
5. advanced training in the area of digital technology.

Accreditation and Licensure

At Ball State University, we offer two nationally accredited graduate ‘first professional degree programs’ in landscape architecture (Track 1 and Track 2). An accredited professional degree in landscape architecture is required of individuals seeking a professional license and the title “Landscape Architect.”

What Is an Accredited Degree?

Our two graduate professional degree tracks (Track 1 and Track 2) are reviewed every six years and affirmed as maintaining the scholarly rigor and technical depth necessary for the profession. The Landscape Architectural Accrediting Board (LAAB) approves the review and grants accredited status to these first professional degree tracks.

The LAAB accreditation standards require that the MLA curriculum provide traditional skills used by registered/licensed Landscape Architects, including site analysis and design processes, drawing and graphic communication, history and theory, construction and site engineering, and planting design. Additionally, LAAB requires MLA students to develop within their advanced work a special scholarly area of inquiry as exhibited by required and elective courses and a capstone Thesis or Creative project. This ensures the profession and perspective students that the programs are teaching current practice and scholarship, and what is necessary to protect the health, safety and welfare of people and the environment.

These accredited degree programs are the first requirements in the process of becoming a licensed professional.

Students receiving a second professional degree in landscape architecture at Ball State (Track 3) qualify to sit for professional exams based on their first professional degree. The Track 3 program is a research/advanced design program.
What does a license require?
To be licensed in the state of Indiana (and most other states), three things are needed:

- First, the accredited degree is required to sit for the landscape architecture licensing exams administered by the Council of Landscape Architect Registration Board (CLARB).
- Second, most states (including Indiana) require that you have completed three (3) years as a full-time employee, working under and directly supervised by a licensed Landscape Architect.
- Third, at-least three (3) professional references verifying your professional experience.

Do I need a license?
Enrollment in our professional MLA degree program does not require students to pursue licensure after graduation.

Rigor of an Accredited program
It is helpful for students to appreciate the rigor and extensive course work required to fulfill degree requirements and expectations. These are not only responding to our own BSU Department of Landscape Architecture high standards, but also responding to our external accrediting body standards.

Because of this distinction, our ‘first professional’ MLA degree programs are extremely extensive. This curriculum, over the 3-year MLA degree process, is composed of carefully matched groupings of courses semester-by-semester in order that students experience an efficient and optimum learning sequence of skills, knowledge, and research capabilities – building towards a full professional practice competency.

Appreciating that the graduate-level professional learning outcomes offered and supported by our MLA program and faculty are optimized for candidates, we would recommend:

1. Being a full-time student from the first semester onward.
2. Being a resident of Muncie/Ball State University during the entire six-semester coursework/degree process.
3. Participating in all field trips and field study opportunities provided.
4. Attending on-campus special learning events – including our college’s Guest Lecture Series, as well as many other enrichment programs and presentations across the entire campus.
5. Immersing themselves into the broad array of scholarly and popular literature related to landscape architecture and our allied design and planning professions.
Our Landscape Architecture Graduate Degrees

The MLA curriculum at Ball State University is divided into three programs of study summarized below:

**MLA Track 1 (56 hours of graduate and 22 hours of undergraduate coursework)**

Candidates holding a baccalaureate degree that is not a professional degree in landscape architecture or related environmental design and planning discipline are placed in Track 1. This three-year program meets accrediting standards for the first professional degree in Landscape Architecture. Foundation courses at the undergraduate level are required, except where previous equivalent coursework is documented and approved by the Department. Carefully selected elective courses (9 cr. hrs. minimum) are intended to develop an area of focus, ultimately demonstrated in background research for and outcomes of the final Comprehensive Project. This degree is LAAB accredited. This [link](https://catalog.bsu.edu/2020-2021/Graduate-Catalog/The-Graduate-School/Procedures-for-Earning-a-Master-s-Degree/Dual-Master-s-Degree) provides more information on MLA Track 1.

