INTRODUCTION

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Welcome to MORGAN’s School of Architecture and Planning. The 2013-2014 Undergraduate Programs Student Handbook was written to help guide you through our school’s policies, procedures and requirements. This book will also provide information that will be beneficial to your success within the School and Morgan State University. You are advised to be familiar with the contents of this guide because this document is the basis for most of the decisions made regarding student matters. For more information about the program, please consult with the School’s staff and faculty.

Additional information about University policies, procedures, and programs are found on Morgan’s website [www.morgan.edu](http://www.morgan.edu) or in the MSU Catalog via online [http://www.morgan.edu/Academics/Academic_Catalogs.html](http://www.morgan.edu/Academics/Academic_Catalogs.html).

**AN OVERVIEW**

There are two undergraduate programs in the School of Architecture and Planning: Bachelor of Science Degree in Architecture & Environmental Design (BSAED), a pre-professional, undergraduate four-year program of study and Bachelor of Science in Construction Management (BSCM), a four-year degree that is guided by the accreditation standards and criteria of the American Council for Construction Education. The School also has three graduate programs:

- Master’s Degree in Architecture (MArch)
- Master’s Degree in Landscape Architecture (MLA)
- Master’s Degree in City and Regional Planning (MCRP)

All graduate programs are accredited through their governing agency:

- National Architectural Accrediting Board (NAAB),
- Landscape Architecture Accreditation Board (LAAB), and
- Planning Accreditation Board (PAB), respectively.

**SCHOOL’S MISSION**

**Education Mission:** The School of Architecture and Planning (SA+P) provides professional preparation for future Architects, Landscape Architects, and Planners. We provide access to all students, including those with less demonstrable preparation. Through our graduates, our programs advance sustainability, enrich and preserve cultural and built environments.

**Research Mission:** SA+P embraces an interdisciplinary agenda that promotes sustainability in its broadest sense. It engages research that value design and practice leading to problem solving and theory building, which focus on urban core areas of the region.

**Service and Outreach:** SA+P’s service and outreach priority rests within our desire to support the neighborhoods of Baltimore. Service is provided to communities and nonprofit organizations through collaborative ventures.

**Diversity:** SA+P fosters knowledge and appreciation for the cultures and contributions of diverse segments of humanity and their environments. We promote the inclusion of students who have been traditionally excluded from the study of the built and natural environment.

**PROGRAM’S MISSION**

Each undergraduate program has its distinct missions:

**The BSAED program** supports the mission of the Morgan State University and the School of Architecture and Planning. In particular the program aims to:

- Provide access to the architecture and environmental design professions for African Americans and other minorities. The ability to increase inclusion of minorities in the decision making processes that influence the built environment is beneficial both to our students, graduates, and to the architecture field and community at large.

- Engage in continued research on the urban design and architectural issues involved...
in the redevelopment of Baltimore City. Through coursework and community design projects, students will become familiar with the issues and concerns of affecting design within our region and particularly within the urban context.

Provide the educational background and opportunity to examine ideas that will enable our graduates to be leaders in the design practice of sustainability.

The mission of the BSCM program is to educate students on basic construction management principles and practices, as well as their application to sustainable construction projects. With emphasis on green building technologies, materials and processes, the students will be well prepared to handle projects that require an integrated approach to environmental stewardship.

ADMINISTRATION

Dr. Mary Anne Akers
Dean of the School of Architecture and Planning. She is responsible for all the academic and administrative affairs within the School.

Evan Richardson
Assistant to the Dean for the School of Architecture and Planning. He is responsible for the facilities and operations of the School. Currently, he also assumes the responsibilities of the Transfer Coordinator for undergraduate programs.

Gabriel Kroiz
Program Director for undergraduate program in Architecture and Environmental Design (BSAED). He is responsible for the curriculum and administrative affairs within the BSAED.

Walter Edward Dukes
Program Director for the B.S. in Construction Management. He is responsible for the curriculum and administrative affairs within the program.

Johnny Macon
Retention Coordinator for the undergraduate programs. He is responsible for monitoring students’ academic progress, course scheduling, graduating seniors’ audits, and other student programs and activities.

Daniel Janak
Systems Administrator for the School of Architecture and Planning. He is responsible for all the Computer labs and the Print lab.

Brian Stansbury
Built Environment Applied Research (B.E.A.R) Lab Coordinator for the School of Architecture and Planning. He is responsible for all Fabrication Shop, Laser Lab, and Supply Center.

Salimah Hashim
Administrative Assistant to the Dean. She is responsible for faculty contracts and maintaining budget.

Felomina Johnson
Office Clerk for the School of Architecture and Planning. She is responsible for all clerical duties for the School.

Nikara Williams
Office Clerk for the School of Architecture and Planning. She is responsible for all clerical duties for the School.

FULL-TIME FACULTY

Mary Anne Akers, Ph.D. - Professor
Diane Allen - Associate Professor
Adam Bridge - Lecturer
Leon Bridges, FAIA, NOMAC - Lecturer
Daniel Campo, Ph.D. - Associate Professor
Ruth Connell - ARCH Chairperson and Associate Professor
Walter Edward Dukes - CMGT Program Director and Professor
Suzanne Frasier, AIA - Associate Professor
Mohammad Gharipour - Assistant Professor
Dale Green, Assoc. AIA - Assistant Professor
Brian Grieb, AIA - Lecturer
Pavlina Ilieva - Lecturer
Jeremy Kargon - Assistant Professor
Gabriel Kroiz, AIA - BSAED Program Director and Assistant Professor
Jack Leonard - Lecturer
Richard Lloyd, Ph.D. - Associate Professor
Melanie Moser - Lecturer
Sanjit Roy, Assistant Professor
Tonya Sander, Ph.D. - Assistant Professor
Frederick Scharmen - Assistant Professor
Siddhartha Sen, Ph.D. - CREP Chairperson and Professor
Archana Sharma, Ph.D. - Assistant Professor
Sidney Wong, Ph.D. - Assistant Professor
Paul Voos - LAAR Chairperson and Associate Professor

For Complete information on faculty and staff, please review the APPENDIX.
ADMINISTRATION

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INTRODUCTION

At Morgan, our primary focus is on research and instruction. Research undergirds the scholarship of our faculty and increases the quality of our students' experiences in classrooms and laboratories throughout the campus and in communities across the country. Instruction, the transmission of knowledge from teacher to student, is unsurpassed thanks to a world-class faculty.

SATISFACTORY ACADEMIC PERFORMANCE

A student whose cumulative grade point average is 2.00 or above will be considered as making satisfactory academic performance and will be designated a student in good standing at Morgan State University.

Unsatisfactory Academic Performance

Students with a cumulative grade point average below 2.00 fall into one of two categories: Academic Probation and Academic Dismissal. The cumulative grade point average that defines each of the categories of unsatisfactory academic performance varies according to the student's credit level as noted in the following table:

<table>
<thead>
<tr>
<th>TOTAL ACADEMIC CREDITS</th>
<th>ATTEMPTED CREDITS</th>
<th>PROBATION CREDITS IF GPA IS</th>
<th>DISMISSAL CREDITS IF GPA IS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 24</td>
<td>0.00 - 1.99</td>
<td>0.00 - 1.99</td>
<td></td>
</tr>
<tr>
<td>25 - 47</td>
<td>1.90 - 1.99</td>
<td>0.00 - 1.89*</td>
<td></td>
</tr>
<tr>
<td>48 - 72</td>
<td>1.95 - 1.99</td>
<td>0.00 - 1.94*</td>
<td></td>
</tr>
<tr>
<td>73 or more</td>
<td></td>
<td>0.00 - 1.99*</td>
<td></td>
</tr>
</tbody>
</table>

*No student shall be academically dismissed at the end of any semester during which he/she was registered for at least twelve (12) credit hours and earned a minimum of twelve (12) credit hours with a grade point average of 2.00 or better. All credit hours transferred to Morgan are included in the Attempted Credits totals in the above table when determining the category of academic performance. However, transferred credits are not included in computing the GPA.

ACADEMIC PROBATION

At the end of any given semester, students whose cumulative grade point averages fall below the thresholds outlined above are automatically on academic probation and should seek academic counseling and guidance from the office of the Dean of the school in which he/she is enrolled. Students on academic probation are restricted to thirteen (13) credit hours per semester and are required to repeat all courses in which deficiencies have been received before they may take new courses, insofar as scheduling permits. Students remain on probation until their cumulative grade point averages increase to 2.00.

ACADEMIC DISMISSAL

Students whose cumulative grade point averages meet the conditions for academic dismissal outlined above will be dismissed as degree students at the University. Thereafter, they may not enroll as degree students without formal readmission to the University. However, they are eligible to apply for admission to the Academic Recovery Program to improve their cumulative grade point average at Morgan. Students who are academically dismissed from Morgan State University are entitled to appeal their dismissal when there are extenuating circumstances which deserve consideration by the University. Such appeals are made to the Dean of the school/college in which the students are enrolled.

Students are not considered for readmission to the University until one full year after their academic dismissal. During that time, they should demonstrate their ability to do university-level work by raising their cumulative grade point average to 2.00 through enrollment in the Academic Recovery Program. The decision on readmission as degree students rests with the Dean. Students applying for readmission after academic dismissal should secure an application form from the Dean and submit that form at least thirty (30) days prior to in-person registration. Students who are readmitted after academic dismissal are on probation. Unless granted written permission by the Dean to do otherwise, they are governed by the requirements for students on probation.

ACADEMIC DISHONESTY

The School of Architecture and Planning adheres to the University Policy on Academic Dishonesty. Academic Dishonesty is not tolerated within the SA+P. You are subjected to failure of the particular assignment and possibly the course or expulsion. Your instructor may also refer you to your Program Director for additional disciplinary action. Forms of Academic Dishonesty include:

1: Cheating
2: Plagiarism
3: Abuse of Academic Materials
4: Stealing
5: Lying

For details of the Academic Dishonesty Policy, go to http://www.morgan.edu/Documents/ACADEMICS/Academic_Catalog/undergrad/2010-2013/ucat_AcademicAffairs.pdf

OFFICIAL WITHDRAWAL

Sometimes unforeseen issues may interrupt your time at the University you are having academic problems, financial issues, or a personal crisis. For any reason, you can officially withdraw from the University. If you wish to withdraw completely from the University for the semester in which you are registered, you have to report to the SA+P Dean to begin the process. Withdrawal Routing Form must be signed by the SA+P Dean, Residence Life, Financial Aid, and Bursar before being submitted to the Records and Registration office to be inputted into the system. (Source: Records and Registration) If you plan to return to the University, you must obtain a readmittance form from Records and Registration.

Official Withdrawal forms are located in the main office, SA+P 104. Prior to withdrawing from the University, please communicate with the Retention Coordinator, 443-885-2060.
**Checking Account Balance**

**STEP 1**
- Go to www.morgan.edu
- Using the mouse, point and click on WEBSIS. This will take you to the Morgan State University-Banner Single Sign On Page

**STEP 2**
- Enter your Username (Morgan eUSERID account) and Password
- Click the Login box, the Banner Single Sign-On Page will appear
- Click on Self-Service Banner (WebSIS)

**STEP 3**
Click on Student and Financial Aid link from the main menu page. The Student and Financial Aid page will appear.

