UNDERGRADUATE STUDENT HANDBOOK
# Table of Content

## 01. INTRODUCTION
- An Overview
- School’s History
- School’s Mission
- Programs’ Mission
- Administration
- Full-Time Faculty

## 02. ADMINISTRATIVE POLICIES & PROCEDURES
- Academic Advisement
- Request for Course Overrides
- Request for Excess Credits
- Request to take Courses Off-Campus
- Undergraduates taking Graduate Courses
- Registration
- Paying Your Bill
- Course Syllabus
- Request Breakdown of Academic Performance
- Class Attendance
- Midterm Grades Policy
- Dropping a Course
- Request for Incomplete Grade
- Satisfactory Academic Performance
- Unsatisfactory Academic Performance
- Academic Dishonesty
- Grade Appeal and Grievance Process
- Change of Grade Policy
- Repeating a Failed/Unsatisfactory Grade
- Academic Probation
- Academic Dismissal
- Official Withdrawal
- Retention of Student’s Work

## 03. ACADEMICS
- Classification
- New First Time Freshmen
- Native Transfer Student
- New Transfer Student
- Curriculum
- Course Prerequisites
- Supporting Courses
- BSAED Electives
- BSCM Electives
- 3+2 Programs
- Grading
- Checking Grades on WEBSIS
- How to Calculate your GPA
- Requirements for Graduation
- Path towards Graduation
- Statute of Limitations (Seven-Year Rule)

## 04. STUDENT SERVICES
- Boost Peer Mentoring Program
- Student Success & Retention
- Student Organizations
- Center for Academic Success & Achievement
- Academic Enrichment Program
- Student Disability Support Services
- Counseling Center
- Events and Activities
- The Earl S. Richardson Library
- Financial Aid
- Bursar’s Office
- Dr. Clara Adams Honors College
- Scholarships

## 05. CAREER DEVELOPMENT
- Resume
- Portfolio
- Internships
- Center for Career Development
- Careers in the Built Environment
- Licensure Requirements
- Earnings

## 06. FACILITIES
- Center for the Built Environment and Infrastructure Studies (CBEIS)
- Building Access
- Parking
- Security
- Building Maintenance
- Housekeeping
- Smoking Policy
- Noise Management
- First Aid
- Space Request
- Digital Media Screens
- Studio Space
- Print Lab
- BEAR Lab
- Faculty and Staff Offices

## 07. COMPUTING
- Morgan eUser ID
- Computing in CBEIS
- Computer Lab Policies
- Computer Software
Printing & Plotting in SA+P
Computer labs on Campus
Buying a Laptop
Open Source [Free Downloadable Programs]
A/V Equipment Usage
Taking Equipment off Campus
OFF-Campus Reproduction and Printing

08. RESOURCES
Expenses for Books and Supplies
Office Supplies
Art Supplies
Art Supplies Stores
Recommended Readings
Websites
Baltimore

09. APPENDIX
Faculty and Staff Directory
BSAED Recommended Curriculum Sequence
BSAED Electives
BSAED Prerequisites
BSCM Recommended Curriculum Sequence
General Education Requirements
CBEIS Floor Plans
Campus Map
01 INTRODUCTION

An Overview
School’s History
School’s Mission
Programs’ Mission
Administration
Full-Time Faculty
Welcome to MORGAN's School of Architecture and Planning!!! The Undergraduate Programs Student Handbook was written to help guide you through our school's policies, procedures, and requirements and 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 it serves as a reference for most of the decisions made regarding students. 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 or in the MSU Catalog via online 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 in Architecture (MArch)
Master’s in Landscape Architecture (MLA)
Master’s in City & 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 History
Out of a commitment to improve the human condition was laid a solid foundation of design and planning education and service at Morgan State University. In its infancy, the School of Architecture and Planning (SA+P) catered to the University community and its host setting through educational advancements, urban vision, and service-learning and research geared toward training professionals to shape the built environment. That commitment to affect the human condition continues today.

The programs at SA+P are shaped with regard for the University's particular characteristics that of being an historically black University, serving a state-mandated urban mission in a large central city, and providing educational opportunity for professions in which minorities have typically been underrepresented. Morgan's design and planning programs deal with the intellectual highs of urban idealism as well as the day-to-day operational lows of life in the city's streets. The result is a fairly traditional curriculum, which has some unique points of emphasis drawn from the Morgan State experience in Maryland and in Baltimore.

SA+P is at an important juncture in its history: building on a foundation of education and service established more than 30 years ago, it now embarks on the potential transformation of its administrative structure. For more about our history, go to:

www.morgan.edu/School_of_Architecture_and_Planning/About_Us/Our_History.html

School's Mission
The Mission of SA+P is to develop diverse, socially and environmentally responsible, and enlightened professionals through a process of skill acquisition, critical thinking, and value definition. In so doing, SA+P pursues this mission within a creative environment of inquiry and collegiality in the fulfillment and advancement of spatial justice, urban revitalization and sustainability, and design for the everyday experience.

Programs' Mission
The BSAED program supports the mission of Morgan State University and the School of Architecture and Planning to:

1. Provide access to the architecture and environmental design professions for African American and minority students.

2. Engage in continued research and provide academic service and curriculum focused on the
sustainable redevelopment of Baltimore and the surrounding region.

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. The curriculum is challenging and extremely rewarding with emphasis on technical (i.e., architectural and engineering) content areas. Students will receive a solid base in the management basics required of the construction industry.

**Administration**

**Dr. Mary Anne Akers, Dean**
She is responsible for all the academic and administrative affairs within the School.

**Dr. Siddhartha Sen, Associate Dean**
Assists Dean with all academic affairs within the School. He also serves as the Program Director for City and Regional Planning.

**Evan Richardson, Assistant to the Dean**
He is responsible for the operations of the School. He also assumes the responsibility of transfer coordinator for undergraduate programs.

**Suzanne Frasier, Interim Chairperson, Undergraduate Design**
Responsible for the curriculum and vision for the Undergraduate Program in Design.

**Paul Voos, Chairperson, Graduate Built Environment Studies**. He is responsible for the vision of the Graduate Programs in Built Environment Studies. He also serves as the Program Director for Landscape Architecture Program.

**Dr. Lewis Waller, Interim Chairperson, Construction Management**
He is responsible for the curriculum and administrative affairs within the Construction Management program.

**Pavlina Ilieva, AREN Program Director**
She is responsible for the administrative affairs within the Architecture & Environmental Design program including Course Schedule, Faculty teaching Load, and Advisement.

**Jeremy Kargon, Program Director**
He is responsible for the curriculum and administrative affairs within the Master in Architecture program.

**Vacant, Retention Coordinator**
He is responsible for monitoring students’ academic progress, course scheduling, graduating seniors’ audits, and other student programs and activities.

**Terrence Baker, Manager of Information Systems**
He is responsible for all the Computer labs and the Print lab.

**Brian Stansbury, BEAR Lab Manager**
He is responsible for all Fabrication Shop, Laser Lab, and Supply Center.

**Full Time Faculty**

Mary Anne Akers, Ph.D. - Professor
Adam Bridge - Lecturer
Leon Bridges, FAIA, NOMAC – Assistant Professor
Daniel Campo, Ph.D. - Associate Professor
Jason Charalambides, Ph.D. – Assistant Professor
Ruth Connell - Associate Professor
Suzanne Frasier, AIA - Associate Professor
Mohammad Gharipour - Professor
Dale Green, Assoc. AIA - Assistant Professor
Brian Grieb, AIA – Assistant Professor
Pavlina Ilieva – Assistant Professor
Coleman Jordan - Lecturer
Jeremy Kargon - Associate Professor
Samia Kirchner – Associate Professor
Gabriel Kroiz, AIA – Associate Professor
Jack Leonard – Assistant Professor
Cristina Murphy – Assistant Professor
Kamalesh Panthi, Ph.D. – Assistant Professor
Tonya Sander, Ph.D. - Assistant Professor
Frederick Scharmen - Assistant Professor
Issac Williams - Lecturer
Paul Voos - Associate Professor
Siddhartha Sen, Ph.D. - Professor
Archana Sharma, Ph.D. - Assistant Professor
Lewis Waller, Ph.D. – Associate Professor

For Complete information on faculty and staff, please review the **APPENDIX**.
02 ADMINISTRATIVE POLICIES & PROCEDURES

Academic Advisement
Request for Course Overrides
Request for Excess Credits
Request to take Courses Off-Campus
Undergraduates taking Graduate Courses
Registration
Paying Your Bill
Course Syllabus
Request Breakdown of Academic Performance
Class Attendance
Midterm Grades Policy
Dropping a Course
Request for Incomplete Grade
Satisfactory Academic Performance
Unsatisfactory Academic Performance
Academic Dishonesty
Grade Appeal and Grievance Process
Change of Grade Policy
Repeating a Failed/Unsatisfactory Grade
Academic Probation
Academic Dismissal
Official Withdrawal
Retention of Student’s Work
Academic Advisement
Academic Advisement is an important component to our program.

