Welcome!

Welcome to the University of Virginia School of Architecture! We are excited about your decision to attend the School and hope this will prove to be a successful year for you. This packet includes general information you will need prior to your enrollment as well as other helpful information about life in Charlottesville.

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GENERAL ACADEMIC INFORMATION

UVA Summer Session Courses

The requirement to enroll in Summer Session courses is only for some incoming Architectural History students and all Path 3 Architecture and Path 3.0 Landscape Architecture students. However, Architectural History classes (for those who need to fulfill course requirements) have not been confirmed at this time: Expect updates soon! Below is a calendar of courses for the Summer Design Institute (SDI) classes for the Path 3 and 3.0 students with their starting dates. We will register you for your summer classes by July 1 and send you an e-mail when we have completed your summer registration. Please see more information about your tuition bill under the “Summer Financial Aid and Tuition” section in your Student Center of the Student Information System: https://sisUVA.admin.virginia.edu/epprd/signon.html

More information about Summer Session can be found on the Summer Session website: www.virginia.edu/summer.

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<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
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<td>ALAR 5010</td>
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<td>See Summer Design Institute information below.</td>
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<tr>
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<td>Intro to Design Graphics</td>
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<tr>
<td>ALAR 5030</td>
<td>Intro to Theory and Analysis</td>
<td>1</td>
<td>See Summer Design Institute information below.</td>
<td></td>
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</table>

Summer Design Institute (SDI)

SDI is required for Incoming Path 3 Architecture and Path 3.0 Landscape Architecture Students. SDI will be conducted as an intensive combination of field studies and studio work, digital and hand drawing studies. While the program introduces many skills and tools that you will work with throughout your education, it also serves as an introduction to the intellectual foundations of the disciplines, through multiple perspectives offered by our faculty at the University of Virginia and through readings and discussions.

SDI will run from Friday, July 8, through Sunday, August 7. You will need to purchase equipment and setup your studio desk by Wednesday, July 6, in order to prepare for orientation activities on Friday, July 8. You will have an assignment for the weekend of July 9 and 10. At the end of the SDI, you will be required to archive your work and install the SDI Student Work exhibit on Saturday, August 6, and Sunday, August 7.

You will be in class from 9 a.m. to 5:30 p.m. Monday through Friday, and working in the studio in the evenings and on the weekends so please plan your schedule accordingly.
SCHOOL OF ARCHITECTURE MANDATORY ORIENTATIONS

Students attending the Summer Design Institute (SDI) will have a mandatory orientation on Friday, July 8, and weekend exercises on Saturday, July 9, and Sunday, July 10. The schedule for these days will come in a separate email.

All new graduate students: Mandatory orientation for all new graduate students at the School of Architecture will be held on Monday, August 22, the day before Fall semester classes begin. The orientation will begin at 8:30 a.m. outside of Campbell Hall Room 153 and will end at approximately 5:45 p.m.

Please note that you should bring your laptops and U.Va. ID cards with you to the orientation(s).

FALL 2016 ENROLLMENT + GRADUATE RECORD

Incoming students can enroll in Fall 2016 classes starting August 3. **NOTE: YOU WILL NOT BE ABLE TO ENROLL UNTIL WE HAVE YOUR OFFICIAL, FINAL TRANSCRIPT.** Students will enroll in courses via the Student Information System. For more information on enrollment, please see the demos located here: [www.sis.virginia.edu/CenterHelp/](http://www.sis.virginia.edu/CenterHelp/).

To help you enroll in courses, you can view the updated program curricula in the 2015-2016 Graduate Record, located here: [http://records.ureg.virginia.edu](http://records.ureg.virginia.edu). (You need to choose the appropriate Record located at the drop-down menu on the top-right of the web page). The 2016-2017 Graduate Record will be posted by July 1.

Please note you will have an opportunity to meet with your advisor on August 22, and you will have an opportunity to modify your class schedule then if necessary.

If you have specific questions about fall enrollment please contact Sharon McDonald, Director of Student Records and Registration, or Tashana Starks, Academic & Student Services Coordinator. Their contact information is located on the Contact List located in the end of this document.