**STEP 4**
Click on Account Summary (to see balance/bill)

**To see if your loan/funds has been accepted and not charged to your balance:**
- Go to Student & Financial Aid
- Click Financial Aid
- Click Award
- Go to Award for the Aid Year
- Select Aid Year

**Request for Excess Credits**

The SA+P may grant permission to pursue excess credits above your maximum credit hours (18 credits) per semester only to students with a 3.0 cumulative grade point average. If you are considering taking excess credits, your academic advisor must complete the Request for Excess Credit form and send it to your Program Director for final approval.

**Request for Course Overrides**

Students requesting a course override (A course override is when a student attempts to be enrolled in a course that has exceeded its enrollment cap or/and a student has not fulfilled a prerequisite and attempts to be registered for the subsequent course) must first meet with their academic advisor for advisement in order to complete a Request for Course Override form to receive final approval from your Program Director.

**Request to Take Courses Off-Campus**

In order to take courses at another institution, you must first receive permission from your academic advisor. Your academic advisor will have you complete a request form for the Program Director’s approval. Do not register for classes at another institution unless you have the Program Director’s approval. If you do so, your transfer credits are liable to not be accepted at Morgan. Forms are located in the main office, SA+P 104. Note: You can only transfer a maximum of 70 credits from a two-year institution and 90 credits from a four year institution. **Remember: you must earn your final thirty (30) credit hours at Morgan.**

**Undergraduates Taking Graduate Courses**

If you have earned ninety-six (96) credits and a cumulative GPA of 3.0, you are eligible to register for six (6) credits at the graduate level. You must complete the Request to take graduate courses form located in the Dean’s Office. You will need the approval from your undergraduate program director, the chair of the graduate program, and Dean of the School of Graduate Studies. If approved, the School of Graduate Studies will enroll you in the course.

**New Transfer Students**

A new transfer student is a student entering an institution for the first time with academic credit earned at another institution which is applicable for credit at the institution the student is entering. (Source: Maryland Higher Education Commission) The SA+P evaluates new transfer students during the spring/summer period.

Transfer students can appeal their transfer evaluations in writing or via e-mail to the Assistant to the Dean within sixty (60) days of the official notification date. **ORAP107-Freshman Orientation** for Arch majors is not required for transfer students who transfer a minimum of twenty-four (24) credits from the sending institution. However, the School does recommend that if you are not transferring from a design program/curriculum, you should register for ORAP107.

Transfer students must earn their final thirty (30) credit hours at Morgan State University.

Two-thirds (2/3) of the course requirements at the 300 or 400 level must be completed while the transfer student is enrolled at Morgan State University.

Transfer students matriculating into the program at the beginning of the spring semester must have fulfilled course prerequisites prior to registering for successive core courses.

**Note:** Transfer students entering the second or third year of BSAED program must complete an Introduction to BEAR Lab Orientation. Additional information regarding the orientation will be posted via email or website.

**Native Transfer Students**

Students interested in changing their major to Architecture and Environmental Design or Construction Management must first meet with the respective Program Director for approval. Once the student has met the approval of the Program Director, he/she must complete the Change of Program form located in the main office, SA+P 104. Students considering transferring into the program must be aware of all requirements for graduation of the program before transferring or registering for major courses.

**International Students**

Requests for information or admission materials should be made by the required deadline to allow processing by the release dates set by Morgan State University. International students who are accepted for admission usually begin studies in the fall term (late August) or the spring term (late January). The deadline for submitting an application and all documentation is December 1 for the fall term and August 1 for the spring term. Early application submission is strongly encouraged. Applicants who are accepted for
admission will receive the Certificate of Eligibility (Form I-20). This document is used to apply for a student (F-1) visa at a U.S. Embassy or consulate overseas. F-1 students are required to enroll each term as full-time degree candidates and take a minimum of 12 U.S. semester-hour units.

The Office of International Services (OIS) is charged with meeting the administrative, advising, and programming needs for the nonimmigrant students, staff, and faculty at Morgan State University. Services provided by the Office of International Services include:

- Immigration information workshops
- Orientation
- Employment workshops
- Preparation, and/or filing of initial petitions
- Advising services
- SEVIS reporting
- Preparation filing of H-1B petitions
- Collaboration
- Facilitate

For more information contact Office of International Services, Suite 206, McKeldin Center, 443-885-3038.

Grade Appeal and Grievance Process

Each student in the School of Architecture and Planning may seek redress in academic decisions when they believe the decision is ungrounded. It is the purpose of this GRADE REVIEW procedure to provide prompt and equitable resolution to student academic grievances. In each case, student should review the BSAED grading policy, the syllabus for the course (including changes made to it), and any grades or feedback that they received from their professor. (Also refer to the academic catalog under academic affairs for more detail)

Reminder: By participating in a class students have by definition entered a forum where performance will be judged by a faculty member. While one might think they 'earned' a particular grade, grading is ultimately done at the discretion of the faculty, not the student.

REQUEST A GRADE BREAKDOWN

It is appropriate for a student to inquire of a faculty member: a. Did I receive the correct grade? This is to prevent a recording error. b. What was the basis for my grade? The Professors should be able to explain how they arrived at your grade, including any rubric, metrics etc and what that student earned accordingly. The professor is encouraged but not required to also provide feedback on what the student might do to improve. This response for the student should be done expeditiously, in writing, with a breakdown of the grade no later than three (3) working days after receipt of the request.

If the GRADE BREAKDOWN does not show an error but the student still can show that the grade was reached inappropriately, the student may seek redress by following the Grade Review Process utilizing the STUDENT ACADEMIC GRADE REVIEW FORM, available from the SA+P website.
CURRICULUM

The curriculum is intended to support the mission of the undergraduate programs and the University. You must follow the curriculum from your matriculation into the University. The distribution of courses over a four-year period represents the recommended sequence to be followed. Not all courses are offered every semester. Please refer to Morgan’s WEBSIS and/or your academic advisor to determine the course offerings for each semester.

To view BSAED Recommended Curriculum Sequence, please review the APPENDIX.

To view the BSCM Recommended Curriculum Sequence, please review the APPENDIX.

REQUIREMENTS FOR GRADUATION

TO BE ELIGIBLE FOR GRADUATION:

1. You must complete all General Education and Major.
2. You must earn a cumulative average of 2.0 or better.
3. You must earn a 2.0 or better in your core courses with no outstanding grades below “C” (which includes all required supporting courses).
4. You must perform satisfactorily in the University English and Speech proficiency examinations.
5. You must earn the final thirty (30) credits of your degree at Morgan.
6. You must complete the graduate application by the deadline.

When you matriculate at the University, you are under the auspices of that MSU Catalog, e.g., if you enrolled into the University in 2002, you must follow the policies and requirements from the MSU Catalog 2001-2003.

For more information about your graduation requirements, contact your academic advisor or program director. (Source: MSU Student Handbook)

*Students can fulfill their English and Speech Proficiency Examinations by registering and passing ENGL 350-Writing Practicum and SPCH 101-Principles of Speech Communication, respectively.

STATUTE OF LIMITATIONS (SEVEN-YEAR RULE)

Students matriculating as degree students at Morgan State University are allowed seven consecutive years to complete requirements for the degree in order to be graduated under the catalog in effect when they entered the University. If students have not met the requirements for graduation within that time frame, they will be denied eligibility for graduation under the catalog in use when they entered the University. In such cases, those students will be graduated under the current University catalog. Students exceeding the statute of limitations may appeal to the Dean of the school/college in which their majors are located for exceptions to this rule.

ACADEMIC ADVISEMENT

Academic Advisement is an important component to our program. For the School of Architecture and Planning, the Student Retention Coordinator is your academic advisor. The Retention Coordinator is knowledgeable of the curriculum, graduation requirements, and their respective field of study. You should meet with the Retention Coordinator periodically throughout the semester. For more information about advising, Please contact the Retention Coordinator, CBEIS 107, 443-885-2060.

REGISTRATION

The Office of Records and Registration administers the registration process. Students register online using the Morgan’s WEBSIS, the Web Student Information System. In order to access WEBSIS, you will need your Student ID Number/SSN and PIN Number. Your PIN number is your birth date (e.g., mmddyy). Before registering for classes, it highly
recommended you seek advisement from the Student Retention Coordinator.

Note: Registration is not considered complete until you have paid your bill. Please make certain you have paid your bill or made financial arrangements with the Bursar’s Office. If you do not, you will not be enrolled in your registered courses. For more information regarding registration, contact Records and Registration, Montebello A-117, 443-885-3300.

**ONLINE REGISTRATION**

**STEP 1**
- Go to www.morgan.edu
- Using the mouse, point and click on WEBSIS. This will take you to the Morgan State University-Banner Single Sign On Page

**STEP 2**
- Enter your Username (Morgan eUSERID account) and Password
- Click the Login box, the Banner Single Sign-On Page will appear
- Click on Self-Service Banner (WebSIS)

**STEP 3**
- Click Student & Financial Aid link. The Student & Financial Aid link allows access to Registration, Student Records and Financial Aid.

**STEP 4**
- Click Registration link and the Registration Menu will appear.
- Click Select Term to choose the correct term and click submit box. This will return you back to the registration Menu.

**STEP 5**
- Click Look Up Classes link.
- Choose the Subject and Course Number.
- Select appropriate class then click Add to Worksheet box. This will take you to the Add or Drop Classes page.
- Click Class Search and repeat this step until you have completed your schedule.

****IF YOU KNOW THE COURSE REFERENCE NUMBER (CRN), YOU MAY GO DIRECTLY TO ADD OR DROP CLASSES PAGE AND INPUT THE CRN(S) IN THE BOXES BELOW****

**STEP 6**
- Once you have completed the schedule click Submit Change. If there are any problems with your choice(s), the system will give you an error message for you to make corrections.

**STEP 7**
- Click Return to Menu and click Student Detail Schedule to view and print (if possible) your schedule.

**STEP 8**
- Click Return to Menu and click Student and Financial Aid and select Account Summary to view and print your bill. When you finish you may click Exit at the top of the page to exit the system.

**ANY ISSUES WITH YOUR LOGIN ACCOUNT, CONTACT THE HELP DESK AT helpdesk@morgan.edu OR 443-885-4357**

**ADD/DROP COURSES**
You may drop or add classes via WEBSIS according to the guidelines and deadlines published on the University Calendar. Consult your academic advisor before you drop a class. Before dropping a class, review the financial, scholarship and health insurance regulations that may affect your decision to drop a class. Dropping a class is an official process; discontinued attendance does not constitute dropping a class. For further assistance, contact the Office of Records and Registration, Montebello Complex A-117, 443-885-3300. (Source: MSU Student Handbook)

**ACCESS BLACKBOARD**
Blackboard is a tool that allows faculty to add resources for students to access online. Powerpoint, video, audio, and other applications are created outside of Blackboard and added into Blackboard courses for students to enhance teaching and learning efforts. (Source: CalPoly). For more information about Blackboard, go to www.morgan.blackboard.com or 443-885-1103.

**CLASS ATTENDANCE**
You are expected to attend all of your courses. Excessive absences may result in a failing grade. Please refer to your course syllabi for details regarding the attendance policy. Consult with your instructor concerning excused absences and the possibility of making up missed work within the semester timeframe.

If you are absent due to a University activity, please have a written notification for your instructor submitted prior to the engagement.