**MLA Track 2 (46 hours of graduate and 19 hours of undergraduate coursework)**

Candidates holding professional degrees in related environmental design and planning disciplines with portfolios evidencing strong design skills (e.g. architecture, interior design, urban and regional planning, etc.) are generally placed in Track 2. This 2½-year program meets accrediting standards for the first professional degree in landscape architecture. Foundation courses at the undergraduate level are required for candidates in this program, except where previous equivalent coursework is documented and approved by the Department. Carefully selected elective courses (6 cr. hrs. minimum) are intended to develop an area of focus, ultimately demonstrated in background research for and outcomes of the final Comprehensive Project. This degree is LAAB accredited. This [link](https://catalog.bsu.edu/2020-2021/Graduate-Catalog/The-Graduate-School/Procedures-for-Earning-a-Master-s-Degree/Dual-Master-s-Degree) provides more information on MLA Track 2.

**MLA Track 3 (30 hours of graduate coursework)**

Track 3 is for candidates holding a BLA degree from a Landscape Architecture Accreditation Board (LAAB) accredited program. This one-year program is a non-accredited second professional degree in landscape architecture. Carefully selected groups of elective courses (18 cr. hrs. minimum) are intended to develop as area of expertise, ultimately demonstrated in background research for and outcomes of the final Thesis/ Creative Project. This [link](https://catalog.bsu.edu/2020-2021/Graduate-Catalog/The-Graduate-School/Procedures-for-Earning-a-Master-s-Degree/Dual-Master-s-Degree) provides more information on MLA Track 3.

Note: Students are allowed to count up to 9 graduate credit hours (grades B and higher) earned at other accredited regional institutions. This applies to Tracks 1, 2, and 3.

**Dual Degree Options**

A student may pursue two master’s degrees concurrently such that credits are shared between them. Some potentially desirable dual degree options include:

- MLA + Master of Urban Design.
- MLA + Master of Urban and Regional Planning.
- MLA + Master of Architecture.

Specific courses and the time required to earn a dual degree will vary. Students should contact the MLA Program Director to express their interest and ultimately work with other program directors to develop a plan catered uniquely to them based on their backgrounds.

The general requirements for the second master’s degree are outlined below. Please refer to the Graduate Catalog for more details ([https://catalog.bsu.edu/2020-2021/Graduate-Catalog/The-Graduate-School/Procedures-for-Earning-a-Master-s-Degree/Dual-Master-s-Degree](https://catalog.bsu.edu/2020-2021/Graduate-Catalog/The-Graduate-School/Procedures-for-Earning-a-Master-s-Degree/Dual-Master-s-Degree)).

1. A minimum of 30 graduate credits;
2. A major in a different field of study;
3. Submission of a thesis, research paper, or creative project or completion of the appropriate research methodology course(s), depending on specific degree requirements; and
4. The meeting of other master's degree requirements as specified.

**College and Departmental Resources**

**Faculty and Staff Listing**

The Department of Landscape Architecture currently has twelve full-time Graduate Faculty members. In addition to their teaching appointments, graduate faculty members are actively pursuing a diverse range of research, scholarly and creative endeavors, and professional practice interests. This link provides you with an introduction to the faculty and their respective areas of interest and focus.

**Technology & Fabrication Labs**

Digital fabrication is the way of the future, and this laser lab allows you to engage in this process that joins design with production through the use of 3D modeling software or computer-aided design (CAD) and additive and subtractive manufacturing processes.

The "Fab Lab," as we call it, contains equipment for designing and making 1:1 prototypes of building and furniture components, as well as smaller-scale models. Located in the Architecture Building, room 031, the lab is part of the CAP shops, which includes the woodshop, metal shop, paint room, and computer simulation lab. For more information, contact Judy Kreiger.

Supervised by a full-time shop technician, the Wood/Metal/Plastics Shop provides students with the equipment they need for working with wood, metal, plastics, and other materials. The technician assists students in model building and creative projects for hands-on courses in the R. Wayne Estopinal College of Architecture and Planning (CAP).

This high-end simulation computer lab is available to classes with exceptional project-based needs. It has been used to create thermal, solar, environmental, acoustic, or structural simulations for recognized projects. The available equipment is:

- High-end workstations;
- VR-capable workstations connected to Oculus headsets; and
- Small meeting/presentation area with large monitor.

**CAP Library**

The MLA program is served by two major libraries: the Architecture Library and the Alexander M. Bracken Library. The primary clientele of the Architecture Library are the students, faculty, and staff of the College of Architecture and Planning.
This Library is conveniently located on the main floor of the Architecture Building. Bracken Library also contains the GIS Research and Map Collection, Archives and Special Collections, the Educational Resources Collection, and Interlibrary Loan Services.