ACADEMIC CALENDAR

For questions about significant dates during the fall and spring semesters, please see the UVA Academic Calendar: [www.virginia.edu/registrar/calendar.html](http://www.virginia.edu/registrar/calendar.html). Classes begin Tuesday, August 23, 2016. Please note, UVA will hold classes on Labor Day.
FINANCIAL AID + TUITION

Summer Financial Aid + Tuition
If you register for Summer Session classes you will automatically be considered for summer federal financial aid if you are registered for at least 6 credits over the summer. Please note that students are not guaranteed aid for the summer due to limited financial aid available. You will find your summer tuition bill in your Student Center of the Student Information System after July 1. Bills are due 5 days after registration. If you do not pay your summer tuition bill you will not have access to register for fall semester classes.

Fall + Spring Financial Aid + Tuition
If you applied for federal financial aid, Student Financial Services will post your financial aid award in your Student Center of the Student Information System no later than mid-July. It is suggested that you accept your award, and sign your Master Promissory Note (if taking out loans), by the beginning of August.

If you need more information about financial aid, tuition, or tuition payment, please see the Student Financial Services website: www.virginia.edu/financialaid.

Work-Study
If you are interested in federal work-study funding, you must check your interest on the FAFSA form. Most school and departmental positions are granted to work-study funded students. The work-study program runs during the fall and spring semesters. Work-Study positions are posted to CavLink: www.career.virginia.edu/cavlink. You are responsible for finding a work study position. If you are interested in working for a Department, please let your Department Chair know of your interest to secure a work-study position.

If you are hired into a student work-study position, you must visit Campbell Hall room 211 to collect the appropriate information and hire form to complete with your supervisor and return to Kathy Woodson, School of Architecture Human Resources Coordinator, in Campbell Hall room 211 before your work begins.

INTERNATIONAL STUDENT INFORMATION

For incoming international students, the International Studies Office (ISO) provides a comprehensive Welcome Guide for new students at www.virginia.edu/iso/nextsteps. Please read the information carefully. If you have specific questions about your visa status or immigration requirements, please contact ISO at 434-982-3010.
PREPARING FOR UVA

UVA E-mail Account

Please activate your University of Virginia e-mail account as soon as possible. To activate your UVA e-mail account go to http://its.virginia.edu/accounts/studentaccounts.html. You will be given your University of Virginia e-mail address once you have completed the activation process. Future communication from the School of Architecture will come via your UVA e-mail address starting July 1.

University ID Card

You will need to obtain a University ID card upon arrival at UVA. This ID card gives you access to the School of Architecture after-hours, recreational facilities, libraries and the University Transit System. You can also upload money to your ID card through Cavalier Advantage to use for library printers and copiers, as well as at all UVA dining facilities. Please go to www.virginia.edu/cavalieradvantage/ for further information about the Cavalier Advantage program.

To obtain your ID card, go to the University ID Card Office, located in the lower level of the Observatory Hill Dining Hall on the corner of Alderman and McCormick roads. Please see their website at www.virginia.edu/idoffice/ for directions, hours and further information. Students taking Summer Session courses through the School of Architecture can obtain their IDs after July 1, and should have their ID cards for the summer session orientation on Friday, July 8. Students starting in the fall can obtain their IDs after they register for fall classes. The office will have limited availability in the summer so please call the office at 434-924-4508 to make sure they are able to assist you. You will need to bring a government issued photo ID with you to the ID Card Office. All photo IDs must be original, the ID Card Office will not accept photocopies. More information can be found on ID Card Office website.

Accessing your UVA University ID Number

You will use your UVA University ID number for various purposes at UVA, such as enrolling in the Aetna Student Health Plan and obtaining your University ID card. To find your 9-digit University ID, visit https://whois.virginia.edu/uid. Please note that you will need the following information on hand in order to receive your University ID number.