For detailed information on the University’s attendance policy, go to: http://www.morgan.edu/Documents/ACADEMICS/Academic_Catalog/undergrad/2010-2013/ucat_AcademicAffairs.pdf

**GRADING**
The Morgan State University System is based on a 4.0 quality point scale. An A is 4 quality points, B is 3 points, C is 2 points, and a D is one point. An F is 0 points and the course must be repeated if credit is desired. If some phase of the work is incomplete at the time grades are reported, a grade of “I” may be given — consult your instructor regarding this. Other grades that may be reported on the transcript include: PS = pass; PT = pass for examination; AW = Administrative Withdrawal; W = Official Withdrawal; WP = Withdrawal Passing; WF = Withdrawal Failing; and NA=Never attended the class. See catalog or contact the Office of Records and Registration for additional grading policies. (Source: MSU Student Handbook)

**CHECKING GRADES ONLINE**

**STEP 1**
- Go to www.morgan.edu and click on WEBSIS. This will take you to the Morgan State...
University Information Services Page.

STEP 2
• Enter your username and password then click the login box, when you get to the next page click the Self-Service Banner (WEBSIS).

STEP 3
• Click on Student link from the main menu page. The Student and Financial Aid page will appear.

STEP 4
• Click Student Records link and the Students Records page will appear.

STEP 5
• Click on Midterm Grades or Final Grades link and Midterm Grades or Final Grades page will appear, respectively. Select the term i.e. Fall 2006. Then click submit.

IF YOU HAVE NOT RECEIVED A GRADE, PLEASE SCHEDULE AN APPOINTMENT WITH YOUR INSTRUCTOR TO GET AN UNDERSTANDING OF YOUR PROGRESS IN THE COURSE.

HOW TO CALCULATE YOUR GPA

Your grade point average is equal to the total of quality points (numbers of credits multiplied by numerical value for the grade) divided by the amount of GPA (attempted) hours. See Example of Student Transcript on how to create your GPA:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>GRADE</th>
<th>GPA HOURS</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>ARCH 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>ARCH 103</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>MATH 126</td>
<td>4</td>
<td>B</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>13</td>
<td>42</td>
</tr>
</tbody>
</table>

Total of Quality Points 42
Total of GPA Hours 13

= 3.231 GPA

GRADE CHANGE POLICY

It is the University policy that once a grade is recorded, no changes are allowed. The only exceptions to this are as follows:

Incomplete – “Incomplete” (“I”) is given in exceptional cases to a student who has completed the majority of the work satisfactorily and due to documented illness or other documented emergencies beyond his/her control, he/she has been unable to complete the requirements for the course. The student must complete the work by the end of the next semester of enrollment. Otherwise, the “I” grade is changed to “F.” Although a petition for the “I” grade may be initiated by the student or the faculty member, the recording of the “I” grade must be approved by the Dean. Request for Incomplete Grade Form is located online and in the Dean’s Office.

Recording error(s) and/or miscalculation of a grade must be changed no later than the end of the semester following the recording error or miscalculation. The Program Director and Dean of the School must approve grade changes. (Source: MSU 2010-2013 Catalog).

REPEATING A FAILED/ UNSATISFACTORY GRADE

If you earned a grade of ‘D’ and/or ‘F’ at Morgan, you should repeat that course at Morgan. If you plan to repeat a failed course at another institution and pass, you may receive academic credit for the course; but you will not receive the grade change on your official Morgan transcript. For repeated courses the higher grade only will be used to calculate University GPA. Note: GPA for latin honors designations such as “summa cum laude” are calculated using both high and low grade for repeated courses.

RETENTION OF STUDENT’S WORK

All intellectual property rights of student works, including but not limited to architectural models, design plans, etc. are governed by the applicable University policies: Copyright, Patent and Trademark policies. You can view those policies at www.morgancounsel.org.

The department highly recommends you make copies or take photographs of all work before submission.

CLASSIFICATION

All matriculating students, full-time or part-time, will be classified as follows:
Freshman 0-24 credits
Sophomore 25-55 credits
Junior 56-89 credits
Senior 90 credits and above

It is your responsibility to ensure that the credits you earn will count toward your major by consulting your academic advisor and catalog each time you register. See Graduation Requirements. (Source: MSU Student Handbook)

STUDENT ORGANIZATIONS

Being a member of a student organization can help strengthen your personal and professional development. It is an opportunity to build relationships and improve your leadership skills. Below is a list of student organizations within the SA+P:

American Institute of Architects Students (AIAS);
National Organization of Minority Architects Students (NOMAS);
American Society of Landscape Architecture Students;
Morgan City & Regional Planning SGA;
Construction Management Association of America (CMAA).

There are several other student organizations on campus where you can explore personal interests and meet fellow students from other programs. For more information about campus clubs and organizations, contact The Office of Student Activities, MSU Student Center 309, 443-885-3470.
UNIVERSITY SERVICES
CENTER FOR ACADEMIC SUCCESS & ACHIEVEMENT
ACADEMIC ENRICHMENT PROGRAM
COUNSELING CENTER
EVENTS AND ACTIVITIES
THE EARL S. RICHARDSON LIBRARY
FINANCIAL AID
BURSAR’S OFFICE
SCHOLARSHIPS
UNIVERSITY HONORS PROGRAM
**Center for Academic Success and Achievement (CASA)**

The CASA Resource Center provides tutoring services if you are experiencing problems with your general education coursework. Peer Tutors are available from 9 A.M. to 5 P.M. on weekdays to assist you in every subject area, especially Math and English composition. You can see tutors by walking in or by making an appointment. For more information about the various programs, please contact CASA in New Communication Building 107, 443-885-1440.

**Academic Enrichment Program**

The Academic Enrichment Program, sponsored by the Office of Residence Life and Housing, offers you tutorial/study sessions through workshops, seminars, individualized tutoring, and computer tutorial software. Tutoring schedules are available at the beginning of each academic semester. The program is open to all students enrolled in the University. For more information regarding the Academic Enrichment Program, please contact the Office of Residence Life and Housing (Rawlings Hall 128) at 443-885-4452. (Source: MSU Student Handbook)

**Counseling Center**

The Counseling Center provides a range of psychological and counseling services to meet the mental health and developmental needs of Morgan students. The Counseling Center helps students to define goals, make decisions, and solve problems related to personal, social, academic, and career concerns. For more information, please contact the Counseling Center (Carter Grant Wilson 202) at 443-885-3130 or http://www.morgan.edu/Campus_Life/Counseling_Center.html.

**Events/Activities**

Students in the School of Architecture & Planning participate in several events and activities during the academic year. Check out the SA+P website (www.morgan.edu/sap) or email for updated events and activities.

**The Earl S. Richardson Library**

The Earl S. Richardson Library, located in University Commons area, holds over 400,000 volumes of books, periodicals, and multimedia material, including material about environmental design. Students are also able to access other materials from the University of Maryland system. Please take advantage of this campus resource. For more information about Richardson Library, contact 443-885-3477 or go to: http://library.morgan.edu/.

**Financial Aid**

The Office of Financial Aid is responsible for the administration for all student financial aid programs such as loans, grants, scholarships and student employment programs. Once you have completed your Free Application for Federal Student Aid (FAFSA), you are assigned a Financial Aid Advisor according to your classification or last name. Any questions about Financial Aid go to Montebello Complex A-226, 443-885-3170.

For a list of Financial Aid Advisor, go to http://www.morgan.edu/Financial_Aid/Financial_Aid_Directory.html

**Bursar’s Office**

The Bursar’s Office is responsible for the billing, collection and reporting of University funds. The Bursar’s Office is located in the Montebello Complex, A-Wing - Room 124. For more information about the Bursar’s Office, please go to: http://www.morgan.edu/admin/Bursar/index.asp or call 443-885-3108

**Scholarships**

There are several scholarship opportunities for students at Morgan. Under the University Honors Program, there are five (5) scholarships available: Gateway Scholarship, Chair’s Scholarship, Dean’s Scholarship, Regent’s Scholarship, and University Incentive Award. For more information about the Honors Program Scholarships for continuing students, please contact the University Honors Program, 443-885-3429.

Another resource for scholarships is the MSU Foundation, located in Truth Hall 201. MSU Foundation provides financial assistance on an “as-needed basis”. For an application, please contact Enrollment Outreach and Veterans Services, Montebello Complex C-226, 443-885-3042.

Other scholarships are available through government agencies, professional organizations, and foundations. You can find this information through the Office of Financial Aid, the library, the internet, and the Retention Coordinator.

**University Honors Program**

If you have demonstrated a high level of academic excellence at the University, it is recommended you apply to the Honors Program. The program is very demanding and challenging. Students must fulfill the requirements of the Honors Program’s accelerated General Education curriculum and participate in several University programs and activities. Possible funding is available for students admitted into the program. The Honor’s Program usually accepts applications for the subsequent academic year in April. For more information, contact the Honors Program, Jenkins 101, 443-885-3429. (MSU Student Handbook)
CAREER DEVELOPMENT

RESUME
PORTFOLIO
INTERNSHIPS
CENTER FOR CAREER DEVELOPMENT
CAREERS IN THE BUILT ENVIRONMENT
LICENSE REQUIREMENTS
EARNINGS

CAREER DEVELOPMENT
**Resume**
The resume is a selling tool that outlines your skills and experiences so an employer can see, at a glance, how you can contribute to the employer’s workplace. A strong resume includes work experiences, education, various skills sets, and extracurricular activities. For assistance in developing your resume, contact the Center for Career Development, Montebello C-224, 443-885-3110.

**Portfolio**

“The Portfolio is a creative product highlighting your skills and imagination. It is also an act of communication and a tool for self-promotion. It is an opportunity to demonstrate your originality and inventiveness and also accept the restrictions and conventions of professionalism to show that you can get your ideas across in terms that working architects and designers can understand.” (source: Harold Linton, Portfolio Design).

Students should begin to work on their portfolio once they have accumulated work from their graphics or studio courses, personal sketches and/or work. The ultimate objective for a professional design portfolio is to “stand out” from all others. For assistance with your portfolio, go to: www.portfoliodesign.com

**Internships**

Jobs and Internships are an integral part of your professional growth and development. Most students seek summer employment in the field after their second year. At this time, a majority of students have gained the necessary skills to be productive in an office environment. Your resume/portfolio should be prepared prior to contacting an office. Offices usually are looking to hire students by the end of May. Try to schedule an interview or office visit in early March. Please be aware of any application deadlines.

Jobs and Internships are posted outside the main office, Montebello D-103 on a regular basis and announced on the SA+P FYI Weekly. Check the board and your email periodically.

**Center for Career Development**
The University Career Development Center provides technical assistance in Career Counseling and Guidance and Internship/Career Support including:

- resume writing/content and design
- letter writing skills
- identifying seasonal, full-time, and part-time employment
- identifying/applying to graduate and professional schools

For more information, contact the Center for Career Development, Montebello C-224, 443-885-3110. (Source: MSU Student Handbook)

**Careers in the Built Environment**

As you enter Morgan State University’s School of Architecture and Planning, many of you may be wondering, “I think I know what architecture is, but what is environmental design?” Environmental Design is simply the development of physical and spatial environments.

Our program focuses on four (4) fields related to environmental design: architecture, landscape architecture, city and regional planning, and construction management. Our aim is for you to have an awareness and understanding of these fields and their importance to the built environment.

Listed below are some definitions that may better explain “who does what?”:

**Architects**

Architects are involved in the art of planning, designing and overseeing the construction of buildings. The scope of the profession includes interior design, space planning, urban design, construction management, historic preservation, and specification writing. (source: wikipedia).