The Architecture Librarian, Library Coordinator, and a group of well-trained student assistants offer the usual reference service, group and individual instruction, and other assistance with the use of our collections and services. Circulation services include course reserves, in print and electronic formats. Facilities include space and furnishings for quiet individual study and small lounge areas as well as group study tables and collaborative space. The Architecture Library also contains numerous PC workstations running design and graphics software in addition to word processing applications; 11” x 17” flatbed scanners and black and white and color printers; and more. It is in many ways the hub for research, basic digital design & production, and small-format printing in CAP.

The collection of the Architecture Library is within the subject scope of the three disciplines/departments of the College, namely, architecture (including historic preservation), landscape architecture, and urban and regional planning, and this interdisciplinary nature of the collection is one of its strengths. The Architecture Library’s Visual Resources Collection (VRC) offers an online image collection of more than 68,000 landscape architecture, architecture, and urban planning images through the University Libraries’ Digital Media Repository. A rapid image downloader is available for quickly and easily inserting groups of images into PowerPoint presentations. The VRC also maintains a growing collection of innovative or sustainable building material samples that now numbers more than 440 items. Among the samples are many items related to parks, playgrounds, green roofs, and other landscape architecture building types. The VRC organizes and sponsors “Materials Talks at Lunch,” where the CAP community is invited to a lunchtime session with different product vendors to learn more about insulation, green roofs, lighting, pavers, playground structures, and numerous other materials and/or furnishings.

Andrew Seager Archive of the Built Environment

The Andrew Seager Archive of the Built Environment, a Division of University Libraries, located in the Estopinal College of Architecture and Planning, is a unique resource dedicated to preserving the history of Indiana’s built environment. Our collections contain over 130,000 original architectural drawings, landscape plans, blueprints, photographs, models, and building remnants that tell the stories of Indiana’s buildings, sites, and structures.

The mission of the R. Wayne Estopinal College of Architecture and Planning Archive is to collect and preserve records of historic sites and structures in Indiana and the work of Indiana environmental design practitioners. The goal, in cooperation with other repositories, is Indiana’s built environment. The Archive is maintained to support research and structure/site documentation. Our collections are open for research to Ball State University students, faculty, staff, and the general public. A staff of graduate assistants is available to assist in accessing archival materials. Prints of reproducible drawings are available at cost.
The Institute for Digital Intermedia Arts (IDIA Lab)

The Institute for Digital Intermedia Arts (IDIA Lab) at Ball State University explores the intersection between the arts, sciences, humanities with technology. Scholarly, creative and pedagogical projects investigate virtual reality, human computer interface (HCI), augmented reality, mobile apps, visualization and 3D simulation. IDIA Lab studios were initially incubated through the Eli Lilly Endowment’s Digital Media Initiative as part of two generous grants to the University. IDIA Lab’s research facilities include five distinct labs – IDIA Lab, CAVE Lab, Dome Lab, HCI Lab, and Sim Lab – all working in concert with the recently formed Digital Scholarship Lab (DSL). The labs’ faculty, staff and students develop projects in partnership with a cohort of international clients in this innovative initiative that investigates the forefront of emergent design and learning.

CAP Exhibitions

CAP offers an interdisciplinary exhibition series to meet two primary goals: 1) to provide opportunities for students to view documentation of the work of design and planning professionals, or professional exhibitions of work in related fields; and 2) to exhibit the work of students and faculty of the College.
CAP Guest Lectures

The CAP Guest Lecture Series (GLS) invites educators and practitioners in related disciplines to give lectures on cutting-edge interdisciplinary topics. A nationally-advertised schedule of lectures is offered in both fall and spring semesters. The GLS offers wonderful enrichment opportunities for students where they can develop their professional network, learn what’s happening in diverse professional practice settings, and broaden their perspectives on planning and design, the environment, places, people, and more.
Getting into the Programs

Admission Requirements
Information on application deadlines and requirements is available here.

Financial Aid

Graduate Assistantship Application
We know graduate work is a significant commitment of resources. We offer a number of graduate assistantships annually to qualified students in the master of landscape architecture program. These assistantships include special stipends and tuition waivers. Assistantships also provide you with valuable work experience while you complete your course work (dedicated fees still apply). You may indicate your interest in a graduate assistantship within your admission letter. Assistantships are usually distributed in the spring and fall. To get more information about Graduate Teaching Assistantship, please visit this link. Ball State University’s Graduate School also provides guidelines an information for prospective and incoming graduate students here.