All freshmen and academic probation students (GPA below 2.0) will meet with the Retention Coordinator for advisement. All other academic advisement is performed by the faculty.

Each advisor has an understanding of the curriculum, graduation requirements, and their respective field of study. You should meet with the Academic advisor during the set advisement period established by your academic program and University. For more information about advising, please contact your respective program director.

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 for Excess Credits
The standard course load at Morgan is 18 credits. For students on academic probation (GPA below 2.0) the credit limit is 13. 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 to Take Courses Off-Campus
In order to take courses at another institution, you must first receive permission from your transfer coordinator. The Transfer Coordinator will have you complete the Request to Take Course Off-Campus form for Program Director’s and Dean’s approval. Do not register for classes at another institution unless you have completed the approval process. If you do not, your transfer credits are liable to not be accepted at Morgan. 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.

Registration
The Office of Records and Registration administrates the registration process. Students register online using the Morgan’s WEBSIS, the Web Student Information System. Before you can register for classes, you must meet with your academic advisor to review the courses and to receive your alternate pin. For more information regarding registration, contact Records and Registration, Montebello A-117, 443-885-3300.

Below are steps to register for courses via WEBSIS:
STEP 1
Go to www.morgan.edu
Using the mouse, point and click on MyMSU (top of webpage) and select Banner/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
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 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.

**Paying Your Bill**
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 before the scheduled deadline each term. If you do not, you will not be enrolled in your registered courses and your schedule will be dropped. For more information about your bill, please contact Financial Aid and/or Bursar’s Office.

**Course Syllabus**
The course syllabus is an outline of the course assignments, projects, readings and examinations typically providing deadlines and grading for all assignments, projects, and examinations. The instructor also includes in the syllabus the goals, objectives, and policies. The syllabus is considered your contract for the course.

**Requesting Feedback of Academic Performance**
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 instructor should be able to explain how they arrived at your grade, including any rubric, metrics, etc. and what that student earned accordingly. The instructor is encouraged, but not required, to also provide feedback on what the student might do to improve his/her academic performance in the course. 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.

**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:

**Midterm Grades Policy**
Midterm grades is an indicator of your progress in a course at the midpoint of the semester. Your instructor will be post your midterm grade via WEBSIS. It will not be assumed that the final grade will be the same
as your midterm grade. Also, it is not a permanent part of your academic record.

After reviewing midterm grades, you should make an assessment on whether you will pass or fail the course at the end of the semester. If you feel there is "no way" for you to pass the course, you may consider dropping the course.

**Dropping a Course**

You may drop 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)

**Request for Incomplete Grade**

"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." The form to petition for an "I" is available via online.

The recording of the "I" grade must be approved by instructor, program director/chairperson and the Dean. (Source: MSU Catalog).

**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.

For financial aid purposes, students must successfully pass a minimum 67% of all accumulated attempted credits and have a minimum 2.0 grade point average (GPA), and be within the maximum time frame for completion. For more information about Satisfactory Academic Performance, please visit the MSU Catalog (Academic Affairs Section).

**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 Probation or Dismissal</th>
<th>Credits if GPA is if GPA is</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 24</td>
<td>0.00 - 1.99</td>
<td>0.00 - 1.89*</td>
</tr>
<tr>
<td>25 - 47</td>
<td>1.90 - 1.99</td>
<td>0.00 - 1.94*</td>
</tr>
<tr>
<td>48 - 72</td>
<td>1.95 - 1.99</td>
<td>0.00 - 1.94*</td>
</tr>
<tr>
<td>73 or more</td>
<td></td>
<td>0.00 - 1.99*</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.

**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 any revisions), and any grades or feedback that they received from their instructor. (Also refer to
For more information about the Grade Appeal and Grievance Process, please contact your respective Program Director.

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.

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, visit the MSU Catalog under Academic Affairs.

Repeating a Failed/ Unsatisfactory Grade
Students should repeat only courses in which a grade of “D” or “F” has been earned. When students repeat courses, each grade will be recorded on the transcript and the computed cumulative grade point average will be based on the grade earned most recently (even if it is lower than the previous grade earned). There may be significant financial aid implications of repeating courses that have been previously passed. Students should consult the Financial Aid section of the catalog for more information. (Source: MSU Catalog).

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.

The Retention Coordinator will monitor and provide resources for students on academic probation.

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.

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 withdrawal 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. You must complete the Withdrawal Form (signed by Dean) and the Withdrawal Routing Form (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, CBEIS 104. Prior to withdrawing from the University, please communicate with the Retention Coordinator, 443-885-2060.

**Retention of Student’s Work**

All intellectual property rights of student works, including but not limited to papers, 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](http://www.morgancounsel.org). The department highly recommends you make copies or take photographs of all work before submission.
03 ACADEMICS

Classification
- New First Time Freshmen
- Native Transfer Student
- New Transfer Student

Curriculum
- Course Prerequisites
- Supporting Courses
- BSAED Electives
- BSCM Electives
- 3+2 Programs

Grading
- Checking Grades on WEBSIS
- How to Calculate your GPA

Requirements for Graduation
- Path towards Graduation

Statute of Limitations (Seven-Year Rule)
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.

New First-Time Freshmen
New First-Time Freshmen are students who enroll in the University for the first time with no previous college credit hours. These are students who, generally, follow the recommended curriculum sequence from the first-year, first semester of the program.

Native Students
A Native Student is a student who enrolled at Morgan in another program and changes to the School of Architecture and Planning.

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 online considering transferring into the program must be aware of all requirements for graduation of the program before transferring or registering for major courses.

New Transfer Student
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).

SA+P evaluates new transfer students transcripts during the summer/winter breaks.

Transfer students can appeal their transfer evaluations in writing or via e-mail to the Transfer Coordinator of their respective program 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 or construction 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.

Curriculum
The curriculum is intended to support the mission of the undergraduate programs and the University. You must follow the curriculum (catalog) from your matriculation date 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 the current Recommended Curriculum Sequences for BSAED and BSCM programs, please review the APPENDIX.

For all other curriculum sequences refer to the website.

Course Prerequisites
Prerequisites are courses that you must complete prior to enrolling in another course. You must pass your prerequisite major courses with a “C” or better in order to continue with the course sequence. If you register for a course prior to completing the
prerequisite, that course is liable to be dropped from your schedule. For a list of course prerequisites, please review the BSAED and BSCM Prerequisites in the APPENDIX.

Supporting Courses
Supporting courses are general education courses that serve as co-requisites/prerequisites for your course requirements. Listed below are two supporting courses for the respective majors:

**BSAED Program:**
MATH 113 - Intro to Mathematical Analysis I
The only Mathematics requirement for the BSAED program. You must receive a grade of ‘C’ or better to fulfill the requirement. All transfer students, regardless of what math course completed from the sending institution/program, are required to pass MATH 113 unless otherwise exempted through the transfer credit evaluation process or course substitution. MATH 113 is a prerequisite for ARCH 311- Statics and Strength of Materials.
PHYS 101 - Introduction to Physics I
A prerequisite for ARCH 311 Statics and Strength of Materials. You must receive a grade of ‘C’ or better to fulfill the requirement.

**BSCM Program:**
ENGL 357 – Business Writing
ECON 212 – Prin. of Economics II
CHEM 101 – General Chemistry
ARCH 249 – Design & Construction Observation

**BSAED Electives**
For BSAED Students Only: You are advised to select any of the History/Theory and Technology Electives in order to satisfy your BSAED Elective requirements. If you are planning on attending one of the three graduate programs in the SA+P, we recommend you follow the appropriate sequence for your chosen discipline to be considered for the 3+2 programs of study (all graduate programs), 60-credit (two-year) program of study in Architecture and Landscape Architecture and the 48-credit program in City and Regional Planning. For a complete list of Arch electives please review the APPENDIX.

**BSCM Electives**
The BSCM Program requires several business (BUSA) and management (MGMT) electives to fulfill the graduation requirements. Please consult with your program director or academic advisor to discuss options. NOTE: There are some prerequisites listed for the BUAD and MGMT courses. If you need a prerequisite override, please contact the Department of Business Administration.