**Landscape Architects**

Landscape architects consider the art, planning, design, management, preservation and rehabilitation of the land. The scope of the profession includes site planning, environmental restoration, town or urban planning, park and recreation planning, regional planning, and historic preservation. (source: wikipedia).

**City and Regional Planners**

City and Regional planners study economic, environmental, and social trends and problems to formulate plans for the short- and long-term growth and renewal of urban and suburban communities. In developing their plan for a community (whether commercial, residential or recreational) urban planners must consider issues such as air pollution, traffic congestion, legislation and zoning codes. (source: wikipedia).

**Construction Managers**

Construction managers plan, direct, and coordinate a wide variety of construction projects, including the building of all types of residential, commercial, and industrial structures, roads, bridges, wastewater treatment plants, and schools and hospitals. Construction managers may oversee an entire project or just part of one. They schedule and coordinate all design and construction processes, including the selection, hiring, and oversight of specialty trade contractors, but they usually do not do any actual construction of the structure. (source: dept. of labor)

**Licensure Requirements**

In order to be considered an licensed architect, landscape architect, or planner, you must become certified or registered. Listed below are the following licensure requirements:

**Architecture**

Graduate from a professional program accredited by the National Architectural Accrediting Board (NAAB).
Complete the Internship Development Program, a 3-year apprentice/internship under a licensed architect.
Pass the Architecture Registration Examination (ARE).

**Landscape Architecture**

Graduate from a professional program accredited by the Landscape Architecture Accreditation Board.
Finish 1-4 years of work experience under a licensed landscape architecture. Pass the Landscape Architecture Registration Examination, governed by The Council of Landscape Architectural Registration Board (CLARB).

**Urban and Regional Planning**

Graduate from a professional program accredited by the Planning Accreditation Board.
Pass the American Institute of Certified Planners (AICP), governed by the American Planning Association (APA).

**Earnings**

According to the U.S. Department of Labor, listed below are median (arranging the values in order and then selecting the one in the middle) salaries in 2008 for the following:

- Architects: $70,320
- Landscape Architects: $58,960
- Urban and Regional Planners: $59,810
- Construction Managers: $79,860

Salaries vary depending on position, firm/office, and/or location.
FACILITIES
CENTER FOR THE BUILT ENVIRONMENT AND INFRASTRUCTURE STUDIES (CBEIS)
BUILDING ACCESS
PARKING
SECURITY
BUILDING MAINTENANCE
HOUSEKEEPING
SMOKING POLICY
NOISE MANAGEMENT
FIRST AID
SCHEDULE MEETINGS
MESSAGEBoARDS
STUDIO SPACE
BEAR LAB
FACULTY AND STAFF OFFICES
CBEIS FLOOR PLANS
CENTRAL FOR THE BUILT ENVIRONMENT AND INFRASTRUCTURE STUDIES (CBEIS)

The Center for the Built Environment and Infrastructure Studies (CBEIS), a LEED certified building, is a 126,000 GSF shared facility for academic engineering and design programs at Morgan State University. The Center houses research and instructional programs for the School of Architecture and Planning and School of Engineering’s Civil Engineering, Transportation Studies, and National Transportation Center (NTC).

As stewards of the built environment, it is important that we set an example and share the responsibility of taking care of our building. Keeping a well maintained environment is healthy – physically, mentally, and socially.

Below is information and guidelines for the building:

BUILDING ACCESS

During the Fall and Spring term, the building will be open (north and south entrances) to the public Mon-Fri 8 am – 8 pm. The building will be closed to the public on the weekends. For members of the School of Architecture and Planning (SA+P) and School of Engineering’s (SOE) Civil Engineering, Transportation Studies, and NTC, the building will be accessible at the North Entrance with their MSU Bear Card:

Sun – Thu: 7 am – 8 am; 8 pm – 2 am
Fri – Sat: 7 am – 8 am; 8 pm – 12 pm

During winter and summer break, the building will be open (north and south entrance) to the public Mon-Fri 8 am – 6 pm. The building will be closed to the public on the weekends. For members of SA+P and SOE’s Civil Engineering and Transportation Systems (students registered for Winter or Summer classes), the building will be accessible at the North Entrance with their MSU Bear Card:

Mon – Fri: 6 pm – 10 pm
Sat – Sun: 10 am – 6 pm

For access to the building outside of hours of operations, any person or persons not a member of SA+P and SOE’s Civil Engineering, Transportation Studies, and NTC must request approval from the Dean of School of Architecture and Planning.

It is important that all adhere to the times set for the building. The building’s alarm system is activated 2:15 am, Sundays – Thursdays, and 12:15 am, on Fridays – Saturdays. If any person is caught in the building without proper approval is considered trespassing.

ALL HOURS ARE SUBJECT TO CHANGE

SECURITY

The safety of the students, faculty, and staff is the highest priority for the School of Architecture and Planning. With Morgan State University being an open campus, it is imperative for the health, welfare and safety of students, faculty, and staff that everyone complies with the building’s hour of operations.

For any emergencies, there will be an on-duty security guard Sunday – Thursday from 6:00 pm – 2:00 am at the information desk or contact University Police at 443-885-3103. Please report any suspicious behavior throughout the building to the Dean’s Office (CBEIS 104) or email at sap@morgan.edu. On-duty Security hours may vary.

BUILDING MAINTENANCE

Please report any building maintenance issues (lighting, heating/cooling, jammed locker, card swipe access, etc.) to the Dean’s Office (CBEIS 104) or email sap@morgan.edu.

“Your mother does not live here.”

Please keep the studio spaces and computer lab clean. After each semester, remove all of your work/material(s) from the studio and/or computer lab area. If you do not comply, your material is subjected to being discarded.

Each department will designate a housekeeping coordinator to assist with keeping the spaces in order.

HOUSEKEEPING

The University is committed to developing a “green cleaning” program for all housekeeping practices in CBEIS. Cleaning methods established in the University’s housekeeping policy emphasize the removal of indoor pollutants while maintaining a safe, healthy environment for all workers and building occupants.

Keeping CBEIS and its surrounding’s clean is everyone’s responsibility. Students, faculty, and staff are expected to clean up after themselves at all times. To help keep the spaces clean, eating and drinking is prohibited in the classrooms, labs, and seminar rooms. There are numerous trash cans and recycle bins strategically located throughout the building for trash disposal. Please report any need for trash pickup or cleaning needs to the Dean’s Office (CBEIS 104).

SMOKING POLICY

Smoking is strictly prohibited in CBEIS and the CBEIS parking garage. Smoking is only permitted at the south entrance. Buildings that are certified with the USGBC as LEED Buildings, smoking is strictly prohibited outside the building within 25 feet of any window, door or intake louver.

NOISE MANAGEMENT

Students and faculty are to be respectful of other educational activities within the core learning environment. Please keep noise to a minimum in the atrium, studio, and seating areas while classes are in session.
**First Aid**

First aid kits are available in the studio kitchenette (CBEIS 111), the Dean's Office (CBEIS 104), and the Built Environment Applied Research (BEAR) Lab (CBEIS 020) for minor cuts and bruises. For major accidents, please contact the University Police at 443-885-3103.

**Schedule Meetings**

All shared and SA+P space requests for events and meetings must be submitted to the Dean's Office for the School of Architecture and Planning for approval. Please do not occupy a space without formally requesting availability in the Dean's Office.

**Message Boards**

School information will be disseminated on a regular basis. There will be designated message boards “SA+P FYI: BOARD” for official school communication only. If students, faculty, or staff want to post information on the official boards, he/she must submit information to sap@morgan.edu. Students and faculty should check these boards on a regular basis. There will be informal message boards for posting in various locations.

The screens located in the atrium and second floor outside the COIN Lab (CBEIS 235) will provide additional information including announcements, news, and events.

**Studio Space**

There is (1) large studio located on the first level of CBEIS. For safety purposes, there is limited access to the building and studio, during the fall and spring semester, students will have access to studio the following days and times:

- **Sunday-Thursday 7:00 am – 2:00 am**
- **Friday-Saturday 7:00 am – 12:00 am**

From the studio entrances, students have access to two (2) computer labs (111A & 111C), the Print Lab (111B), and lockers.

Doors to the studio MUST always remain locked. Students, faculty, and staff must use their MSU Bear Card to access the studio. If your MSU Bear Card does not grant you access to studio, please go to the Dean's Office or email evan.richardson@morgan.edu. Please do not prop open the studio door(s). Violators to this policy will have their Bear Card access suspended.

Guests must visit the main office (CBEIS 104) from 8:30 am – 7:00 pm to request access to the studio.

Below are policies regarding studio:

- No personal refrigerators, space heaters, and microwaves are permitted in studio. A microwave is available in the vending area.
- Use of aerosol cans (spray painting or spray mount) is prohibited in studio or terrace area. Students must use the spray booth in the B.E.A.R Lab or outdoor modeling area (CBEIS 020)
- Headphones must be worn at all times when listening to music and/or videos.
- Bicycles, pets (except seeing-eye dog), and alcoholic beverages are prohibited in the building and studio.
- Eating is not allowed in the studio area. Students and faculty can use the lounge area in the atrium.
- Hazardous or dangerous materials are prohibited in studio.
- Do not remove any items from another student's work area without asking. According to the University’s Code of Student Conduct, “Theft” is considered “Prohibited Conduct” and is subject to disciplinary action. For more information on the University’s Code of Student Conduct, go to http://www.morgan.edu/Documents/ACADEMICS/Code-of-Student-Conduct.pdf

**NOTE: ACCESS HOURS ARE SUBJECT TO CHANGE IF STUDENTS DO NOT ADHERE TO GUIDELINES**

To gain access into the complex on the after hours or weekends, go to Morgan State University Police at the Washington Service Center and show proper ID.

**Studio Desks**

Each student registered for an undergraduate or graduate (ARCH/LAAR) studio will be assigned a numbered studio desk and chair for the entire semester.

Each desk consists of:
- One (1) 60” x 37” work surface
- Four (4) lockable drawers. (students provide their own locks)
- One (1) flat file
- One (1) pinup surface
- Two (2) shelving units
- Three (3) power outlets for small items i.e. laptop, lamp, mobile phone charger, etc.

During the first week of classes, desk assignments will be made by the studio instructor. “Reserving a desk” with name tags or possessions in advance of the first day of studio will not be given recognition. Instructors have the final decision in locating their students at specific desks, with input from the students concerning student preferences. Student(s) cannot change their desk assignment without proper notification to their instructor and the Dean’s Office. Students interested in changing their assignment must communicate and provide a good reason for wanting to change desks. The School of Architecture and Planning has the right to deny any students request to be reassigned another desk. We expect students to be diplomatic and responsible in choosing their studio desk.

Below are guidelines for the studio desks:

- Students or faculty must not move or reorient the studio desks.
- Use of aerosol cans (spray painting or spray mount) is prohibited in studio or terrace area. Students must use the spray booth in the B.E.A.R Lab or outdoor modeling area (CBEIS 020)
- Headphones must be worn at all times when listening to music and/or videos.
booth or the outdoor modeling area (CBEIS 020).

- Students must not nail, glue or screw anything to the desk.
- Students must not disassemble or remove any parts from the desk.
- Students cannot occupy multiple desks during the semester, even if a studio desk is unassigned.
- Students are encouraged to secure all personal items in their locked desks. With that said, students should be cognizant of storing irreplaceable items in the desk lockers. i.e. cash, jewelry, etc. The School of Architecture and Planning is not liable for any lost or stolen items left on or in the studio desk.