- UVA Computing ID (this is the prefix of your UVA e-mail address)
- NetBadge Password (the password you used to login to the SIS to apply for financial aid)*
- UVA Student Information System ID Number
- First Name
- Last Name
- Date of Birth
- E-mail address

*If you still need to create a NetBadge password, please see the instructions below.
To receive your NetBadge Password:

- Go to the Student Information System login page at: sisUVA.admin.virginia.edu/epprd/signon.html
- Click on “Get Password”
- Enter the following information exactly as you entered it on your application to UVA
  - UVA Computing ID (this is the prefix of your UVA e-mail address)
  - UVA Student Information System ID Number**
  - Last Name
  - First Name
  - Date of Birth
  - E-Mail Address

**If you do not know this number, call 434-924-HELP [4357]

Student Health

For more information about Student Health, please visit www.virginia.edu/studenthealth/. For information specifically for incoming students, please visit www.virginia.edu/studenthealth/NS_StudentInfo.html.

Student Health Form

You must complete and submit a Pre-Entrance Health Form by August 31, 2016. Students are subject to a $100 late fee if the form is not submitted by the deadline. To access the form please go to the following web page: www.virginia.edu/studenthealth/PEHF and click on the “All Other Students” link.

Please contact the Department of Student Health at 434-924-5362 with any questions.

Health Insurance

All students enrolled at the University of Virginia are required to have health insurance. You may choose to enroll in private health insurance or enroll in the UVA Aetna Student Health plan. The cost of the 2016-2017 student health insurance plan has not yet been finalized, however it is proposed to be $2,727. The policy will run from August 15, 2016 – August 14, 2017.

Visit www.UVAstudentinsurance.com to enroll in the Aetna Student Health plan. You can enroll in the plan starting July 15, 2016. Please note that when enrolling in the Student Health Plan, you must use your 9-digit University ID, not your Social Security number.

If you plan to have private health insurance, you will need to complete the Student Health Insurance Hard Waiver form to verify your coverage. More information is available here: http://www.virginia.edu/studenthealth/hardwaiver.html

IF YOU DO NOT COMPLETE THIS FORM YOU WILL BE CHARGED FOR THE AETNA STUDENT HEALTH PLAN.
Computer Information

The School of Architecture makes it a priority to use the most current digital tools to communicate and explore the potential of our four disciplines. Each Department in the School has instituted a requirement that entering graduate students must bring a computer with them to UVA and that this computer must meet certain minimum specifications for both hardware and software. Students participating in SDI will be provided computers during this summer session and will not need their own computer. Computers can be purchased from any vendor, including the University’s campus computer store, Cavalier Computers (www.cavaliercomputers.com), which offers UVA-specific software deals on required software, as well as pre-configured laptops that meet the Architecture requirements through the CAV program. We treat this as a requirement in order to factor it into calculations of allowable financial aid which helps to defray the cost of the equipment. To learn about these minimum specifications for the computer and software, go to the Welcome Admitted Student page on our website.

During orientation, the computing staff will help you setup your various network accounts so you can access School servers and printers, however, you must obtain your UVA ID prior to orientation [see ID office website: www.virginia.edu/idoffice]. Bring your computer with you to orientation. Please keep track of your username and password. The School's computing staff will assist you with issues you may have related to connecting your laptop to the School network. For further information, please see www.arch.virginia.edu/it-tech-support.

Student Photos and Bios

We would like to collect a photo and small biography for all incoming students no later than June 15 to your respective departments:

1. A picture of yourself (an up-close head shot) in jpg format, minimum size of 4x4 inches and minimum 230 dpi resolution
2. A 2-3 sentence biography (you could mention information such as your hometown, your undergraduate institution, employment history, etc.)

Architectural History OR Urban and Environmental Planning students: e-mail your photo and bio to Mary Jo Bateman at mb2tr@virginia.edu

Architecture OR PhD students: e-mail your photo and bio to Adela Su at acs3r@virginia.edu

Landscape students: e-mail your photo and bio to Tim Kelley at tek2jk@virginia.edu
GETTING SETTLED

At the School of Architecture
A Google Group has been established for all incoming graduate students at the School of Architecture that allows you to send group e-mails and connect with your fellow incoming students. You should have already received an e-mail invitation to join the group. If you have not, and would like the join, please e-mail Kristine Nelson at knelson@virginia.edu.