**3+2 Programs**
The accelerated 3+2 (Bachelor of Science in Architecture & Environmental Design PLUS Master of Architecture, City and Regional Planning, or Landscape Architecture Track) Program’s Application is open to undergraduate students in their second* year of an associate degree program in architecture and third year of the BSAED program. Students in this competitive program can earn their accredited professional degree in Architecture, City and Regional Planning, or Landscape Architecture within five years of full-time study. For more details, go to: www.morgan.edu/school_of_architecture_and_planning/academic_programs/32_programs.html

**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 credit by examination
FL = Failed for proficiency exam
S = Satisfactory completion of course
NG = No Grade reported
W = Official Withdrawal
TW = Term Withdrawal
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 on WEBSIS**
**STEP 1**
Go to www.morgan.edu
Using the mouse, point and click on MyMSU (top of webpage) and select Banner/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 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 contact 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 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 113</td>
<td>4</td>
<td>B</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>13</strong></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

**Requirements for Graduation**
To be eligible for graduation:

- You must complete all General Education and Major coursework.
- You must earn a cumulative average of 2.0 or better.
- You must earn a 2.0 or better in your core courses with no outstanding grades below “C” (which includes all required supporting courses).
- You must earn the final thirty (30) credits of your degree at Morgan.
- You must complete the graduate application by the deadline.

Below are key academic policies regarding graduation requirements:

When you matriculate at the University, you are under the auspices of that MSU Catalog, e.g., if you enrolled into the University in Fall 2010, you must follow the policies and requirements from the MSU Catalog 2010-2013.

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

**Path towards Graduation**
When you have earned a minimum of 90 credits, you will begin the process of completing your graduation audit. What is a graduation audit? A graduation audit is review courses you have completed and progress in fulfilling all graduation requirements. This will supersede any other advising plans previously completed.

The Dean’s Office administers the graduation audit and will contact students to start the process. In order to receive your Application for Graduation, you must complete your graduation audit.

**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. (Source: MSU Catalog)
04 STUDENT SERVICES

Boost Peer Mentoring Program
Student Success & Retention
Student Organizations
Center for Academic Success & Achievement
Academic Enrichment Program
Student Disability Support Services
Counseling Center
Events and Activities
The Earl S. Richardson Library
Financial Aid
Bursar’s Office
Dr. Clara Adams Honors College
Scholarships
Boost Peer Mentoring Program

The BOOST Peer Mentoring Program was implemented to focus on the critical transition periods in student’s academic career, to provide support and engagement for students to help facilitate strong initial success in college and later the transition into the built environment professions. While the BOOST Program has other components, The BOOST Peer Mentoring Program focuses on the first critical transition period in student’s academic career, namely the beginning of their college matriculation.

The transition into a new environment can be overwhelming and BOOST helps with that transition. The BOOST Peer Mentoring Program utilizes upper-class peer mentors who integrate into the Orientation for Architecture and Planning (ORAP)-107 course. These mentors are a valuable resource that help the freshmen in any way they can from tutoring to design feedback to social outings. This mentoring is provided through a team based approach that will provide general support, camaraderie, friendly competition, and opportunities for one-on-one interaction. This program provides a little extra guidance to help freshmen stay on track throughout their entire college experience.

Student Success & Retention

The purpose of the Morgan State University Office of Student Success and Retention is to work in collaboration with the Schools/Colleges, and the various academic support programs of the University to provide continuous, quality support for undergraduate students from matriculation to graduation. The goal of this comprehensive program is to increase student retention rates and persistence to graduation with a focus on academic success and achievement through early intervention and systematic tracking of undergraduate students.

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 School of Architecture + Planning:

- American Institute of Architects Students (AIAS)
- National Organization of Minority Architects Students (NOMAS)
- American Society of Landscape Architecture Students
- Morgan Association of Planning Students (MAPS)
- 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.

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)

Student Disability Support Services

Student Disability Support Services is dedicated to assisting students with disabilities accomplish their
scholastic and career goals by supporting academic and advocacy skills and by helping to eliminate the physical, technical, and attitudinal barriers that limit opportunities. Student Disability Support Services is committed to providing all services and operating all programs in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA 1990). For more information, please contact 443-885-1719 or visit Richardson Library 127Aor go to www.morgan.edu/sdss

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 www.morgan.edu/counselingcenter.

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
Located in University Commons area, The Earl S. Richardson Library 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: www.morgan.edu/library.

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 or visit www.morgan.edu/financialaid.

For a list of Financial Aid Advisor, go to www.morgan.edu/academic_affairs/office_of_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: www.morgan.edu/bursar

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.

DROPPED SCHEDULES
If you do not make satisfactory financial arrangements (pay your bill) with the Bursar’s Office
by the prescribed deadline, your class schedule will be dropped. Once you make financial arrangements, your schedule will be reinstated. Correspondence from the Vice President of Academic Affairs Office is sent out to students and faculty each semester in regards to dropped schedules.

**Dr. Clara Adams Honors College**

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 or visit [www.morgan.edu/honorscollege](http://www.morgan.edu/honorscollege). (MSU Student Handbook)

**Scholarships**

There are several scholarship opportunities for students at Morgan. For more Information about the Clara Adams Honors College Scholarships for continuing students, please contact the University Honors College, 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.
05 CAREER DEVELOPMENT

Resume
Portfolio
Internships
Center for Career Development
Careers in the Built Environment
Licensure Requirements
Earnings
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 or visit www.morgan.edu/careerdevelopment.

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 or visit www.morgan.edu/careerdevelopment. (Source: MSU Student Handbook)

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 on our SA+P E-Job Board on a regular basis, click SA+P Job Board for listing of jobs and internships.

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 programs focus 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 plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property. The scope of the profession includes interior design, space planning, urban design, construction management, historic preservation, and specification writing. (Source: Dept. of Labor/Wikipedia).

Landscape architects plan and design land areas for projects such as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites. (Source: Dept. of Labor)
**City and Regional planners** develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas. (Source: Dept. of Labor)

**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 a licensed architect, landscape architect, or certified planner or construction manager, you must become certified or registered. Listed below are the following licensure/certification 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).

**Construction Management**
Construction Managers can be certified through the Construction Manager Certification Institute (sponsored by Construction Management Association of America). The Certified Construction Manager is someone who voluntarily met the prescribed criteria of the CCM program with regard to formal education, field experience and demonstrated capability and understanding of the CM body of knowledge. (Source: CMAA)

**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 2014 for the following:

Architects-$74,520
Landscape Architects-$64,570
Urban and Regional Planners-$66,940
Construction Managers-$85,630

Salaries vary depending on position, firm/office, and/or location.
Center for the Built Environment and Infrastructure Studies (CBEIS)

Building Access
Parking
Security
Building Maintenance
Housekeeping
Smoking Policy
Noise Management
First Aid
Space Request
Message Boards
Studio Space
Print Lab
BEAR Lab
Faculty and Staff Offices
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.

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 – 12 am
Fri – Sat: 7 am – 8 am; 8 pm – 10 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 Studies (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

Parking
Students have access to park in the North Campus Garage at no additional fee. Students need to register their vehicle with Business and Auxiliary Services in the Montebello Complex D-100. For more information about parking, go to: www.morgan.edu/parking

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 cbeis@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 cbeis@morgan.edu.

Please keep the studio spaces and computer labs 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.

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) or email cbeis@morgan.edu.

Smoking Policy
Morgan State University is a smoke-free campus.

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.

Space Requests
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. Please email cbeis@morgan.edu for space requests.

Digital Media Screens
School information will be posted on a regular basis on the digital media screens located in the atrium and second floor outside the CO+IN Lab (CBEIS 235). Students and faculty should check the screens on a regular basis.

To post information, please complete the Digital Media Screen Posting Request Form.

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 – 12:00 am
Friday-Saturday 7:00 am – 10:00 pm

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 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 www.morgan.edu/studentconduct.

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

To gain access into the complex on the afterhours 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/CREP) 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.
• Students are required to provide a protective surface covering the majority of the desk surface. The protective surface may be a drafting surface attached to a portable piece of plywood, or a pre-fabricated portable drafting surface. Please ensure that drawing boards and equipment do not scratch or mark the studio desk. Students are to consult with their studio instructor for recommendations.
• All cutting activities must be done on a CUTTING MAT. Cutting on tables will result in revocation of desk privileges.
• Individuals are prohibited of using aerosol spray cans (i.e. spray paint of spray mount) on the desk surface or in the studio. Students must use the B.E.A.R Lab’s spray 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 the University’s Code of Student Conduct. This misconduct is subject to disciplinary action by Judiciary Affairs. To read the University’s Student of Conduct, go to www.morgan.edu/studentconduct.

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 Program 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.

**Print Lab**
The Print Lab is located in CBEIS 111B (inside Studio Area). Students have access to the Print Lab the following days and times with their BEAR CARD:

- Monday – Thursday: 7:00 AM – 10:00 PM
- Friday: 7:00 AM – 6:00 PM

Access to the Print Lab is subject to change. Go to [Printing and Plotting in SA+P](#) for more details about printers/plotters and the steps on printing.