At the end of each semester, all students must clean their work area, empty their studio desk, and remove all locks from the desk. Students are liable for any significant damage to the studio desks. Besides normal wear and tear, the desk and chair should be in the same condition when it was issued to the student.

If the studio desk area is not cleaned and/or the materials inside the desk lockers are not removed, a hold will be placed on the student’s account, which limits the student’s ability to register for classes for the subsequent term or not allow the student to receive his/her diploma upon graduation.

Significant damage to any studio desk or chair is considered “Reckless Conduct” according to the University’s Code of Student Conduct. This misconduct is subject to disciplinary action by Judicial Affairs. To read the University’s Student of Conduct, go to http://www.morgan.edu/Documents/ACADEMICS/Code-of-Student-Conduct.pdf.

**Light Tables**
There are two (2) light tables located in the studio area. Students and faculty should not leave items unattended on the light tables.

**Projectors**
There are three (3) ceiling mounted projectors in the studio area. Students should NOT attempt to operate the projectors without consent from their instructor or Dean’s Office.

**Studio Niches**
There are multiple studio niches located throughout studio with large tables and pinup space. Students and faculty should not store any personal or work items on the tables. Individuals should not cut in that work surface area without a cutting mat. Each Department head will administer the use of the studio niches.

**Studio Housekeeping**
The studio is expected to remain clean and uncluttered. Prior to leaving studio, students should place all their tools, materials, projects, and works (in progress) in or on their own desk and leave the floor and area surrounding their desk in a clean condition. This is a matter of respect for both one’s own work and materials and for the other students and faculty that share this work environment. Items not properly stored at one’s own desk might be removed or disposed of without notice. At the end of each semester, all students must clean up their work area, empty their studio desk, and remove all locks from the desk.

If any studio desk area is not cleaned and/or the lockers not removed, a hold will be placed on the student’s account, which limits the student’s ability to register for classes for the subsequent term or receive their diploma at graduation.

**Studio Stewards**
At the beginning of each semester, each studio section selects a “studio steward” to assist with keeping the studio clean and maintained. The studio stewards will make sure all materials are off the floor when housekeeping needs to clean studio. The Dean’s Office will communicate with the studio stewards on clean up days and times.

**Material Scraps**
Located throughout studio are large bins to place any material that can be re-used by someone else. This may include, but is not limited to chipboard, cardboard, foamcore, wood, and any scrap materials. Students should not overstuff the bins. The studio stewards will maintain the scrap pile.

**Lockers**
Lockers are located on the north end of the studio. Each program has a limited number of lockers for the use of students. To be assigned a locker, students must go to the Dean’s Office to review and sign the Locker Guidelines form. Each locker will be assigned at the beginning of the Fall semester for use through Spring term. Each department has been allocated a specific number of lockers for students. Assignment of lockers will be on a first come, first serve basis by department.

All lockers must be cleared out at the end of spring term and will be reissued for summer school as needed. If a locker is not emptied at that assignment period, the lock and contents will be removed and discarded.

**There is no additional storage space for student work except for their immediate studio desks and lockers. Students are encouraged to make copies of their work before any final submission. Any student work left behind at the end of the semester is subjected to being vandalized or discarded.**

*For the BSAED program, students enrolled in ARCH 103 have first priority on receiving a locker. Deadline to sign agreement for ARCH 103 students is September 1.*

*For Fall graduates, lockers must be cleared by the end of the Fall term.*

**Computer Labs**
There are two (2) computer labs exclusive to the School of Architecture and Planning located in the studio-111A (PC lab) with 36 PC’s and 111C (Apple Mac Lab) with 16 Mac’s.

**Jury Rooms**
There are four (4) jury rooms located at the south end of CBEIS studio where students will have a chance to present their work to the respectable jury members.

**Green Terrace**
There is a green terrace located at the south end of CBEIS studio. The terrace will be used for events, meeting, and/or classes. All formal terrace activities must be approved by the Dean’s Office. Please send a formal request to sap@morgan.edu. The terrace will have limited access during the evening hours.
The BEARLab focuses on implementing the technologies that create our built world to envision a future one. Architecture, City Planning, Landscape Architecture, Engineering, Science and Historic preservation share one environment devoted the exploration of building. We study the way things are made, how they work with each other, and how physical presence effects design. Students develop site and building models, prototypes, space and compositional studies, landscapes, furniture and many other projects using the lab's equipment and facilities.

The divide between academic research and practical application results in a deficiency in new products and technologies produced. Innovation is a result of implementation and application. In 2012 the School of Architecture and Planning determined to expand access to the Fabrication lab to offer Student and Faculty researchers throughout the University an opportunity to develop prototypes, and the physical facilities to develop research applications. The Morgan State University, Built Environment Applied Research Laboratory (BEARLab) aims to bridge the gap between research and development by offering open access to student and faculty researchers from a wide range of fields. BEARLab provides a trans-disciplinary collaborative environment to develop prototypes and designs. Uniquely, the BEARLab is housed within the School of Architecture and Planning, and approaches various projects from a design perspective.

The Built Environment Applied Research (B.E.A.R) Lab, formerly the Fabrication Lab, includes the:

**3D FDM Printing**
Dimensions SST - ABS Plastic printing of 3D modeled parts with a resolution of .010".

**Laser Cutting**
Universal ILS - laser engraves and cuts wood, paper and plastic sheets 24"Lx36"W up to 1/2' thick.

**CNC Machining**
Techno-Isel LC4896 - large format, 4 axis CNC machining of wood, Plastics, foams and non-ferrous metals.

**Microcontrollers**
Arduino microcontrollers, electronics and computing stations for the development of interactive and robotic applications.

**Fabrication Shop**
Traditional woodworking and metal working fabrication lab to support model building and prototype designs.

Located in CBEIS 020. The hours of operation are:

**Mon – Thu:** 9:00 am – 9:00 pm
**Fri:** 9:00 am – 5:00 pm

Training for equipment will be through studio and communication skill courses. Additional training will be available as needed. For more information, please contact Brian Stansbury, BEAR LAB Coordinator, at brian.stansbury@morgan.edu or 443-885-3513.
COMPUTING

Computer labs on campus
Buying a computer
Open source (free downloadable programs)
A/V equipment usage
Taking equipment off campus
Off-campus reproduction and printing
Printing & plotting in SA+P
Computing in SA+P
Morgan E-mail
Computer Labs on Campus

Computer laboratories are located throughout Morgan's campus in the following halls: Calloway, Carnegie, Engineering, Holmes, Jenkins, McMechen, and Richardson Library. Some labs are also located in residence halls. For more information regarding the days/times computer labs are open, please contact 443-885-1508.

Buying a Computer

The computer as an essential part of your education. Even though work stations are available in our labs, you may want to consider purchasing a computer for your home. Listed below are the recommended minimum specifications for architecture or design student:
- Intel Core Duo 1.66GHz (2GHz would be better)
- 4 GB RAM
- 160 GB Hard Drive
- Portable External Hard Drive (Recommended 250 GB)
- 14.1” TFT screen
- 512 MB Graphics Card capable of 1024x768 and 16.7 million colors
- 10/100 Network Card
- CD Rewriter drive (It is essential to back up your work)
- Wireless networking
- Carry Case

Other items to consider:
- Flatbed scanner (11x17), color inkjet printer, and digital camera

Open Source (Free Downloadable Programs)

Many students are looking for ways to improve their graphic presentations, but sometimes the cost of software can be overwhelming. Below are a few open source programs (free downloads) that you can use as a graphic toolkit. For more information about open source programs, go to http://www.morgan.edu/school_of_architecture_and_planning/center_for_the_built_environment_and_infrastructure_studies_(cbeis)/computing/software_resources.html

A/V Equipment Usage

The School has a variety of A/V equipment available for students use on campus—Laptop, projector, camera, etc. Depending on availability, this equipment may be loaned for set periods. You may be liable for any costs associated with the repair/replacement of any lost or damaged equipment. Students will need to leave their driver license or student ID with the main office before retrieving equipment. For further information contact the Dean's Office.

Taking Equipment Off-Campus

You are allowed to take equipment off-campus for school projects only. In order to take equipment off campus, you will need to complete the "Off Campus Property Pass" form located in the Dean's Office. The loan of equipment for off-campus use is at the discretion/approval of the Dean's Office. You may be responsible for the repair/replacement of any lost or damaged equipment. For more information about taking equipment off-campus, please contact the Dean's Office.

Off-Campus Reproduction and Printing

Most students will be able to reproduce and print their work in the SA+P Print Lab. However, there will be times where the Print Lab is unavailable and students need their print job, immediately. Listed below are some of the reproduction shops in the area:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Imaging</td>
<td>400 E. Pratt St., Balto, 21202</td>
<td>410-779-4550</td>
</tr>
<tr>
<td>Maryland Reproduction</td>
<td>2217 N. Charles St, Balto, 21218</td>
<td>410-467-8000</td>
</tr>
<tr>
<td>Kinko's</td>
<td>Various Locations</td>
<td></td>
</tr>
<tr>
<td>MSU Print Shop</td>
<td>Montebello C-04</td>
<td>443-885-3063</td>
</tr>
<tr>
<td>University Copy Center</td>
<td>Student Center 104</td>
<td>443-885-4345</td>
</tr>
</tbody>
</table>

Printing and Plotting in SA+P

At the beginning of each term, each student will have a credit for printing. At the end of the term, if the credit is unused, it is not transferable to the subsequent term. If a student has exceeded its credit limit before the end of a term, he/she will have to pay additional printing fees. Please follow the procedure for purchasing Top-Up/Prepaid Cards. While at the workstation, students can monitor their account balance by viewing the green box in the upper right hand corner of the screen. On the PaperCut pop-screen, use your Username and Password associated with your Morgan Email. Do not enter the extension "@morgan.edu." When the available balance becomes $0.00, the student will have to outsource all reproduction needs for the remainder of the term or pay additional fees. Printing and Plotting procedures are subject to change with notification.

Note: All documents printed should be in PDF format. For further inquiries or help email us at saptechsupport@morgan.edu or call us at (443)-885-4797 or visit the Print Lab at CBEIS 111B.
SA+P PRINTING 101

STEP 1
Whichever program you are using to create a file (Microsoft Word, Adobe Photoshop, AutoCAD etc.) the final file that you intend to print must be LESS THAN 50MB (51,200 KB) in size, and in .pdf format. If your file is not in .pdf format AND less than 50MB, SA+P staff is NOT responsible for printing errors, and no refunds will be issued.

Once PROPERTIES has been selected, look under SIZE and see if it meets requirements.

*To reduce a .pdf size in Adobe Acrobat, refer to the section “Optimizing File Size in Adobe”

STEP 2
Once your .pdf is ready, open your file in Adobe Reader. File > Open

STEP 3
Once your file is open, select File > Print

STEP 4
When the Print dialogue box opens, select which printer you are going to send your document to. The printers and their printing capabilities are listed as follows;
**STEP 5**
Once you’ve selected the correct printer, select the PROPERTIES button to open the Document Properties dialogue box.

Once this is open, make sure that your document is the desired width and height, and any other specifications as needed by selecting the PRINTING SHORTCUTS tab.

After these specifications are selected, click OK, and repeat the same process, as sometimes Adobe does not recognize the initial changes.

**STEP 6**
Once all the specs are selected and the print preview reflects your changes, press OK and the PaperCut prompt should appear, asking you to input your Morgan username and password.