The Architectural History and Urban & Environmental Planning Departments have student lounges and study spaces located on the first floor of Campbell Hall. The space includes several computers and a printer. Additionally, a limited number of small storage lockers are available to rent in the School of Architecture for a small deposit fee (around $2). Please ask your departmental assistant for further information.

Transportation and Parking
There are several options for parking and transportation at the University of Virginia. In order to park in most areas of the University, you will need to purchase a parking permit for the year. The Culbreth Road parking garage is located near the School of Architecture, and requires a parking permit Monday-Friday from 8am-5pm. All other times you can park for free. If you live off-grounds you can purchase a parking pass for the garage. For information on how to obtain a permit go to www.virginia.edu/parking/permits.

The University Transit Service provides several free bus routes in and around University grounds. For routes, schedules and more information please go to www.virginia.edu/parking/uts/.

Supply Stores
Below is a list of stores that students at the School of Architecture use to purchase their supplies.

**A+A Supply Shop**
Number: 434-924-3565
Location: Campbell Hall Room 133
Hours: The A+A Shop will be open before SDI so students can pick up materials prior to the start of the program. Schedule will be included with the Summer Design Institute email coming shortly.

**ALC Copies**
Number: 434-295-2679
Location: 1170 Emmet St.
Hours: Monday – Friday, 9:00 AM – 5:00 PM

**Studio Art**
Number: 434-293-8356
Location: 1108 W Main St., Across from the Hampton Inn & Suites
Hours: Monday – Thursday, 9:00 AM – 6:00 PM; Friday and Saturday, 9:00 AM – 5:00 PM
Closed on Sundays for the Summer.

**Lowe’s**
Number: 434-975-7140
Location: 1900 Seminole Trail (North 29)
Hours: Monday – Saturday, 7:00 AM – 9:00 PM Sunday 8:00 AM – 7:00 PM

The **School of Architecture Fabrication Lab** also keeps a blog where they list some friendly suppliers. For more information please see http://UVAfab.wordpress.com/resources/.
In Charlottesville
The City of Charlottesville offers many opportunities and sights to enhance your time at the University. The Visitor’s Center is located in the Downtown Transit Center by the nTelos Wireless Pavilion (formerly Charlottesville Pavilion) and has a lot of information and suggestions for outings.

There are several websites that provide information for moving to and living in Charlottesville:
- UVA Graduate Guide: www.virginia.edu/graduateguide/
- The Charlottesville website has information about city transit, the Downtown Mall, setting up utilities and other pertinent information: www.charlottesville.org/
- UVA’s homepage also www.virginia.edu/UVAstudents/

Charlottesville has several grocery store chains including Kroger, Food Lion, Giant, Harris Teeter, Whole Foods and Trader Joes. Several provide discounts for UVA Students. Please visit the individual store for more information. There are also many other shopping opportunities throughout Charlottesville, listed on the Visit Charlottesville website www.visitcharlottesville.org/visitors/things-to-do.

Rental Property / Apartment / Realtor Websites:
- UVA Housing Division: www.virginia.edu/housing
- UVA Off-Grounds Housing: www.UVAscstudentcouncil.com/offgrounds/listings/
- UVA Co-operative Housing: www.student.virginia.edu/~coop/
- Blue Ridge Apartment Council: www.brac.com
- Charlottesville Area Association of Realtors: www.mycaar.com
- Management Services Corp.: www.msc-rents.com
- Godfrey Property: www.godfreyproperties.com
- Real Property Inc.: www.realpropertyinc.com
- Nest Realty: www.nestrealty.com/charlottesville/
CONTACT LIST

Questions about enrollment/registration
Sharon McDonald, Director of Student Records and Registration
434-924-3937 or slf7a@virginia.edu
Tashana Starks, Academic & Student Support Services Coordinator
434-982-2811 or tdp2m@virginia.edu

Questions about work-study or wage positions at the School of Architecture
Kathy Woodson, Human Resources Coordinator
434-982-5457 or kathywoodson@virginia.edu

Questions about fellowships and Enrollment
Kristine Nelson, Director of Admissions and Financial Aid
434-924-6442 or knelson@virginia.edu
Holly Richters, Admissions and Financial Aid Specialist
434-924-6228 or her8n@virginia.edu