**Built Environment Applied Research (BEAR) Lab**
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.

**Faculty/Staff Offices**
The main office for the SA+P is located in CBEIS 104. Faculty and Staff offices are located in the 1st Floor and 2nd Floor of CBEIS.
All faculty/staff have individual scheduled office hours posted on their doors. Most faculty members have “by appointment” policies as well. Please do not schedule a meeting without confirmation of date/time from faculty or staff.

For more information about Faculty/Staff, please review the APPENDIX.
07 COMPUTING

Morgan eUser ID
Computing in CBEIS
Computer Lab Policies
Computer Software
Printing & Plotting in SA+P
Computer labs on Campus
Buying a Laptop
Open Source (Free Downloadable Programs)
A/V Equipment Usage
Taking Equipment off Campus
Off-Campus Reproduction and Printing
Morgan eUser ID
Every student admitted into the University receives a Morgan eUser ID account.

Your eUser ID account grants you access to e-mail, WEBSIS, computers on campus, and Blackboard.

If you did do not know your eUserID, please call the Help Desk at 443-885-HELP (4357).

PASSWORD
Your initial password begins with first initial of your first name (CAPITALIZED) and first initial of your last name with your Student ID Number (8 CHARACTERS). See the chart below for example.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Student ID</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Doe</td>
<td>00001111</td>
<td>Jd00001111</td>
</tr>
</tbody>
</table>

How to change your password
Go to 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.

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).

E-MAIL
Your Morgan e-mail is an official means of communication within the University. Your email address is “your eUser ID”@morgan.edu. 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).

How to check your Morgan email
For your Morgan email, go to mail.morgan.edu or click “MyMSU” on Morgan’s homepage to log in with your eUser ID and the password you created.

Computing in CBEIS
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 – 12 am
Friday – Saturday: 7 am – 10 pm

Students must use their MSU Bear Card to access the labs. For security purposes, students must not prop open the doors. 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 is one (1) shared open lab for both the School of Architecture and Planning and School of Engineering – 352. The hours are:

Sunday – Thursday: 7 am – 12 am
Friday – Saturday: 7 am – 10 pm

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

Computer Lab Policies
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.

Computer Software
In the labs, there are a wide range of computer software including:
• Autodesk Suite (AutoCad, Revit, 3Dmax)
• Trimble Sketchup
• Google Earth
• Flamingo
• Primavera
• Rhino/RhinoCAM
• ArcGIS
• Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat Professional)
• 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 eUser ID (username) and password.

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

Printing and Plotting in SA+P
At the beginning of each term, you will have a credit for printing/plotting. While at a workstation, you can monitor your account balance by viewing the green box in the upper right hand corner of the screen.

If you exceeded your credit limit before the end of a term, you can pay for additional printing fees. Please contact saptechsupport@morgan.edu on details to add funds to your printing account.

On the PaperCut, CBEIS print management system, pop-screen, use your eUser ID (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 pay for additional fees or outsource all reproduction needs for the remainder of the term. Printing and Plotting procedures are subject to change with notification.
**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 eID (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.

To view steps for printing/plotting process, please visit our youtube page (under playlist, click “quick tips”) (www.youtube.com/morgansap) or 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>111C</td>
<td>8.5 X 11</td>
<td>BW Printer</td>
<td>$0.15/page</td>
</tr>
<tr>
<td>248</td>
<td>8.5 X 11</td>
<td>BW Printer</td>
<td>$0.15/page</td>
</tr>
<tr>
<td>253</td>
<td>8.5 X 11</td>
<td>BW Printer</td>
<td>$0.15/page</td>
</tr>
<tr>
<td>256</td>
<td>8.5 X 11</td>
<td>BW Printer</td>
<td>$0.15/page</td>
</tr>
<tr>
<td>352</td>
<td>8.5 X 11</td>
<td>BW Printer</td>
<td>$0.15/page</td>
</tr>
<tr>
<td>111B</td>
<td>8.5 X 11 COLOR</td>
<td>Printer 1&amp;2</td>
<td>$0.50/page</td>
</tr>
<tr>
<td>111B</td>
<td>8.5 X 11 B&amp;W</td>
<td>Printer 1&amp;2</td>
<td>$0.40/page</td>
</tr>
<tr>
<td>111B</td>
<td>11 X 17 COLOR</td>
<td>Printer 1&amp;2</td>
<td>$0.50/page</td>
</tr>
<tr>
<td>111B</td>
<td>11 X 17 B&amp;W</td>
<td>Printer 1&amp;2</td>
<td>$0.30/page</td>
</tr>
<tr>
<td>111B</td>
<td>Any Length X 36 COLOR</td>
<td>Plotter 1, 2, 3</td>
<td>$1.00/SF</td>
</tr>
<tr>
<td>111B</td>
<td>Any Length X 36 B&amp;W</td>
<td>Plotter 1, 2, 3</td>
<td>$0.75/SF</td>
</tr>
<tr>
<td>111B</td>
<td>Any Length X 36 GLOSSY</td>
<td>Plotter 4</td>
<td>$3.00/SF</td>
</tr>
<tr>
<td>111B</td>
<td>Any Length X 36 GLOSSY BW</td>
<td>Plotter 4</td>
<td>$2.40/SF</td>
</tr>
</tbody>
</table>

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. PRICING SUBJECT TO CHANGE.

**Computer Labs on Campus**

Computer laboratories are located throughout Morgan’s campus in the following halls: Calloway, Carnegie, Engineering, Holmes, Jenkins, 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 Laptop
A laptop is an essential part of your education. Even though work stations are available in our labs, you may want to consider purchasing a laptop for your home. Listed below are the recommended minimum specifications for architecture or design student (Source: Cornell University)

- Intel i7 Quad Core processor
- Windows 8.1 or 10 - x64
- 8GB of RAM minimum, 16GB recommended
- Dedicated video processor should be one of the following or greater: NVIDIA® Quadro® K2100M/K1100M, Nvidia GeForce 750M, AMD Radeon R9 M370X, AMD FirePro M4000 Mobility Pro
- 500GB hard drive (SSD hard drive preferred)
- Wireless Ethernet (at least 802.11 g/n)
- Three-year warranty (recommended)
- Theft and damage insurance (recommended)
- Total estimated cost: $1,716 – $2,500 for the recommended Standard Dell Precision or Lightweight Dell Precision
- 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: www.morgan.edu/school_of_architecture_and_planning/student_/computer_resources/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>38 South Street,</td>
<td>410-779-4550</td>
</tr>
<tr>
<td></td>
<td>Balto, 21202</td>
<td></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>
08 RESOURCES

Expenses for Books and Supplies
Office Supplies
Art Supplies
Art Supplies Stores
Recommended Readings
Websites
Baltimore
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/Material Supply Store Stores**

Art supplies can become very expensive. Many of course supplies and materials can be acquired in the
SA+P BEAR Lab or the University Bookstore. Additionally, there are many local art supply stores that provide discounts for students. There are also several discounted 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>Dick Blick</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></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**

| Dick Blick Art Materials | www.dickblick.com |
| DraftingSteals.com      | www.draftingsteals.com |
| Tiger Supplies          | www.tigersupplies.com |

**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)

**ARCHITECTURE**

**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**, Bruce Mau

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

**Change by Design: How Design Thinking Transforms Organizations and Inspires Innovation**, 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 [PAPERBACK]** by Witold Rybczynski

**Websites**

American Institute of Architects [www.aia.org](http://www.aia.org)

AIA Baltimore [www.aiabalt.com](http://www.aiabalt.com)
American Institute of Architect Students
www.aiasnatl.org
National Organization of Minority Architects
www.noma.net
Association of Collegiate Schools of Architecture (ACSA) www.acsa-arch.org
National Architectural Accrediting Board (NAAB) www.naab.org
National Council of Architectural Registration Board www.ncarb.org
Boston Society of Architects (Black Architect Forum) www.architects.org
ArchVoices www.archvoices.org
Archinorm www.archinform.net
Architect www.architect.com
Architecture Week www.architectureweek.com
The Great Buildings collection www.greatbuildings.com

OTHER PROFESSIONAL/AFFILIATED ORGANIZATIONS
Neighborhood Design Center www.ndc-md.org
Environmental Design Research Association (EDRA) www.edra.org
International Association of Lighting Designers (IALD) www.iald.org
International Interior Design Association (IIDA) www.iida.org
American Institute of Graphic Arts www.aiga.org
Society for Environmental Graphic Design www.segd.org
American Society of Civil Engineers www.asce.org
American Society of Interior Designers www.asid.org
Sweet's Catalogs www.sweets.com
Association for Community Design (ACD) www.communitydesign.org
Design Community www.designcommunity.com

Baltimore
Baltimore is a wonderful city. As a design and construction 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.baltimore.org
www.baltimorecity.gov
www.livebaltimore.com

TRANSPORTATION
Not all students have personal transportation. There are other means of “getting around” the Baltimore metropolitan area. Below are some local transportation means for you.