**STEP 7**
After you select OK, go to one of the release stations in CBEIS 111B, enter again your Morgan credentials and retrieve your document from the respective printer.

For additional questions about the printing process, please contact saptechsupport@morgan.edu or visit the print lab in CBEIS 111B.

Listed below are printers and plotters located in the School of Architecture and Planning for student use:

<table>
<thead>
<tr>
<th>ROOM</th>
<th>PRINTER DESCRIPTION</th>
<th>PRINTER NAME</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>111A</td>
<td>8.5 X 11 BW Printer</td>
<td></td>
<td>$0.10/page</td>
</tr>
<tr>
<td>111C</td>
<td>8.5 X 11 BW Printer</td>
<td></td>
<td>$0.10/page</td>
</tr>
<tr>
<td>248</td>
<td>8.5 X 11 BW Printer</td>
<td></td>
<td>$0.10/page</td>
</tr>
<tr>
<td>253</td>
<td>8.5 X 11 BW Printer</td>
<td></td>
<td>$0.10/page</td>
</tr>
<tr>
<td>256</td>
<td>8.5 X 11 BW Printer</td>
<td></td>
<td>$0.10/page</td>
</tr>
<tr>
<td>352</td>
<td>8.5 X 11 BW Printer</td>
<td></td>
<td>$0.10/page</td>
</tr>
<tr>
<td>111B</td>
<td>8.5 X 11 COLOR Printer</td>
<td>1 &amp; 2</td>
<td>$0.30/page</td>
</tr>
<tr>
<td>111B</td>
<td>8.5 X 11 B&amp;W Printer</td>
<td>1 &amp; 2</td>
<td>$0.30/page</td>
</tr>
<tr>
<td>111B</td>
<td>11 X 17 COLOR Printer</td>
<td>1 &amp; 2</td>
<td>$0.35/page</td>
</tr>
<tr>
<td>111B</td>
<td>11 X 17 B&amp;W Printer</td>
<td>1 &amp; 2</td>
<td>$0.30/page</td>
</tr>
<tr>
<td>111B</td>
<td>Any Length X 36 COLOR Plotter</td>
<td>1, 2, 3</td>
<td>$0.50/Square Foot</td>
</tr>
<tr>
<td>111B</td>
<td>Any Length X 36 B&amp;W Plotter</td>
<td>1, 2, 3</td>
<td>$0.40/Square Foot</td>
</tr>
<tr>
<td>111B</td>
<td>Any Length X 36 GLOSSY Plotter</td>
<td>4</td>
<td>$1.50/Square Foot</td>
</tr>
</tbody>
</table>
**Computing in SA+P**

The computer labs for the Center for Built Environment and Infrastructure Studies (CBEIS) are limited in use to members of the School of Architecture and Planning and School of Engineering.

There are two (2) computer labs exclusive to the School of Architecture and Planning located in the studio-111A (PC Lab) and 111C (Apple Mac Lab). Both labs will be open for use:

- **Sunday – Thursday**: 7 am – 2 am
- **Friday – Saturday**: 7 am – 12 am

Students must use their MSU Bear Card to access the labs. For security purposes, students must not prop open the door. If you are registered as a student in the School of Architecture and Planning and your MSU Bear Card does not grant you access to the labs, please notify Evan Richardson at evan.richardson@morgan.edu.

There are two (2) shared open labs for both the School of Architecture and Planning and School of Engineering – 352 and 256. The hours for the open labs are:

**Room 352:**
- **Sunday – Thursday**: 7 am – 2 am
- **Friday – Saturday**: 7 am – 12 am

**Room 256:**
- **Monday – Thursday**: 7 am – 10 pm
- **Friday**: 7 am – 7 pm

**NOTE:** Hours for the computer labs are subject to change

Below are general computer lab policies:

- Labs will remain open for students use during its designated hours except during posted classes and maintenance periods.
- Please do not eat or drink in the computer lab as they can damage computer equipment.
- All chairs, tables, and equipment are to remain in their respective labs at all times.
- Please clean up all of your material (paper, trash, etc.) before leaving the computer lab.
- Please do not abuse the Internet for personal use (no downloading music or clips, viewing inappropriate sites, etc.). The computers should be for academic purposes only
- Printing is for University assignments and projects only
- Please do not save your work or assignments on the computer’s hard drive. Use a flash drive or external hard drive. Any work saved on the hard drive may be deleted at the end of each day.
- Please do not "lock" the computer station for any computer work (i.e. renderings)
- Please do not share your login/password with anyone. If anything happens to the computer while your account is logged on (viruses, inappropriate downloads, excessive printing, etc.), you will be held responsible.
- Noise levels in the computer labs should be kept at a minimum. Headphones should be used to listen to music or videos.
- Students must not attempt to operate the lab lecterns or projectors without proper approval from the instructor or Dean’s office.
- Please LOGOFF once you are finished using the computer(s).

**PLEASE ADHERE TO ALL POLICIES. ABUSE OF POLICIES WILL RESULT IN LIMITED OPERATION HOURS FOR ALL STUDENTS.**

In the labs, there are computers that have a wide range of computer software including AutoCad, Revit, 3Dmax, Google Sketchup, Google Earth, Flamingo, Primavera, Rhino, RhinoCAM, ArcGIS, Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat Professional), and Microsoft Office 2010 Suite (Word, PowerPoint, Excel, Access, Publisher). In order to use these programs, you will have to be connected to the Morgan domain via your Morgan username and password.

If you have any computer problems, please visit the print lab in CBEIS 111B, or email saptechsupport@morgan.edu.

**Morgan E-mail**

Every student admitted into the University receives a Morgan e-mail (eUserID) account. Your email address is yourassignedmailname@morgan.edu. Your account is an official means of communication within the University. Please check your e-mail frequently, so you will not miss any pertinent news and/or information including:

- Matters concerning your financial aid (incomplete or erroneous FASFA forms, refunds due to you, etc.)
- Matters concerning your account with the Bursar (bills that you may owe to Morgan, credit placed on your account, etc.)
- Matters concerning your Academic and/or Student Affairs (school closings, campus emergencies, events on or off campus, problems concerning your borrowing privileges at the MSU Library)

**I did not receive my Morgan eID, who do I contact to get it?**

If you have not received your Morgan eID, please call the Help Desk at 443-885-HELP (4357).

**What is your password?**

Your initial password begins with a capital letter using the first 4 letters of your first name and your entire birthdate listed as MMDDYYYY (8 CHARACTERS). See the chart below for examples.

**Examples of passwords for students enrolled**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Birth Date</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lu</td>
<td>Wachovia</td>
<td>May 10, 1994</td>
<td>Lu05101994</td>
</tr>
<tr>
<td>Mickey</td>
<td>Mouse</td>
<td>August 1, 1992</td>
<td>Mick08011992</td>
</tr>
<tr>
<td>B</td>
<td>Fe</td>
<td>January 12, 1995</td>
<td>B01121995</td>
</tr>
</tbody>
</table>

**How to check your Morgan email?**

For your Morgan email, go to http://mail.morgan.edu to log in with your account name and the password you created.
How to change your password?
Go to http://resetmypwd.morgan.edu and click on EDIT MY PROFILE. Update profile and create a password of your choice, at least eight (8) characters with at least one capital letter and one number.

NOTE: In addition to your email, your Morgan account name and password gives you access to WEBSIS, any computer on campus, and Blackboard.

If your password does not work, please contact the helpdesk @ 443-885-HELP (4357)
Questions about university e-mail account? Please contact Information Technology, 443-885-HELP (4357).
RESOURCES

BEAR CARD ACTIVATION
EXPENSES FOR BOOKS AND SUPPLIES
OFFICE SUPPLIES
ART SUPPLIES
ART SUPPLIES STORES
RECOMMENDED READINGS
WEBSITES
BALTIMORE TRANSPORTATION
LOCAL MUSEUMS
ARTSCAPE
BEAR CARD ACTIVATION

If you enrolled in upper level undergraduate courses in academic programs in the SA+P, your Bear Necessity Card will gain you access into the SA+P 111 Studio. The card reader is installed at the front and rear door entry only. The Bear Card will give students access in the studios from 7:00 am to 6:00 am on the weekdays and change 9:00 am -7:00 am on the weekends. These hours are subject to change.

EXPENSES FOR BOOKS AND SUPPLIES

Throughout your academic career you will need to have discretionary funds to spend on books, materials, and supplies in the BSAED program. Below is a cost list you will be year:

FRESHMAN YEAR: $1750

<table>
<thead>
<tr>
<th>COURSE</th>
<th>MATERIALS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 101</td>
<td>Textbook, Xerox, Supplies</td>
<td>$100</td>
</tr>
<tr>
<td>ARCH 103</td>
<td>Textbook + basic drawing and model building tools and supplies</td>
<td>$400</td>
</tr>
<tr>
<td>ARCH 104</td>
<td>Textbook(s), printing, +additional tools and supplies</td>
<td>$250</td>
</tr>
<tr>
<td>Optional</td>
<td>Computer + Software</td>
<td>$1000</td>
</tr>
</tbody>
</table>

TYPICAL SEMESTER YEARS 2-4: $400/Semester

<table>
<thead>
<tr>
<th>COURSE</th>
<th>MATERIALS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDIO</td>
<td>Printing, textbook(s), materials and supplies</td>
<td>$200</td>
</tr>
<tr>
<td>Lecture 1</td>
<td>Textbook(s)</td>
<td>$100</td>
</tr>
<tr>
<td>Lecture 2</td>
<td>Textbook(s)</td>
<td>$100</td>
</tr>
</tbody>
</table>

TOTAL FOR ALL FOUR YEARS: +/-$4100

This is an estimate for planning purposes and may vary by student. This does not include cost of non-major courses.

OFFICE SUPPLIES

The School of Architecture and Planning does not provide students with pencils, pencil sharpeners, paper clips, staples, envelopes, etc. You can purchase these items from the campus bookstore or other office supply stores:

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn’s Office Supply Company</td>
<td>2418 N Charles St Baltimore</td>
<td>(410) 243-2000</td>
</tr>
<tr>
<td>Office Depot</td>
<td>815 E Pratt St Baltimore</td>
<td>(410) 685-3074</td>
</tr>
<tr>
<td>Staples</td>
<td>5835 York Rd Baltimore</td>
<td>(410) 323-6235</td>
</tr>
</tbody>
</table>

ART SUPPLIES

During your academic and professional career you will need a variety of art supplies and materials. Listed below are some materials you will need throughout your design career:

- Sketch Book (5x7” and/or 8.5x11”)
- Sketching Pens (recommend Micron Black 6-Pack)
- Sketching Pencils (recommend Faber-Castell)
- Mechanical Pencil/Leadholders (Lead 4H, HB, 2B, B)
- Felt tip Pen (recommend Pilot Razor Point)
- Sharpie Pen (fine and extra fine tip)
- Engineering Scale
- Architecture Scale
- Steel Ruler (highly recommend 36 in)
- X-Acto Knife
- Roll(s) of Trace Paper (size varies)
- Drafting Dots
- Rubber Cement
- Glue Stick
- Color Pencils (highly recommend Prismacolor)
- Markers (highly recommend Chartpak AD/Prismacolor)
- Masking Tape
- Eraser
- Eraser shield
- Pencil Sharpener
- Tool Box
- T-Square (Recommend 36/42 inch)
- Triangles (45/90 degree & 30/60 degree)
- Portable Drafting Table (w/ parallel straightedge)
- Model Building Materials (Chipboard, foamboard, balsawood, etc.)