A graduate assistantship (GA) is a wonderful opportunity for students to be paid while gaining meaningful job-related experience in support of the teaching, research, and/or service initiatives of the Department or a faculty member.

GA positions are typically offered as either full-time or half-time assignments. The full-time GA position typically comes with a 100% tuition waiver, a ±$7,000/year stipend, and a 20-hour/week work commitment under the supervision/guidance of a faculty member. The half-time GA position typically comes with a 50% tuition waiver, a ±$3,500/year stipend, and a 10-hour/week work commitment. A full GA position is typically only offered to the most highly qualified applicants.

The Department rarely awards a full-time GA. There are a few reasons for this: (1) The Department believes in putting students in the best position for success. It is often very difficult for students to balance the curriculum demands against 20-hour/week GA responsibilities. (2) The limited financial resources available to the Department make it nearly impossible to award a full-time GA to every student. (3) The Department is committed to awarding every student a GA position each year whenever possible, and that would likely never happen with full-time GA positions. Although uncommon, a student may seek a GA position outside of the Department. But no student is allowed to hold more than one full-time GA position or two half-time GA positions during a given academic year.

Learn more about GA benefits, eligibility, and available positions at https://www.bsu.edu/about/administrativeoffices/careercenter/student-employment/graduate-assistantships.

CAP Scholarships
The College of Architecture and Planning often has some modest one-time scholarship funds available to the Department of Landscape Architecture to be awarded at its discretion. To get more information about the availability of this scholarship please contact the MLA Program Director.

On-Campus Housing Scholarship
The Graduate School often has a limited quantity of one-time $500 Housing Scholarship for those who choose to live in BSU’s Scheidler Apartments.
Other Sources of Financial Aids

The Financial Aid and Scholarships Office also offers information on other possible sources of financial aids. It should be noted of that most of them would be relevant to domestic undergraduate education.

Admission Decision Process

The Graduate School requires a minimum 2.75 GPA from an undergraduate degree-granting university. The Department requires a minimum 3.0 GPA for regular admission; students who have below a 3.0 GPA may be admitted with probationary status. Once the minimum GPA has been met, the Department-required materials (listed below) will be assessed by the Departmental Graduate Program Committee to determine which applicants are most suitable for admission to the MLA program.

Ball State University (BSU) uses Slate, a one-stop online portal where students apply to both the Graduate School and the Department at the same time. Slate manages the entire admissions process, including emailing important information and reminders to students throughout that process.

The MLA application process is generally outlined below. For more details and specific requirements, please contact the MLA Program Director (MLA@bsu.edu) or visit: https://www.bsu.edu/academics/collegesanddepartments/landscape-architecture/applications-financial-aid/master-landscape-architecture.

1. Create and authenticate an account using a personal email address and a passphrase.
2. Submit application fee payment. (Upon receipt, applicant receives their BSU credentials.)
3. Submit/upload materials required by the Graduate School.
   a. Official transcripts.
   b. Credential evaluation (NACES-approved, WES/ECE) – international applicants only.
   c. English proficiency test results (TOEFL/IELTS/Pearson PTE) – international applicants only.
4. Submit/upload materials required by the LA Department.
   a. Cover letter (expression of your interest in pursuing the MLA at BSU, what sets you apart, and your potential for success)
   b. Resume or CV.
   c. Portfolio (creative/artistic/design works and/or writing samples such as reports, articles, etc.).
5. The Graduate School will email periodic reminders and other notifications to applicants regarding any missing materials or related concerns.

The admission decision process is managed through Slate, as described above. Below is a general summary of the admission decision process:

1. Once the Graduate School has received the materials they require, and confirm that they meet the minimum qualifications, they will notify the Department and authorize admission.
2. Once the Department has received all materials they require, the Departmental Graduate Program Committee will review applications and make admission decisions.
3. An admission decision letter will be emailed by both the Dean of the Graduate School and the Departmental Chair.
4. Once admitted, the applicant will confirm whether they will attend. This step concludes the admission process.
5. The Department and/or MLA Program Director will maintain communication with each applicant before and after the admission decision.
Starting the Programs

Estimated Cost

This link provides information on estimating the cost of your graduate education and also on-campus room and board rates at Ball State University. Here is also a link to funding and cost information related to BSU Graduate School.