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:
www.baltimorecollegetown.org

TAXI:
Checker Cab: contact 443-966-3075
Diamond Cab: contact 410-947-3333
Baltimore Cab/Van Services: Contact 443-424-5151

UBER:
www.uber.com/cities/baltimore
09 APPENDIX

- Faculty and Staff Directory
- BSAED Curriculum Sequence
- BSAED Electives
- BSAED Prerequisites
- BSCM Curriculum Sequence
- General Education Requirements
- CBEIS Floor Plans
- Campus Map
Faculty and Staff Directory

Below is general information about the faculty. To view faculty and staff profiles, visit www.morgan.edu/school_of_architecture_and_planning/facultystaff.html

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>OFFICE LOCATION (CBEIS)</th>
<th>PHONE</th>
<th>EMAIL (@MORGAN.EDU)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dean’s Office</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Anne Akers, PhD</td>
<td>Dean and Professor</td>
<td>104C</td>
<td>443-885-3225</td>
<td><a href="mailto:maryanne.akers@morgan.edu">maryanne.akers@morgan.edu</a></td>
</tr>
<tr>
<td>Terrence Baker</td>
<td>Mgr. of Information Sys.</td>
<td>111B</td>
<td>443-885-4797</td>
<td><a href="mailto:saptechsupport@morgan.edu">saptechsupport@morgan.edu</a></td>
</tr>
<tr>
<td>Salimah Hashim</td>
<td>Administrative Assistant</td>
<td>104</td>
<td>443-885-1225</td>
<td><a href="mailto:Salimah.hashim@morgan.edu">Salimah.hashim@morgan.edu</a></td>
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<tr>
<td>Felomina Johnson</td>
<td>Staff Support</td>
<td>104</td>
<td>443-885-3225</td>
<td><a href="mailto:Felomina.johnson@morgan.edu">Felomina.johnson@morgan.edu</a></td>
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<tr>
<td>Evan Richardson</td>
<td>Assistant to the Dean</td>
<td>104B</td>
<td>443-885-4309</td>
<td><a href="mailto:Evan.richardson@morgan.edu">Evan.richardson@morgan.edu</a></td>
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<tr>
<td>Siddhartha Sen, PhD</td>
<td>Associate Dean</td>
<td>108</td>
<td>443-885-1864</td>
<td><a href="mailto:Siddhartha.sen@morgan.edu">Siddhartha.sen@morgan.edu</a></td>
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<tr>
<td>Brian Stansbury</td>
<td>BEAR Lab Manager/Lecture</td>
<td>020</td>
<td>443-885-3513</td>
<td><a href="mailto:Brian.stansbury@morgan.edu">Brian.stansbury@morgan.edu</a></td>
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<tr>
<td>Nikara Williams</td>
<td>Staff Support</td>
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<td>Lavon Wright</td>
<td>Budget Officer</td>
<td>104</td>
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<tr>
<td><strong>Faculty</strong></td>
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<tr>
<td>Adam Bridge</td>
<td>Lecturer</td>
<td>224</td>
<td>443-885-1878</td>
<td><a href="mailto:Adam.bridge@morgan.edu">Adam.bridge@morgan.edu</a></td>
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<tr>
<td>Leon Bridges</td>
<td>Assistant Professor</td>
<td>212</td>
<td>443-885-1863</td>
<td><a href="mailto:Leon.bridges@morgan.edu">Leon.bridges@morgan.edu</a></td>
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<tr>
<td>Daniel Campo, PhD</td>
<td>MCRP Program Director</td>
<td>315</td>
<td>443-885-3415</td>
<td><a href="mailto:Daniel.campo@morgan.edu">Daniel.campo@morgan.edu</a></td>
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<tr>
<td>Jason Charalambides, PhD</td>
<td>Assistant Professor</td>
<td>213</td>
<td>443-885-3552</td>
<td><a href="mailto:jason.charalambides@morgan.edu">jason.charalambides@morgan.edu</a></td>
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<tr>
<td>Ruth Cornell</td>
<td>Associate Professor</td>
<td>220</td>
<td>443-885-1862</td>
<td><a href="mailto:Ruth.connell@morgan.edu">Ruth.connell@morgan.edu</a></td>
</tr>
<tr>
<td>Lewis Waller, PhD</td>
<td>Interim Chair, Const Mgmt</td>
<td>339</td>
<td>443-885-4793</td>
<td><a href="mailto:Lewis.waller@morgan.edu">Lewis.waller@morgan.edu</a></td>
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<tr>
<td>Suzanne Frasier, FAIA</td>
<td>Interim Chair, UG Design</td>
<td>211</td>
<td>443-885-1890</td>
<td><a href="mailto:Suzanne.frasier@morgan.edu">Suzanne.frasier@morgan.edu</a></td>
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<tr>
<td>Mohammad Gharipour, PhD</td>
<td>Professor</td>
<td>217</td>
<td>443-885-3910</td>
<td><a href="mailto:Mohammad.Gharipour@morgan.edu">Mohammad.Gharipour@morgan.edu</a></td>
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<tr>
<td>Dale Green</td>
<td>Assistant Professor</td>
<td>219</td>
<td>443-885-1208</td>
<td><a href="mailto:Dale.green@morgan.edu">Dale.green@morgan.edu</a></td>
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<tr>
<td>Brian Grieb</td>
<td>Assistant Professor</td>
<td>225</td>
<td>443-885-3554</td>
<td><a href="mailto:Brian.grieb@morgan.edu">Brian.grieb@morgan.edu</a></td>
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<tr>
<td>Pavlina Ilieva</td>
<td>AREN Program Director</td>
<td>215</td>
<td>443-885-3675</td>
<td>Pavлина<a href="mailto:.ilieva@morgan.edu">.ilieva@morgan.edu</a></td>
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<tr>
<td>Coleman Jordan</td>
<td>Lecturer</td>
<td>216</td>
<td>443-885-4222</td>
<td><a href="mailto:Coleman.jordan@morgan.edu">Coleman.jordan@morgan.edu</a></td>
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<tr>
<td>Jeremy Kargon</td>
<td>M.Arch Program Director</td>
<td>218</td>
<td>443-739-2886</td>
<td><a href="mailto:Jeremy.kargon@morgan.edu">Jeremy.kargon@morgan.edu</a></td>
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<tr>
<td>Samia Kirchner, PhD</td>
<td>Associate Professor</td>
<td>214</td>
<td>443-885-4434</td>
<td><a href="mailto:Samia.kirchner@morgan.edu">Samia.kirchner@morgan.edu</a></td>
</tr>
<tr>
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<tr>
<td>Gabriel Kroiz</td>
<td>Associate Professor</td>
<td>226</td>
<td>443-885-4240</td>
<td><a href="mailto:Gabriel.kroiz@morgan.edu">Gabriel.kroiz@morgan.edu</a></td>
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<tr>
<td>Jack Leonard</td>
<td>Assistant Professor</td>
<td>318</td>
<td>443-885-4794</td>
<td><a href="mailto:John.leonard@morgan.edu">John.leonard@morgan.edu</a></td>
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<tr>
<td>Cristina Murphy</td>
<td>Assistant Professor</td>
<td>222</td>
<td>443-885-4385</td>
<td><a href="mailto:Cristina.murphy@morgan.edu">Cristina.murphy@morgan.edu</a></td>
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<tr>
<td>Kamalesh Panthi, PhD</td>
<td>Assistant Professor</td>
<td>338</td>
<td>443-885-2769</td>
<td><a href="mailto:Kamalesh.panthi@morgan.edu">Kamalesh.panthi@morgan.edu</a></td>
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<tr>
<td>Tonya Sanders, PhD</td>
<td>Associate Professor</td>
<td>317</td>
<td>443-885-1860</td>
<td><a href="mailto:Tonya.sanders@morgan.edu">Tonya.sanders@morgan.edu</a></td>
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<tr>
<td>Frederick Scharmen</td>
<td>Assistant Professor</td>
<td>223</td>
<td>443-885-1867</td>
<td><a href="mailto:Frederick.scharmen@morgan.edu">Frederick.scharmen@morgan.edu</a></td>
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<tr>
<td>Archana Sharma, PhD</td>
<td>Assistant Professor</td>
<td>316</td>
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<td><a href="mailto:Archana.sharma@morgan.edu">Archana.sharma@morgan.edu</a></td>
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<tr>
<td>Hyeon-Shic Shin, PhD</td>
<td>Assistant Professor</td>
<td>314</td>
<td>443-885-3208</td>
<td><a href="mailto:Hyeonshic.shin@Morgan.edu">Hyeonshic.shin@Morgan.edu</a></td>
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<tr>
<td>Sarah Trautvetter</td>
<td>Assistant Professor</td>
<td>337</td>
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<tr>
<td>Paul Voos</td>
<td>Chair, Grad Built Env. Stud</td>
<td>319</td>
<td>443-885-1861</td>
<td><a href="mailto:Paul.voos@morgan.edu">Paul.voos@morgan.edu</a></td>
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<tr>
<td>Issac Williams</td>
<td>Lecturer</td>
<td>336</td>
<td>443-885-3312</td>
<td><a href="mailto:Issac.williams@morgan.edu">Issac.williams@morgan.edu</a></td>
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# BSAED Recommended Curriculum Sequence*