ART SUPPLY STORES

Art supplies can become very expensive. Many of course supplies and materials can be acquired at in the Supply Center, located in SA+P Fabrication Lab or at University Bookstore. Additionally, there are many local art supply stores that provide discounts for students. There are also several discounted art supplies available via online. Listed are a few of the stores in the Baltimore area and online:

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utrecht</td>
<td>229 W Chase St, Balto, 21201</td>
<td>410-727-7004</td>
</tr>
<tr>
<td>Plaza</td>
<td>1009 Cathedral St., Balto, 2120</td>
<td>410-625-9000</td>
</tr>
<tr>
<td>Plaza</td>
<td>519 York Rd., Towson, 21204</td>
<td>410-823-6406</td>
</tr>
<tr>
<td>MICA Art Store</td>
<td>1200 Mt. Royal Ave., Balto, 2121</td>
<td>410-225-2276</td>
</tr>
<tr>
<td>Michael's</td>
<td>1238 Putty Hill Ave, Towson, 21286</td>
<td>410-823-6400</td>
</tr>
<tr>
<td>AC Moore</td>
<td>The Avenue at White Marsh</td>
<td>410-931-7580</td>
</tr>
</tbody>
</table>
**ONLINE ART SUPPLY STORES**

<table>
<thead>
<tr>
<th>Dick Blick Art Materials</th>
<th><a href="http://www.dickblick.com">www.dickblick.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Utrecht</td>
<td><a href="http://www.utrechttart.com">www.utrechttart.com</a></td>
</tr>
<tr>
<td>DraftingSteals.com</td>
<td><a href="http://www.draftingsteals.com">www.draftingsteals.com</a></td>
</tr>
<tr>
<td>Tiger Supplies</td>
<td><a href="http://www.tigersupplies.com">www.tigersupplies.com</a></td>
</tr>
</tbody>
</table>

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**Recommended Readings**

Reading is crucial to your academic and professional success. Reading strengthens your vocabulary and knowledgeability of the profession. Reading also helps with your writing skills. Listed below are some book titles to help start your collection. (All of your course books and readings should be included in your professional library)

**ABC of Architecture**, James O’Gorman

**A Pattern Language: Towns, Buildings, Construction**, Christopher Alexander

**101 Things I learned in Architecture School**, by Matthew Frederick

**A Visual Dictionary of Architecture**, by Francis Ching

**Materials, Structures, Standards**, by Julia McMorrough

**Architectural Graphics**, by Francis Ching

**Design with Nature**, by Ian McHarg

**Architecture: Form, Space, and Order**, by Francis Ching


**The Social Life of Small Urban Spaces**, by William Whyte

**The Death and Life of Great American Cities**, by Jane Jacobs

**The Image of the City**, Kevin Lynch

**City Reader**, Richard T. LeGates

**Program and Manifestoes on 20th Century Architecture**, Ulrich Conrads

**Towards a New Architecture**, Le Corbusier

**Lateral Thinking-Creativity Step by Step**, Edward De Bono

**Massive Change**, by Bruce Mau

**Design Thinking: Understanding How Designers Think and Work**, by Nigel Cross

**Change by Design: How Design Thinking Transforms Organizations and Inspires Innovation**, by Tim Brown

**Think Like an Architect**, by Hal Box

**The BLDGBLOG Book**, by Geoff Manaugh

**For an Architecture of Reality [Paperback]**, by Michael Benedikt

**Becoming an Architect: A Guide to Careers in Design** by Lee W. Waldrep

**Architect?? A Candid Guide to the Profession**, by Roger Lewis

**Cradle to Cradle: Remaking the way we make things**, by William McDonough & Michael Braungart

**Home: A Short History of an Idea**, by Witold Rybczynski

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**Websites**

**Architecture**

American Institute of Architects www.aiach.org

AIA Baltimore www.aiabalt.com

American Institute of Architect Students www.aiasnatl.org

National Organization of Minority Architects www.noma.net

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**Baltimore**

Baltimore is a wonderful city. As a design student, you should go out and explore your environment with a whole new eye. See what Baltimore has to offer. Go down to the Inner Harbor, check out some of the great neighborhoods like Mt. Vernon and Bolton Hill,
or visit the various museums or galleries. For more information about Baltimore, go to:
www.baltimoretow.org
www.baltimore.org
www.livebaltimore.com

TRANSPORTATION

Not all students have personal transportation. There are other means of "getting around" the Baltimore metropolitan area. Below is a map that represents points of interest along MTA local bus, MARC train, Metro Subway, and Light Rail routes in relationship to Morgan State University and the IAP.

MTA INFORMATION:

BUS, METRO, LIGHT RAIL, AND MARC, CONTACT 410-539-5000 OR WWW.MTAMARYLAND.COM

TRAIN:

PENNSYLVANIA STATION, 1515 N. CHARLES STREET (MARC TRAIN, AMTRAK, OR LIGHT RAIL) CONTACT: 800-872-7245

BUS:

BALTIMORE TRAVEL PLAZA 6523 O’DONNELL STREET (PETER PAN, TRAILWAYS, GREYHOUND) CONTACT: 800-231-2222

DOWNTOWN BUS TERMINAL 2110 HANES STREET (PETER PAN, TRAILWAYS, GREYHOUND) CONTACT: 410-752-7682

BALTIMORE COLLEGE TOWN SHUTTLE NORTHBOUND VISIT: HTTP://WWW.BALTIMORECOLLEGETOWN.ORG/

TAXI:

ROYAL CAB: CONTACT 410-327-0330
DIAMOND CAB: CONTACT 410-947-3333

LOCAL MUSEUMS

BALTIMORE MUSEUM OF ART
10 Art Museum Dr
Baltimore
(443) 573-1700
www.artbma.org

THE WALTERS ART MUSEUM
600 N Charles St
Baltimore
(410) 547-9000
thewalters.org

EVERGREEN MUSEUM & LIBRARY
4545 N Charles St
Baltimore
(410) 516-0341
www.museums.jhu.edu/evergreen.php

ARTSCAPE

Morgan State has participated two year in a row in the annual Baltimore Artscape festival with the Lightbox Project and the Roadhouse Project:

Lightbox at http://www.morgan.edu/School_of_Architecture_and_Planning/Academic_Programs/Architecture_and_Environmental_Design/LightBox.html

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Location</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Anne Akers</td>
<td>Dean and Professor</td>
<td>CBEIS 104C</td>
<td>443-885-3225</td>
</tr>
<tr>
<td>Diane Allen</td>
<td>Associate Professor</td>
<td>CBEIS 317</td>
<td>443-885-3312</td>
</tr>
<tr>
<td>Adam Bridge</td>
<td>Lecturer</td>
<td>CBEIS 224</td>
<td>443-885-1878</td>
</tr>
<tr>
<td>Leon Bridges</td>
<td>Lecturer</td>
<td>CBEIS 212</td>
<td>443-885-1863</td>
</tr>
<tr>
<td>Daniel Campo</td>
<td>Assistant Professor</td>
<td>CBEIS 315</td>
<td>443-885-3415</td>
</tr>
<tr>
<td>William (Bill) Chan</td>
<td>Assistant Professor</td>
<td>CBEIS 213</td>
<td>443-885-3552</td>
</tr>
<tr>
<td>Ruth Connell</td>
<td>Department Chair and Associate Professor</td>
<td>CBEIS 220</td>
<td>443-885-1862</td>
</tr>
<tr>
<td>Walter Edward Dukes</td>
<td>BSCM Program Director and Professor</td>
<td>CBEIS 222</td>
<td>443-885-4385</td>
</tr>
<tr>
<td>Suzanne Frasier</td>
<td>Associate Professor</td>
<td>CBEIS 211</td>
<td>443-885-1890</td>
</tr>
<tr>
<td>Mohammad Gharpour</td>
<td>Assistant Professor</td>
<td>CBEIS 217</td>
<td>443-885-3910</td>
</tr>
<tr>
<td>Dale Green</td>
<td>Assistant Professor</td>
<td>CBEIS 219</td>
<td>443-885-1208</td>
</tr>
<tr>
<td>Brian Grieb</td>
<td>Lecturer</td>
<td>CBEIS 225</td>
<td>443-885-3554</td>
</tr>
<tr>
<td>Salimah A. HashimMuslim</td>
<td>Administrative Assistant to the Dean</td>
<td>CBEIS 104</td>
<td>443-885-1225</td>
</tr>
<tr>
<td>Pavlina Ilieva</td>
<td>Lecturer</td>
<td>CBEIS 215</td>
<td>443-885-3675</td>
</tr>
<tr>
<td>Daniel Janak</td>
<td>Systems Administrator</td>
<td>CBEIS 111D</td>
<td>443-885-3367</td>
</tr>
<tr>
<td>Felomina Johnson</td>
<td>Office Clerk</td>
<td>CBEIS 104</td>
<td>443-885-3225</td>
</tr>
<tr>
<td>Jeremy Kargon</td>
<td>Assistant Professor</td>
<td>CBEIS 218</td>
<td>443-739-2886</td>
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<table>
<thead>
<tr>
<th>Name</th>
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<th>Phone #</th>
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<tbody>
<tr>
<td>Gabriel Kroiz</td>
<td>BSAED Program Director and Assistant Professor</td>
<td>CBEIS 226</td>
<td>443-885-4240</td>
</tr>
<tr>
<td>Kuo Pao Lian</td>
<td>Lecturer</td>
<td>CBEIS 338</td>
<td>443-885-4792</td>
</tr>
<tr>
<td>Richard Lloyd</td>
<td>Associate Professor</td>
<td>CBEIS 214</td>
<td>443-885-4434</td>
</tr>
<tr>
<td>Johnny Macon</td>
<td>Student Retention Coordinator</td>
<td>CBEIS 107</td>
<td>443-885-2060</td>
</tr>
<tr>
<td>Melanie Moser</td>
<td>Lecturer</td>
<td>CBEIS 318</td>
<td>443-885-4211</td>
</tr>
<tr>
<td>Evan Richardson</td>
<td>Assistant to the Dean</td>
<td>CBEIS 104B</td>
<td>443-885-4309</td>
</tr>
<tr>
<td>Sanjit Roy</td>
<td>Assistant Professor</td>
<td>CBEIS 216</td>
<td>443-885-4222</td>
</tr>
<tr>
<td>Tonya Sanders</td>
<td>Assistant Professor</td>
<td>CBEIS 336</td>
<td>443-885-1860</td>
</tr>
<tr>
<td>Frederick Scharmen</td>
<td>Lecturer</td>
<td>CBEIS 223</td>
<td>443-885-1867</td>
</tr>
<tr>
<td>Siddhartha Sen</td>
<td>Professor &amp; Department Chair</td>
<td>CBEIS 313</td>
<td>443-885-1864</td>
</tr>
<tr>
<td>Archana Sharma</td>
<td>Assistant Professor</td>
<td>CBEIS 316</td>
<td>443-885-1898</td>
</tr>
<tr>
<td>Brian Stansbury</td>
<td>BEAR Lab Coordinator</td>
<td>CBEIS 020</td>
<td>443-885-3513</td>
</tr>
<tr>
<td>Paul Voos</td>
<td>Department Chair &amp; Associate Professor</td>
<td>CBEIS 319</td>
<td>443-885-1861</td>
</tr>
<tr>
<td>Nikara Williams</td>
<td>Office Clerk</td>
<td>CBEIS 104</td>
<td>443-885-3225</td>
</tr>
<tr>
<td>Sidney Wong</td>
<td>Assistant Professor</td>
<td>CBEIS 314</td>
<td>443-885-3208</td>
</tr>
</tbody>
</table>
### BS in Architecture and Environmental Design