There is no way to avoid a rather high initial level of expenditure for books and supplies to support the first year of a graduate design curriculum. This can quickly and easily reach a figure of five to eight hundred dollars, depending on how much you choose to spend, and whether you spend it all at once, some expenses are truly unavoidable - textbooks, for example, will run between two and three hundred dollars, although purchasing used tests can reduce outlays, and buying books only as needed can spread these expenses over a period of time. Many of these, however, can form the nucleus for a permanent and necessary professional library in supporting a life-long career in Landscape Architecture. Faculty may on occasion provide copies of required texts and reading materials on reserve in the College of Architecture and Planning Library.

Supplies are another matter entirely. These are necessary and unavoidable purchases, but usually on a one-time basis. Drafting equipment, toolboxes, vinyl board covers (required), combination locks, etc. may incur costs of three hundred dollars or more. Faculty generally recommend that students buy equipment only as it is needed (but buy good quality tools and supplies). In addition to on-campus and near-campus art and drafting supply stores, Eastern Engineering, located on Wheeling Avenue near the intersection of McGalliard Road in Muncie, is a source of design school equipment and supplies. Bates (Indianapolis in the Castleton area) has regular sales, also. Used materials and equipment can occasionally be purchased from other students around the College of Architecture and Planning at discounted prices.

Short-haul field trips (1-day tours) related to studio or lecture courses can incur transportation costs from ten to fifty dollars per student, depending on destination, duration, and mode of travel. These augmenting off-campus learning experiences are valuable and essential to all students’ professional growth. They supply professional learning and exposure to issues not available through textbook or local Muncie resources.

Students are encouraged to explore, on their own, which and how much of these ‘graduate school’ related expenses may be tax-deductible since they are incurred in a professional program. Landscape architectural design is a ‘trade’ that must be learned through an array of ‘hands on’ experiences. Costs are inevitable in the support of this type of ‘experiential’ graduate-level learning. These expenses represent sound career-development investments and will produce great ‘payback’ in the future.

Required Technology, Tools and Supplies

Personal Computer

If you have your own computer/laptop, a PC with Windows is recommended (see computer spec sheet).

While both Mac and PCs can run many of the essential design programs (AutoCAD, Adobe Creative Cloud, etc.), there are still a few essentials that only run on Windows (ArcGIS, 3ds Max, for example). If you have a Mac, it is highly recommended that you create a Bootcamp partition with Windows and enough space to install programs. Other recommendations are to equip with as much RAM and the best graphics card you can afford.

Computer Software and Apps

Below is the list of required and recommended software and applications you will need as an MLA student:
• **Microsoft Office** [see Software for Students, BSU Technology Store for instructions and links]
• **Adobe Creative Suite** [see Software for Students, BSU Technology Store for instructions and links]
• **Autodesk** [AutoCAD, Civil 3D, Revit, 3ds Max, etc.]
• **Lumion**
• **Rhinoceros**
• **SketchUp**
• **ArcGIS**

Other potentially useful software alternatives:

• **Photopea** (alt to Photoshop)
• **Alternative Illustrator Apps**
• **Scribu** (alt to InDesign)

**Computer Labs**

The Landscape Architecture Computer Lab (located 2nd floor CAP, AB 218) has computers equipped with the above programs. There are other computer labs across campus that also may have access (check with the labs for exact list of programs) – the Architecture Library and Map Library in Bracken are 2 commonly used labs.

This high-end simulation computer lab is available to classes with exceptional project-based needs. It has been used to create thermal, solar, environmental, acoustic, or structural simulations for recognized projects.

**Recommended List of Supplies**

Below are supplies you are likely to need as an MLA student. We encourage you to bring any of the items you may already have before moving to campus and buy any additional supplies per instructor request.