**FRESHMAN YEAR (FIRST SEMESTER)**

<table>
<thead>
<tr>
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<tr>
<td>ARCH 101</td>
<td>CONC &amp; THEO OF BUILT ENV I</td>
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<tr>
<td>ARCH 103</td>
<td>COMMUNICATION SKILLS I</td>
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<tr>
<td>ENGL 101(EC)</td>
<td>ENGLISH COMPOSITION I</td>
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<td>XXX (SB)</td>
<td>SB GENERAL EDUCATION REQ.</td>
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<td>XXX (HH)</td>
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**FRESHMAN YEAR (SECOND SEMESTER)**

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<td>ARCH 205</td>
<td>HIST OF THE BUILT ENV I</td>
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<td>ARCH 207</td>
<td>SITE DESIGN</td>
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<tr>
<td>MATH 110(MQ)</td>
<td>ALGEBRA, FUNCT &amp; ANALY GEO</td>
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**SOPHOMORE YEAR (FIRST SEMESTER)**

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<td>ARCH 206</td>
<td>HIST OF THE BUILT ENV II</td>
<td>3</td>
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<tr>
<td>ARCH 208</td>
<td>BLDG MATERIALS I</td>
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<td>XXX (SB)</td>
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**SOPHOMORE YEAR (SECOND SEMESTER)**

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<td>ARCH 203(IM)</td>
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<td>ARCH 209</td>
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**JUNIOR YEAR (FIRST SEMESTER)**

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<tr>
<td>ARCH XXX</td>
<td>HISTORY/THEORY ELECTIVE</td>
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<tr>
<td>ARCH XXX^</td>
<td>TECHNOLOGY ELECTIVE</td>
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**JUNIOR YEAR (SECOND SEMESTER)**

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<td>ARCH XXX^</td>
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**SENIOR YEAR (FIRST SEMESTER)**

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<td>HIST 350 (CI)</td>
<td>INTRO TO AFRICAN DIASPORA</td>
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**SENIOR YEAR (SECOND SEMESTER)**

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**TOTAL CREDIT HOURS**

120

*2016-2018 Recommended Curriculum Sequence*
## BSAED Electives

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<tr>
<td><strong>History/Theory Electives</strong></td>
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<tr>
<td>ARCH 305 Design and Human Behavior</td>
<td>ARCH 304 Urban Development of Baltimore</td>
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<tr>
<td>ARCH 409 His. Periods, Styles, and Movement</td>
<td>ARCH 331 Environmental Justice</td>
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<tr>
<td>ARCH 415 Historic Preservation</td>
<td>ARCH 416 Office Practice &amp; Management</td>
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<td>ARCH 418 History/Theory Seminar</td>
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<tr>
<td>ARCH 431 Public Space Planning</td>
<td>ARCH 445 Seminar in Built Environment Study</td>
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<td>ARCH 445 Seminar in Built Environment Study</td>
<td>CMGT 311 Construction Safety Management</td>
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<td>CMGT 241 Intro to Construction Management</td>
<td>CMGT 411 Construction Law and Contracts</td>
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<td><strong>Technology Electives</strong></td>
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<tr>
<td>ARCH 311 Statics &amp; Strength of Materials</td>
<td>ARCH 312 Building Structural Systems</td>
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<td>ARCH 303 Sustainability</td>
<td>ARCH 321 Grading &amp; Drainage</td>
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<td>CMGT 420 Environmental Control</td>
<td>ARCH 407 Historic Resource Documentation</td>
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<tr>
<td>ARCH 423 Advanced Building Structures</td>
<td>ARCH 408 Building Conservation</td>
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<tr>
<td>ARCH 428/429 Technology Seminar I &amp; II</td>
<td>CMGT 441 Production Techniques</td>
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<tr>
<td>SOCI 351 Intro to Social Statistics*</td>
<td>ARCH 424 Interior Materials &amp; Finishes</td>
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<tr>
<td>SOCI 381 Methods of Social Research II*</td>
<td>ARCH 428/429 Technology Seminar I &amp; II</td>
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<td>SOCI 380 Methods of Social Research I*</td>
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<td><strong>Fourth Year Studio Electives</strong></td>
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<td>ARCH 401 Building Design I</td>
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<td>ARCH 403 Urban Design I</td>
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<td>ARCH 470 Interior Architecture Studio</td>
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^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>
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<tr>
<td>ARCH 102 - Concept &amp; Theory of the Built Env. II</td>
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<td>ARCH 103 - Communication Skills I</td>
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<tr>
<td>ARCH 104 - Communication Skills II</td>
<td>ARCH 103 with &quot;C&quot; or better</td>
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<tr>
<td>ARCH 201 - Design I (Basic Design)</td>
<td>ARCH 104 with &quot;C&quot; or better</td>
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<td>ARCH 202 - Design II</td>
<td>ARCH 201 with &quot;C&quot; or better</td>
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<tr>
<td>ARCH 203 - Communication Skills III</td>
<td>ARCH 104 with &quot;C&quot; or better</td>
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<tr>
<td>ARCH 204 - Communication Skills IV</td>
<td>ARCH 104 with &quot;C&quot; or better</td>
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<tr>
<td>ARCH 205 - Hist of Built Environment I</td>
<td>ENGL 101 with &quot;C&quot; or better</td>
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<tr>
<td>ARCH 206 - Hist of Built Environment II</td>
<td>ENGL 102 with &quot;C&quot; or better</td>
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<td>ARCH 207 - Site Design</td>
<td>ARCH 103 with &quot;C&quot; or better</td>
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<tr>
<td>ARCH 208 - Building Materials I</td>
<td>ARCH 103 with &quot;C&quot; or better or CEGR 107 with &quot;C&quot; or better</td>
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<td>ARCH 209 - Building Materials II</td>
<td>ARCH 104 with &quot;C&quot; or better or CEGR 107 with &quot;C&quot; or better</td>
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<td>ARCH 301 - Design III</td>
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<td>ARCH 304 - Urban Development of Baltimore</td>
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<td>ARCH 305 - Design and Human Behavior</td>
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<td>ARCH 321 - Grading &amp; Drainage</td>
<td>ARCH 207 with &quot;C&quot; or better</td>
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<td>ARCH 322 - Tech Resources for Planners</td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>-------------</td>
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<tr>
<td>ARCH 406</td>
<td>Hist of the Built Environment III*</td>
</tr>
<tr>
<td>ARCH 410</td>
<td>Design Build Studio</td>
</tr>
<tr>
<td>ARCH 412</td>
<td>Advanced Wall Systems</td>
</tr>
<tr>
<td>ARCH 415</td>
<td>Historic Preservation</td>
</tr>
<tr>
<td>ARCH 416</td>
<td>Office Practice and Management</td>
</tr>
<tr>
<td>ARCH 418</td>
<td>History and Theory Seminar</td>
</tr>
<tr>
<td>ARCH 422</td>
<td>Production Tech for Landscape Architects</td>
</tr>
<tr>
<td>ARCH 423</td>
<td>Advanced Building Structures</td>
</tr>
<tr>
<td>ARCH 424</td>
<td>Interior Materials and Finishes</td>
</tr>
<tr>
<td>ARCH 426</td>
<td>Plant Materials</td>
</tr>
<tr>
<td>ARCH 428</td>
<td>Technology Seminar I &amp; II</td>
</tr>
<tr>
<td>ARCH 431</td>
<td>Public Space Planning</td>
</tr>
<tr>
<td>ARCH 432</td>
<td>Intro to Real Estate Planning</td>
</tr>
<tr>
<td>ARCH 435</td>
<td>Intro to Real Estate Planning II</td>
</tr>
<tr>
<td>ARCH 445</td>
<td>Seminar in the Built Environment Study</td>
</tr>
<tr>
<td>ARCH 470</td>
<td>Interior Architecture Studio</td>
</tr>
<tr>
<td>ARCH 498</td>
<td>Environmental Design Internship</td>
</tr>
<tr>
<td>ARCH 499</td>
<td>Independent Study</td>
</tr>
</tbody>
</table>
# BSCM Recommended Curriculum Sequence