#### First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
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<tbody>
<tr>
<td>ORAP 107</td>
<td>ARCH 102</td>
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<tr>
<td>ARCH 101</td>
<td>ARCH 104</td>
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<td>ARCH 103</td>
<td>HIST 102 or 106</td>
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<td>MHTC 103</td>
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#### Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>ARCH 201</td>
<td>ARCH 202</td>
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<tr>
<td>ARCH 205</td>
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<td>ARCH 207</td>
<td>ARCH 208</td>
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<tr>
<td>BIOL 101</td>
<td>PHYS 101</td>
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<td>HEED 100</td>
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#### Third Year

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<thead>
<tr>
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<tbody>
<tr>
<td>ARCH 301</td>
<td>ARCH 302</td>
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<tr>
<td>ARCH XXX*</td>
<td>ARCH XXX*</td>
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<tr>
<td>ARCH XXX**</td>
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<td>HUMA 201</td>
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#### Fourth Year

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ARCH 401 or 403</td>
<td>ARCH 402 or 404</td>
</tr>
<tr>
<td>ARCH Elective</td>
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<tr>
<td>PHIL 109</td>
<td>HUMA XXX</td>
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<tr>
<td>HIST 350</td>
<td>PHEC XXX</td>
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*ARCH History/Theory Elective  
**ARCH Technology Elective
### Arch Electives

#### History/Theory Electives

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>ARCH 305</td>
<td>Design and Human Behavior</td>
</tr>
<tr>
<td>ARCH 409</td>
<td>Hist. Periods, Styles, and Movement</td>
</tr>
<tr>
<td>ARCH 415</td>
<td>Historic Preservation</td>
</tr>
<tr>
<td>ARCH 418</td>
<td>History/Theory Seminar</td>
</tr>
<tr>
<td>ARCH 431</td>
<td>Public Space Planning</td>
</tr>
<tr>
<td>ARCH 445</td>
<td>Seminar in Built Environment Study</td>
</tr>
<tr>
<td>CMGT 241</td>
<td>Intro to Construction Management</td>
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<tr>
<td></td>
<td>ARCH 304 Urban Development of Baltimore</td>
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<tr>
<td></td>
<td>ARCH 331 Environmental Justice</td>
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<tr>
<td></td>
<td>ARCH 416 Office Practice &amp; Management</td>
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<tr>
<td></td>
<td>ARCH 418 History/Theory Seminar</td>
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<td></td>
<td>ARCH 445 Seminar in Built Environment Study</td>
</tr>
<tr>
<td></td>
<td>CMGT 311 Construction Safety Management</td>
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<tr>
<td>CMGT 411</td>
<td>Construction Law and Contracts</td>
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#### Technology Electives

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>ARCH 311</td>
<td>Statics &amp; Strength of Materials ^</td>
</tr>
<tr>
<td>ARCH 303</td>
<td>Sustainability</td>
</tr>
<tr>
<td>CMGT 420</td>
<td>Environmental Control</td>
</tr>
<tr>
<td>ARCH 423</td>
<td>Advanced Building Structures</td>
</tr>
<tr>
<td>ARCH 428/429</td>
<td>Technology Seminar I &amp; II</td>
</tr>
<tr>
<td>SOCI 351</td>
<td>Intro to Social Statistics *</td>
</tr>
<tr>
<td>SOCI 381</td>
<td>Methods of Social Research II *</td>
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<tr>
<td></td>
<td>ARCH 312 Building Structural Systems ^</td>
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<tr>
<td></td>
<td>ARCH 321 Grading &amp; Drainage</td>
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<tr>
<td></td>
<td>ARCH 407 Historic Resource Documentation</td>
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<td>ARCH 408 Building Conservation</td>
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<td>CMGT 441 Production Techniques</td>
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<tr>
<td></td>
<td>ARCH 424 Interior Materials &amp; Finishes</td>
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<tr>
<td></td>
<td>ARCH 428/429 Technology Seminar I &amp; II</td>
</tr>
<tr>
<td></td>
<td>SOCI 380 Methods of Social Research I *</td>
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</tbody>
</table>

^BSAED Students considering applying for the 3+2/Master in Architecture program must register for the following Technology Elective courses: ARCH 311 and ARCH 312 in their third year.

*BSAED Students considering applying for the Graduate Program in City and Regional Planning program are highly recommended to register for SOCI 351, SOCI 380, and SOCI 381.
<table>
<thead>
<tr>
<th>BSAED/MAJOR COURSE</th>
<th>PREREQUISITES</th>
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<tbody>
<tr>
<td>ARCH 101-Concept &amp; Theory of the Built Env. I</td>
<td>None</td>
</tr>
<tr>
<td>ARCH 103-Communication Skills I</td>
<td>None</td>
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<tr>
<td>ARCH 104-Communication Skills II</td>
<td>ARCH 103</td>
</tr>
<tr>
<td>ARCH 201-Design I (Basic Design)</td>
<td>ARCH 101, 104</td>
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<tr>
<td>ARCH 202-Design II</td>
<td>ARCH 201</td>
</tr>
<tr>
<td>ARCH 205-Hist of Built Environment I</td>
<td>ARCH 101 of Approval</td>
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<tr>
<td>ARCH 206-Hist of Built Environment II</td>
<td>ARCH 101</td>
</tr>
<tr>
<td>ARCH 207-Site Design</td>
<td>ARCH 104</td>
</tr>
<tr>
<td>ARCH 208 (417)-Building Materials</td>
<td>ARCH 104</td>
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<tr>
<td>ARCH 241 (341)-Intro to Construction Management</td>
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<tr>
<td>ARCH 242 (342)-Construction Operations</td>
<td>ARCH 241</td>
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<tr>
<td>ARCH 249-Construction Observations</td>
<td>Approval</td>
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<tr>
<td>ARCH 301-Design III</td>
<td>ARCH 202</td>
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<td>ARCH 302-Design IV</td>
<td>ARCH 301</td>
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<tr>
<td>ARCH 303-Sustainability</td>
<td>ARCH 104 or Approval</td>
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<tr>
<td>ARCH 304-Urban Development of Baltimore</td>
<td>ARCH 101, 205, &amp; 206</td>
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<tr>
<td>ARCH 305-Design and Human Behavior</td>
<td>ARCH 101, 205, &amp; 206</td>
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<td>ARCH 311-Statics and Strength of Materials</td>
<td>MATH 126, PHYS 101</td>
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<td>ARCH 312-Building Structural Systems</td>
<td>ARCH 311</td>
</tr>
<tr>
<td>ARCH 321-Grading &amp; Drainage</td>
<td>ARCH 207</td>
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<td>ARCH 322-Tech Resources for Planners</td>
<td>ARCH 104</td>
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<tr>
<td>ARCH 331-Environmental Justice</td>
<td>ARCH 101, 205, &amp; 206</td>
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<td>ARCH 401-Design V</td>
<td>ARCH 302</td>
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<tr>
<th>BSAED/MAJOR COURSE</th>
<th>PREREQUISITES</th>
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<tbody>
<tr>
<td>ARCH 402-Design VI</td>
<td>ARCH 401</td>
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<tr>
<td>ARCH 403-Urban Design I</td>
<td>ARCH 302</td>
</tr>
<tr>
<td>ARCH 404-Urban Design II</td>
<td>ARCH 302</td>
</tr>
<tr>
<td>ARCH 406-Hist of the Built Environment III*</td>
<td>ARCH 206</td>
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<tr>
<td>ARCH 410-Design Build Studio</td>
<td>ARCH 302 or Approval</td>
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<tr>
<td>ARCH 412-Advanced Wall Systems</td>
<td>ARCH 208</td>
</tr>
<tr>
<td>ARCH 415-Historic Preservation</td>
<td>ARCH 206</td>
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<tr>
<td>ARCH 416-Office Practice and Management</td>
<td>Seniors Only</td>
</tr>
<tr>
<td>ARCH 418-History and Theory Seminar</td>
<td>By Approval of Program</td>
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<tr>
<td>ARCH 420-Environmental Controls</td>
<td>ARCH 208</td>
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<tr>
<td>ARCH 423-Advanced Building Structures</td>
<td>ARCH 312</td>
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<td>ARCH 424-Interior Materials and Finishes</td>
<td>ARCH 104</td>
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<td>ARCH 426-Plant Materials</td>
<td>None</td>
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<tr>
<td>ARCH 428/429-Technology Seminar I &amp; II</td>
<td>By Approval of Program</td>
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<tr>
<td>ARCH 431-Public Space Planning</td>
<td>ARCH 207</td>
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<tr>
<td>ARCH 432-Intro to Real Estate Planning</td>
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<tr>
<td>ARCH 435-Intro to Real Estate Planning II</td>
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<tr>
<td>ARCH 441-Production Techniques</td>
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<td>ARCH 442-Construction Cost Estimating</td>
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<tr>
<td>ARCH 445-Seminar in the Built Environment Study</td>
<td>By Approval of Program</td>
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<tr>
<td>ARCH 498-Environmental Design Internship</td>
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<tr>
<td>CMGT 201-Construction Methods I</td>
<td>ARCH 241</td>
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<tr>
<td>CMGT 211-Construct Planning &amp; Scheduling</td>
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<tr>
<td>CMGT 301-Site Planning &amp; Surveying</td>
<td>ARCH 103</td>
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<tr>
<td>CMGT 311-Construction Safety Management</td>
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<td>CMGT 401-Sustainable Construction Practice I</td>
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<tr>
<td>CMGT 411-Construction Law</td>
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<tr>
<td>CMGT 498-Construction Management Internship</td>
<td>Approval of Program Director</td>
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<tr>
<td>ACCT 201</td>
<td>ENGL 101, INSS 141 &amp; MATH 113</td>
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<tr>
<td>BUAD 202</td>
<td>ORBM 102 and sophomore standing in the SBM</td>
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<tr>
<td>ACCT 201-Principles of Accounting I</td>
<td>ENGL 101, INSS 141 &amp; MATH 113</td>
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<td>BUAD 202-Business Leadership Seminar</td>
<td>ORBM 102 and sophomore standing in the SBM</td>
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<tr>
<td>BUAD 361-Fundamentals of Risk Management</td>
<td>FIN 343</td>
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<td>BUAD 381-The Legal &amp; Ethical Env. Of Business</td>
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<td>FIN 343-Managerial Finance</td>
<td>ACCT 201 &amp; ECON 212</td>
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<td>MGMT 324-Organizational Behavior</td>
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<td>CEGR 400-Civil Engineering Project Management</td>
<td>COSC 230, ECON 211 &amp; IEGR 331/MATH 331</td>
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<td>CEGR 436-Elementary Structural Design</td>
<td>CEGR 301, CEGR 304 and CEGR 314.</td>
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<td>CEGR 498-Sp. Topics in Engineering</td>
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<td>PHYS 203-General Physics I</td>
<td>MATH 114</td>
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<td>MATH 241-Calculus I</td>
<td>MATH 114 or MATH 141 with ‘C’ of better</td>
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<td>SPCH 101-Principles of Speech Communication</td>
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