**Field Tools**

• Sketchbook
• Gluestick
• Digital Camera
• Container for travel/field supplies

• Tape Measure – 100’
• Umbrella

**Drawing Tools**

• Portable Drawing Surface
• Lead holder(s)
• Assortment of Leads [6H, 4H, 2H, H, B, 2B, 3B, 4B, 6B]
• Lead pointer
• White and pink pearl erasers
• Set of drafting / drawing pencils

**Ink**

• Fineliner Pen
• Technical Pens
• Black india ink
• Brushes

**Watercolor**

• Small tube of Payne’s Grey
• Brush(es)
• Portable water container

**Markers**

• Drawing markers (12- or 24-ct set of color, multiple black Sharpies)

**Papers**

• Tracing paper AKA trash paper, rolls of 24” and 18”, preferably white
• Vellum [11x17 pad & larger sheets TBD]
• Bristol board [9x12 pad & larger sheets TBD]
• Watercolor papers

**Drafting equipment**

• Drafting surface
• Parallel drafting bar (Mayline) or Tsquare
• 30/60 and 45 degree triangles (8” or 10”)
• Engineer Scale
• Architect Scale
• 12” straight edge with inch markings
• 36” corkback ruler
• Pounce pad
• Protractor
• Bow compass set
• Drafting tape
• Clear tape / magic tape
• Set of templates
Modeling Equipment
- Large self-healing cutting mat
- Xacto knives (#11, and #1 or #2 blades) and replacement blades
- Mat knife w/ break-off replacement blades
- Basswood cutter(s)
- Small miter set for basswood cutting
- White glue – Aleene’s Tacky Glue, Elmer’s
- Needle nose pliers
- Wire cutters
- Sand paper (fine grain)

Modeling Materials
- Basswood
- Plexiglass
- Bristol board
- White foamcore
- Piano (or Music) Wire, straight
- Roma Plastilina modeling clay (green-gray or white)
- String – variety
- Wire

Lighting
- Drafting lamp, preferably one that is adjustable

Getting Student Identification Card (ID)
The Registrar’s Office is located on the basement level of Lucina Hall (LU B43), which is where you receive your student identification card. If you lose your card there is a $10 replacement charge. If you change names there is no charge for a new card as long as you turn in your old card.

More information related to your student ID card can be accessed here.

Registration
The registration process happens entirely online through my.bsu.edu. The university will email students a time ticket identifying a specific date and time they can begin registering, along with brief instructions. In general, students with a more advanced standing and more credits are allowed to register earlier. More course registration details are available online at

https://www.bsu.edu/academics/advising/scheduling/course-registration.

Students’ required MLA courses are identified in the Track 1/2/3 curriculum map provided in this handbook and online at https://www.bsu.edu/academics/collegesanddepartments/landscape-architecture/academic-programs/master-landscape-architecture. Only on rare occasions (e.g., a popular elective course reaches capacity, or a course prerequisite is missing) would a student be denied entry into any course. Students are strongly encouraged to meet with the MLA Graduate Program Director/Advisor to discuss their interests, needs, concerns, and/or questions prior to registration (and at any time). The Departmental Administrative Coordinator can also help with any of your registration questions or concerns.

On-Campus Transportation
During Fall and Spring semesters, the university operates a shuttle bus service for the campus community. Our shuttles provide free service every five to 10 minutes Monday through Friday, as well as limited service on Sundays for students, faculty, staff, and visitors. More information about local transportation options can be found at https://www.bsu.edu/about/administrativeoffices/transportation/bus-shuttle-services.

You can see all the bus routes on the BSU Map website and mobile app. Also, when using their BSU ID, students get free rides with MITS bus system throughout the city of Muncie.

You also have the option to buy on-campus parking permit. Here is the link Office of Parking Services.

Moving to Muncie
Housing information
This link provides you with information on on-campus and off-campus options for housing and finding a place in Muncie, IN. The Roost Housing fair is also a reliable method of learning about local housing in Muncie. This link shows many, but not all the housing options here around Ball State.
On-Campus Housing Options

Most residence halls are available to graduate students. Many are organized by LLCs (Living Learning Communities) where students within same or similar majors can learn and collaborate. All residence halls provide computer labs, lounge space, and laundry facilities. Several provide fitness rooms, music practice rooms, and studio spaces. It is possible to live both with and without a roommate in dorms.

On-Campus Apartments include Anthony Apartments and Scheidler Apartments, which allow for coed housing and for families to live together if desired. These apartments are a little farther away than residence halls, but students in these apartments have access to the campus shuttle buses. Here is the link where you can find on-campus housing options.