## FRESHMAN YEAR (FIRST SEMESTER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORAP 107</td>
<td>ORIEN. FOR ARCH &amp; CMGT MAJORS</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101(EC)</td>
<td>ENGLISH COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>XXX (SB)</td>
<td>SB GENERAL EDUCATION REQ.</td>
<td>3</td>
</tr>
<tr>
<td>MATH 113(MQ)</td>
<td>MATHEMATICAL ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>CEGR 107</td>
<td>COMPUTER AIDED DRAFTING</td>
<td>3</td>
</tr>
<tr>
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<td><strong>Total Credits</strong></td>
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</table>

## FRESHMAN YEAR (SECOND SEMESTER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ENGL 102(EC)</td>
<td>ENGLISH COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>XXX (SB)</td>
<td>SB GENERAL EDUCATION REQ.</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 101(BP)</td>
<td>INTRO TO PHYSICS</td>
<td>4</td>
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<td>XXX (HH)</td>
<td>HH GENERAL EDUCATION REQ.</td>
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<tr>
<td>PHEC XXX</td>
<td>PHYS. ED. ACTIVITY ELECTIVE</td>
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## SOPHOMORE YEAR (FIRST SEMESTER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMGT 241</td>
<td>INTRO TO CONSTRUCTION MNG’T</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 208</td>
<td>BUILDING MATERIALS</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101(BP)</td>
<td>GENERAL CHEMISTRY</td>
<td>3</td>
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<tr>
<td>CHEM 101L</td>
<td>GENERAL CHEMISTRY LAB</td>
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</tr>
<tr>
<td>INSS 141(IM)</td>
<td>INTRO COMPUTER BASED-SYSTEM</td>
<td>3</td>
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<tr>
<td>XXX (AH)</td>
<td>AH GENERAL EDUCATION REQ.</td>
<td>3</td>
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<td></td>
<td><strong>Total Credits</strong></td>
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## SOPHOMORE YEAR (SECOND SEMESTER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMGT 201</td>
<td>CONSTRUCTION METHODS I</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 242</td>
<td>CONSTRUCTION OPERATIONS</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>PRIN. OF ACCOUNTING I</td>
<td>3</td>
</tr>
<tr>
<td>XXX (BP)</td>
<td>PHYS. SCIENCE ELECTIVE</td>
<td>3</td>
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<tr>
<td>XXX (AH)</td>
<td>AH GENERAL EDUCATION REQ.</td>
<td>3</td>
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<tr>
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<td><strong>Total Credits</strong></td>
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## SUMMER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CMGT 498</td>
<td>CONST. MGMT INTERNSHIP</td>
<td>3</td>
</tr>
</tbody>
</table>

## JUNIOR YEAR (FIRST SEMESTER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 311</td>
<td>STATICS &amp; STRENGTH OF MAT.</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 442</td>
<td>CONSTRUCTION COST ESTIMATING</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 301</td>
<td>SITE PLANNING &amp; SURVEYING</td>
<td>3</td>
</tr>
<tr>
<td>ECON 212</td>
<td>PRIN. OF ECONOMICS II</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 324</td>
<td>ORGANIZATIONAL BEHAVIOR</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
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</table>

## JUNIOR YEAR (SECOND SEMESTER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ARCH 312</td>
<td>BUILDING STRUCT. SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 441</td>
<td>PRODUCTION TECHNIQUES</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 211</td>
<td>CONSTRUCT. PLAN. &amp; SCHED.</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 357</td>
<td>BUSINESS WRITING</td>
<td>3</td>
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<tr>
<td>MGMT XXX</td>
<td>MANAGEMENT ELECTIVE*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
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</table>

## SENIOR YEAR (FIRST SEMESTER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMGT 420</td>
<td>ENVIRONMENTAL CONTROLS</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 401</td>
<td>SUSTAINABLE CONST. PRACTICES</td>
<td>3</td>
</tr>
<tr>
<td>XXX</td>
<td>BUAD or MGMT ELECTIVE*</td>
<td>3</td>
</tr>
<tr>
<td>XXX</td>
<td>BUAD or MGMT ELECTIVE*</td>
<td>3</td>
</tr>
<tr>
<td>HIST 350 (CI)</td>
<td>INTRO TO AFRICAN DIASPORA</td>
<td>3</td>
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<td><strong>Total Credits</strong></td>
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## SENIOR YEAR (SECOND SEMESTER)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CMGT 311</td>
<td>CONST. SAFETY MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 411</td>
<td>CONST. LAW &amp; CONTRACTS</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 109 (CT)</td>
<td>INTRO TO LOGIC</td>
<td>3</td>
</tr>
<tr>
<td>MGMT XXX</td>
<td>MANAGEMENT ELECTIVE*</td>
<td>3</td>
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<tr>
<td>ARCH 249</td>
<td>DESIGN &amp; CONST. OBSERVATION</td>
<td>1</td>
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<td><strong>Total Credits</strong></td>
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</tbody>
</table>

## TOTAL CREDIT HOURS

**120**

There are NO Prerequisites on CMGT courses.

*MGMT or BUAD Electives: Please review WEBSIS for MGMT/BUAD course options. Please be cognizant of prerequisite requirements for the department. If you need an override, please contact the Department of Business Administration.*
## BSCM Prerequisites

<table>
<thead>
<tr>
<th>COURSES</th>
<th>PREREQUISITES</th>
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<tbody>
<tr>
<td><strong>Construction Management Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>CEGR 107-Computer Aided Drafting</td>
<td>None</td>
</tr>
<tr>
<td>ARCH 208-Building Materials</td>
<td>ARCH 103 or CEGR 107 with &quot;C&quot; or better</td>
</tr>
<tr>
<td>ARCH 311-Statics &amp; Strength of Materials</td>
<td>MATH 113 and PHYS 101 with “C” or better</td>
</tr>
<tr>
<td>ARCH 312-Building Structural Systems</td>
<td>ARCH 311 with “C” or better</td>
</tr>
<tr>
<td>CMGT 201-Construction Methods I</td>
<td>None</td>
</tr>
<tr>
<td>CMGT 211-Construction Planning and Scheduling</td>
<td>None</td>
</tr>
<tr>
<td>CMGT 241-Introduction to Construction Management</td>
<td>None</td>
</tr>
<tr>
<td>CMGT 242-Construction Operations</td>
<td>None</td>
</tr>
<tr>
<td>CMGT 301-Site Planning and Surveying</td>
<td>None</td>
</tr>
<tr>
<td>CMGT 311-Construction Safety Management</td>
<td>None</td>
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<tr>
<td>CMGT 401-Sustainable Construction Practices I</td>
<td>None</td>
</tr>
<tr>
<td>CMGT 411-Construction Law and Contracts</td>
<td>None</td>
</tr>
<tr>
<td>CMGT 420-Environmental Controls</td>
<td>None</td>
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<td>CMGT 441-Production Techniques</td>
<td>None</td>
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<tr>
<td>CMGT 442-Construction Estimating</td>
<td>None</td>
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<tr>
<td>CMGT 498-Construction Management Internship</td>
<td>Approval of Program Director</td>
</tr>
<tr>
<td><strong>Business and Management Requirements</strong></td>
<td></td>
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<tr>
<td>MGMT 324-Organizational Behavior</td>
<td>Junior Standing in the School of Business</td>
</tr>
<tr>
<td>ACCT 201-Principles of Accounting I</td>
<td>ENGL 101, INSS 141, &amp; MATH 113 with C or better</td>
</tr>
<tr>
<td>BUAD or MGMT Elective</td>
<td>Verify with MSU Catalog or Business Admin. Department</td>
</tr>
<tr>
<td>BUAD or MGMT Elective</td>
<td>Verify with MSU Catalog or Business Admin. Department</td>
</tr>
<tr>
<td>MGMT Elective</td>
<td>Verify with MSU Catalog or Business Admin. Department</td>
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<tr>
<td>MGMT Elective</td>
<td>Verify with MSU Catalog or Business Admin. Department</td>
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<tr>
<td><strong>Supporting Courses</strong></td>
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</tr>
<tr>
<td>SPCH 101-Fundamentals of Speech</td>
<td>None</td>
</tr>
<tr>
<td>ECON 212-Principles of Economics I</td>
<td>None</td>
</tr>
<tr>
<td>CHEM 101/L-General Chemistry and Lab</td>
<td>None</td>
</tr>
<tr>
<td>ARCH 249-Design and Construction Observation</td>
<td>None</td>
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</table>
## General Education Requirements