Questions about student loans, work-study funding, tuition bills, and tuition payment
Student Financial Services
434-982-6000 or http://sfs.virginia.edu/

Questions about Aetna Student Health Plan at UVA
Elson Student Health Center
434-924-5362 or www.virginia.edu/studenthealth/index.html

DEPARTMENT CONTACTS

<table>
<thead>
<tr>
<th>Department or Degree</th>
<th>Dept. Assistant</th>
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<th>Department Chair/Director</th>
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<tr>
<td>Architectural History</td>
<td>Mary Jo Bateman</td>
<td>434-924-1428 or <a href="mailto:mb2tr@virginia.edu">mb2tr@virginia.edu</a></td>
<td>Lisa Reilly</td>
<td>434-924-6462 or <a href="mailto:lar2f@virginia.edu">lar2f@virginia.edu</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>Adela Su (administrative coordinator)</td>
<td>434-924-1493 or <a href="mailto:acs3r@virginia.edu">acs3r@virginia.edu</a></td>
<td>Iñaki Alday</td>
<td>434-924-2540 or <a href="mailto:ina3h@virginia.edu">ina3h@virginia.edu</a></td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td>Tim Kelley</td>
<td>434-924-3285 or <a href="mailto:tek2jk@virginia.edu">tek2jk@virginia.edu</a></td>
<td>Julie Bargmann</td>
<td>434-924-6465 or <a href="mailto:jlb6t@virginia.edu">jlb6t@virginia.edu</a></td>
</tr>
<tr>
<td>Urban and Environmental Planning</td>
<td>Mary Jo Bateman</td>
<td>434-924-1428 or <a href="mailto:mb2tr@virginia.edu">mb2tr@virginia.edu</a></td>
<td>Tim Beatley</td>
<td>434-924-6457 or <a href="mailto:tb6d@virginia.edu">tb6d@virginia.edu</a></td>
</tr>
<tr>
<td>PhD in the Constructed Environment</td>
<td>-</td>
<td>-</td>
<td>Nana Last</td>
<td>434-924-6446 or <a href="mailto:ndl5g@virginia.edu">ndl5g@virginia.edu</a></td>
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TO DO LIST

☐ Send your final (with conferral date) official transcript to the School of Architecture Graduate Admissions office.

☐ Activate your UVA e-mail account immediately (no later than June 19).

☐ Obtain your University ID number.

☐ Email your photo and bio to your respective departments by June 15.

☐ Summer Session students: Pay tuition and fees after July 1.

☐ Research apartments and find a place to live.

☐ Make sure you have a computer that meets School of Architecture’s computer requirements.

☐ (Optional) Purchase a parking pass if you plan to live off-grounds and drive to Campbell Hall.

☐ Obtain your University ID Card when you arrive to UVA [SDI students: Plan to get your ID card July 5-7]

☐ Register for fall classes after August 1.

☐ Architectural History students: Take the Architectural History placement exam on Friday, August 19. (Remember to bring your blue books!)

☐ All Students: Attend the mandatory Incoming Graduate Student Orientation on Monday, August 22.

☐ Enjoy your summer!!

SDI Students:

☐ Buy your studio supplies.

□ [See SDI supply list in forthcoming email for more information.]

☐ Pay tuition and fees after July 1.

☐ Attend the mandatory SDI orientation on Friday, July 8.
Student Health Center Checklist

- Sign up for health insurance either through the UVA Aetna Student Health Plan or through private insurance.
- Submit Pre-Entrance Health Form to UVA Elson Student Health Center by August 31, 2016. Forms received after August 31 are subject to a $100 late fee.
- Complete your required immunizations and bring your optional immunizations (such as Hepatitis A) up to date.
- Bring a copy of your important medical records to UVA
- See your doctor to complete any treatments currently in progress.
- See your dentist.
- Buy basic over-the-counter medications.
- Refill your prescriptions.
- Put together a first aid kit.
- Bring your bike helmet.
- Get an extra pair of eyeglasses or contact lenses, and keep a copy of your prescription on hand.
- Keep your health insurance card in your wallet.

(For more information, please visit www.virginia.edu/studenthealth/NSChecklist.html.)