For more information, please contact:
Office of Housing and Residence Life
North Dining Hall
Ball State University Muncie, IN 47306
765-285-8000

Off-Campus Housing Options

The Campus Edge
https://www.thecampusedge.com/
117 E. Charles, Suite 201
Muncie, IN 47304
(765) 286-2806

MiddleTown Rental Properties
http://middletown.rentals/
1701 W. University Ave.
Muncie, Indiana 47304
(765) 289-7618

BSU Rentals
http://bsurentals.com/
1701 W. University Ave
Muncie, IN 47304
(765) 289-7617

Cedars Apartments
http://www.cedarsatbsu.com/
1010 W. Bethel Avenue
Muncie, IN 47303-3435
(765) 286-2806

Cardinal Pointe Apartments
https://www.cardinalpointe-apts.com/
808 W. Riverside Ave., Office
Muncie, IN 47303
(765) 286-0692

The Haven
https://www.havenapts.com/
3701 N. Marleon Dr
Muncie, IN 47304
(765) 273-4473

Creekside Apartments
https://www.mycreeksideapts.com/
2901 N. Elgin St
Muncie, IN 47303
(833) 211-4497

Silvertree Communities
https://silvertreecommunities.com/
2720 N. Silvertree Ln
Muncie, IN 47304
(765) 508-8739

Mark BSU Properties
http://markbsuproperties.com/
2600 W. Riggin Rd
Muncie, IN 47304
(765) 716-8447

University Village
https://www.uvmuncie.com/
4500 W. Bethel Ave
Muncie, IN 47304
(765) 876-3203

Benny’s BSU Rentals
https://www.bennysbsurentals.com/
2015 W. Main St.
Muncie, IN
(317) 379-3570
Village Promenade
https://www.villagepromenade.com/village-promenade-muncie-in
1623 W. University Ave
Muncie, IN 47303
(765) 287-1000

TJ Lennon Properties
https://bsuoffcampus.com/
505 N. Parkwood Dr
Muncie, IN 47304
(765) 744-0185

17 Hundred Apartments
http://17hundred.net/
1700 N. Rosewood
Muncie, IN 47304
(317) 281-2918

Area Information
This link provides you with possibilities of the extra-curricular activities available in Muncie, IN.

Where to Buy Art Supplies and Model Materials
Here is the list of places where you can buy art and model making supplies and materials:

- CAP Communications Resource Center (CRC)
  Ground level CAP – limited supply of items

- Art Mart http://artmartmuncie.com/
  409 N. Martin St #2, Muncie
  765.284.2919

- Hobby Lobby https://www.hobbylobby.com/
  1801 W. McGalliard Rd, Muncie
  765.288.8121

- Michaels http://www.michaels.com/
  628 E. McGalliard Rd. Muncie
  765.273.2689

- Jo-Ann Fabrics and Crafts https://www.joann.com/
  1625 W. McGalliard Rd, Muncie
  765.284.8890

- United Art & Education https://www.unitednow.com/
  5671 E. 86th Street, Indianapolis
  317.849.2725

- Dick Blick [online] https://www.dickblick.com/
- Utrecht [online] https://www.utrechtart.com/
- MisterArt! [online] https://www.misterart.com/

Where to Buy Tools / Lumber
For larger items, you may visit:

- Lowe’s
  4401 W. Clara Ln, Muncie
  765.287.1606

- Menards
  3401 N. Nebo Rd, Muncie
  765.287.9130

- Harbor Freight Tools
  1413 W. McGalliard Rd #4, Muncie
  765.282.5446

Orientation
The Department typically hosts a welcome and orientation the week prior to the start of the fall semester. It's a time for introductions of students and faculty, a brief overview of program reminders and expectations, a tour of the facilities and studio, some Q&A, and getting to know each other. The setting varies each year but we have often held the event in the Architecture Building, another campus site/facility, or a nearby civic/park site to enjoy food, drink, and conversation. Students can expect an invitation from the Department well in advance.

The Graduate School provides an online orientation for all new students before they enroll in classes or arrive to campus. It's a comprehensive program focused on broadly supplementing the Departmental orientation including extra-curricular opportunities here on campus and in the Muncie area. Students will learn more about useful university resources, extra-curricular opportunities, and more. The Graduate School will reach out via email with an invitation. The Graduate School's Resources and Tools Links provides additional information and resources for graduate students.