### Information, Technological and Media Literacy — (IM)
Students must select one (1) course from the IM distribution area.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSS 141: Introduction to Computer-Based Information Systems (IM)</td>
<td>3</td>
</tr>
<tr>
<td>COSC 110: Introduction to Computing (IM)</td>
<td>3</td>
</tr>
<tr>
<td>Computer literacy course required by the major/discipline (IM)</td>
<td>3</td>
</tr>
</tbody>
</table>

### English Composition — (EC)
Students must select two (2) courses from the EC distribution area: one each from Part A and Part B.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 (111): Freshman Composition I (Honors) (EC) — PART A</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 (112): Freshman Composition II (Honors) (EC) — PART B</td>
<td>3</td>
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</table>

### Critical Thinking — (CT)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 105: Place Matters: Introduction to Comp City (CT)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 300: Communication and the Black Diaspora (CT)</td>
<td>3</td>
</tr>
<tr>
<td>MHTC 340: Religious, Spirituality, and the Helping Tradition (CT)</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 109 (119): Introduction to Logic (Honors) (CT)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Mathematics and Quantitative Reasoning — (MQ)
Students must select one (1) course from the MQ distribution area. Must be MATH 109 or Above

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 109: Mathematics for Liberal Arts (MQ)</td>
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</tr>
<tr>
<td>MATH 110: Algebra, Functions, and Analytic Geometry (MQ)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 113: Introduction to Mathematics Analysis I (MQ)</td>
<td>4</td>
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<tr>
<td>MQ course required by the major/discipline (MQ)</td>
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### Arts and Humanities — (AH)
Students must select two courses from different disciplines in the AH distribution area.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HUMA 201: Introduction to Humanities I (AH)</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 211: Introduction to Humanities I Honors (AH)</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 202: Introduction to Humanities II (AH)</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 212: Introduction to Humanities II Honors (AH)</td>
<td>3</td>
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<tr>
<td>HUMA 301: Contemporary Humanities (AH)</td>
<td>3</td>
</tr>
<tr>
<td>ART 308: The Visual Arts (AH)</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 391: The World of Music (AH)</td>
<td>3</td>
</tr>
<tr>
<td>MISC 302: Introduction to Military Training (AH)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 203: Media Literacy in a Diverse World (AH)</td>
<td>3</td>
</tr>
<tr>
<td>THEA 312: Black Drama (AH)</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language 102 or higher (AH)</td>
<td>3</td>
</tr>
<tr>
<td>PHEC 300: Selected Roots of Afro-American Dance (AH)</td>
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</tr>
<tr>
<td>PHIL 220: Ethics and Values (AH)</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 223: Introduction to the Philosophy of Politics (AH)</td>
<td>3</td>
</tr>
<tr>
<td>RELG 305: Introduction to World Religions (AH)</td>
<td>3</td>
</tr>
</tbody>
</table>
### Biological and Physical Sciences — (BP)
Students must select two (2) courses from BP distribution area. At least one course must be lab-based.

#### LAB-BASED (LECTURE AND LAB)
- **BIOL 101**: Introductory Biology I (BP) 4-Credits
- **BIOL 102**: Introductory Biology II (BP) 4-Credits
- **BIOL 105**: Introductory Biology for Majors I (BP) 4-Credits
- **BIOL 111**: Introductory Biology I—Honors (BP) 4-Credits
- **BIOL 112**: Introductory Biology II—Honors (BP) 4-Credits
- **CHEM 101** + **CHEM101L**: General Chemistry I + Lab (BP) 4-Credits
- **CHEM 105** + **CHEM105L**: Principles of General Chemistry I + Lab (BP) 4-Credits
- **CHEM 110/L**: General Chemistry for Engineering + Lab (BP) 4-Credits
- **CHEM 111/L**: General Chemistry—Honors + Lab (BP) 4-Credits
- **CHEM 112/L**: General Chemistry & Qualitative Analysis—Honors + Lab (BP) 4-Credits
- **EASC 205**: Introduction to Earth Science (BP) 4-Credits
- **PHYS 101**: Introduction to Physics (BP) 4-Credits
- **PHYS 111**: Introduction to Physics—Honors (BP) 4-Credits
- **PHYS 203 + PHYS 203L**: GEN PHYS: Fund of Physics I + Lab (BP) 4-Credits
- **PHYS 205 + PHYS 205L**: University Physics + Lab (BP) 5-Credits
- **PHYS 206 + PHYS 206L**: University Physics II + Lab II (BP) 5-Credits

#### NON-LAB-BASED (LECTURE ONLY)
- **PHYS 105**: Energy, Transportation, and Pollution I (BP) 3-Credits
- **PHYS 310**: Astronomy and Space Science (BP) 3-Credits
- **PHYS 311**: Acoustics and You (BP) 3-Credits
- **PHYS 408**: Introduction to Quantum Physics (BP) 3-Credits
- **TRSS 301**: Introduction to Transportation Systems (BP) 3-Credits
- **EASC 101**: Stellar Astronomy (BP) 3-Credits
- **EASC 102**: Meteorology (BP) 3-Credits
- **EASC 201**: Physical Geology (BP) 3-Credits
- **EASC 202**: Historical Geology (BP) 3-Credits
- **EASC 203**: Mineralogy (BP) 3-Credits
- **EASC 301**: Planetary Science (BP) 3-Credits
- **GEOG 101**: Introduction to Geography (BP) 3-Credits
- **GEOG 104**: Introduction to Physical Geography (BP) 3-Credits
- **GEOG 105**: Introduction to Weather and Climate (BP) 3-Credits

### Social and Behavioral Sciences — (SB)
Students must select two (2) courses from different disciplines in the SB distribution area.

- **HIST 101**: World History I (SB) 3-Credits
- **HIST 102**: World History II (SB) 3-Credits
- **HIST 111**: World History I — Honors (SB) 3-Credits
- **HIST 112**: World History II — Honors (SB) 3-Credits
- **HIST 105**: History of the United States I (SB) 3-Credits
- **HIST 106**: History of the United States II (SB) 3-Credits
- **HIST 115**: History of the United States I — Honors (SB) 3-Credits
- **HIST 116**: History of the United States II — Honors (SB) 3-Credits
- **ECON 211**: Principles of Economics (SB) 3-Credits
- **ECON 212**: Principles of Economics II (SB) 3-Credits
- **MHTC 103**: Introduction to Group Dynamics (SB) 3-Credits
- **MISC 301**: Introduction to Team and Small Unit Operations (SB) 3-Credits
- **POSC 201**: American Government (SB) 3-Credits
- **POSC 206**: Black Politics in America (SB) 3-Credits
- **PSYC 101**: General Psychology (SB) 3-Credits
- **PSYC 111**: General Psychology — Honors (SB) 3-Credits
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 101</td>
<td>Introduction to Sociology (SB)</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 110</td>
<td>Introduction to Anthropology (SB)</td>
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<tr>
<td>SOSC 101</td>
<td>Introduction to the Social Sciences (SB)</td>
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<tr>
<td>HEED 103</td>
<td>Health Science: Human and Social Determinants (HH)</td>
<td>3</td>
</tr>
<tr>
<td>HEED 203</td>
<td>Personal and Community Health (HH)</td>
<td>3</td>
</tr>
<tr>
<td>NUSC 160</td>
<td>Introduction to Nutrition (HH)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 350</td>
<td>Introduction to the African Diaspora (Honors) (CI)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Health and Healthful Living — (HH)**

Students must select one (1) course from the HH distribution area.

**Contemporary and Global Issues, Ideas and Values — (CI)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 350 (360)</td>
<td>Introduction to the African Diaspora (Honors) (CI)</td>
<td>3</td>
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</tbody>
</table>
CBEIS Floor Plans

Lower Level

First Level
VISITOR PARKING

There are visitor parking spaces available on Lot CE, adjacent to the North Campus Garage. Visitors can pay for their parking space at one of the two Pay-A-Park stations (located on Lot CE).

When parking in a visitor space, remember your space number. You will need to have this number when you pay at the Pay-A-Park stations. NOTE: You do not have to retain your ticket for your vehicle.

FEE:
- 0-30 minutes: Free
- Hourly: $0.50
- Maximum: $3.00
- Cash & Credit Card Accepted

SPECIAL EVENT PARKING

Visit special event parking is located North Campus Garage. Please email via@msu.edu or call 443-885-2225 to verify if special event parking is available.