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Suffolk University Academic Catalog, New England School of Art and Design (NESAD)–Spring evening & Saturday and summer adjunct programs, 1994

New England School of Art and Design

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THE NEW ENGLAND
SCHOOL

OF
ART &

DESIGN

SPRING 1994

EVENING AND SATURDAY DIVISION

1994 Spring Calendar

Registration period: January 10 – March 5

Payment deadline: February 22

Classes begin: February 28

Classes end: May 9

Please note: The School will be closed on April 18 (Patriot's Day), and May 30 (Memorial Day).

1994 Winter Computer Intensives Calendar

Registration period: December 1 – January 18

Payment deadline: January 11

Classes begin: January 18

Classes end: February 10

1994 Spring Computer Intensives Calendar

Registration period: January 10 – May 10

Payment deadline: May 3

Classes begin: May 10

Classes end: June 2

Welcome to the 1994 Spring term at The New England School of Art & Design. As we begin to stretch out from our winter slumber, we look forward to the renewal and energy of springtime. From computers to children's books and from fine art to fine furniture, NESAD offers courses to awaken and expand your creative abilities.

This term we are pleased to offer more Interior Design courses than ever before. Existing courses have been re-designed and new courses have been created. Our goal is to build a complete curriculum that meets the needs of our evening students, many of whom are making career changes into the interior design field. Students can take individual programs that combine the historical perspective, aesthetic awareness, and practical skill necessary to succeed as an interior design professional.

Sometimes in the flood of new technology we lose sight of our central mission—the education of artists and designers. Regular recipients of this catalog will notice that we no longer have a separate computer graphics section. It's not that we don't have the courses (actually there are more than last term), but we want to make it clear that even the most powerful computer is only as creative as the person telling it what to do. We want technology to serve art, not the other way around.

NESAD courses may be taken for credit or for Continuing Education Units (CEU). Students who might be interested in completing a Diploma Program should consider taking courses for credit. Our admissions staff can provide more information about transfer of credits. For those students seeking to learn new skills or to sharpen existing skills taking courses for CEU is a lower-cost alternative.

We hope that you find in this catalog a course that meets your professional and personal needs. If you choose to register for a class, we will do all we can to ensure that you have an enriching educational experience.

Your comments and suggestions are always welcome.

MONDAY	TUESDAY	WEDNESDAY
Quark XPress (A)	Publication Design	Typography Today
Adobe Illustrator (A)	Broadcast Design II	Quark XPress (B & C)
Adobe Photoshop (A & B)	Illustrating Children's Books	Adobe Illustrator (B)
2D Animation	Basic AutoCAD	Aldus FreeHand
Decorative Arts	Drafting	Cartoon & Comics
2D Textile Design I	Color for Interiors	Intro to Interior Design
History of Furniture II	Visual Communication	History of Furniture I
Drawing Foundations I	Life Drawing	Interior Landscape
Basic Design I	Printing & Papermaking	Drawing Foundation I
		Basic Design I
THURSDAY	FRIDAY	SATURDAY
Intro to Graphic Design	Quark XPress (D)	Creative Art Direction
Production Techniques		MacBasics (A & B)
PageMaker for the PC		Adobe Photoshop (D)
Adobe Photoshop (C)		
Multimedia Presentation II		
Faux Finishes		
History of Interiors I		
Objects of Art		

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Typography Today

The advent of desktop publishing has changed the way graphic designers work. But knowing software is not the same as knowing typography. This course teaches students how to achieve effective type design. It opens their eyes to the beauty and power of type as a means of print communication. Starting with the basics of typography, participants learn what makes type attractive, readable, and creative. This knowledge is applicable whether one works by hand or by computer. Current design samples are critiqued and students complete practical assignments demonstrating the effective use of type in real-life situations.

EG10 1 credit \$382 / 3 CEU \$309
Ten 3 hour meetings
Wednesday 6:00 to 9:00 p.m.
March 2 through May 4

Cartoons and Comics

Alan David Hopkins Illustrator / Art Institute of Boston / BFA, Rochester Institute of Technology

Great cartooning is a result of creative thinking and skilled drawing. This course encourages both. Through a series of exercises and demonstrations students develop their individual styles of cartooning. Elements of cartooning such as characterization, gesture, texture, and perspective are explored in a variety of media and techniques. The course also reviews the work of published cartoonists and

evaluates the marketplace for cartoons and comics. *Basic drawing ability is required for entry to this course.*

EG22 1 credit \$382 / 3 CEU \$309
Wednesday 6:00 to 9:00 p.m.
March 3 through May 4

Creative Direction

Jennifer Davis Art Director / BFA, Rhode Island School of Design

This four-week course introduces an integrated copywriting/ art direction approach to advertising. Seminars, workshops, and demonstrations give students an overview of the concepts and process of creative direction. Case studies of well-known campaigns are used to introduce the elements of a successful advertising effort. Working as teams class members take projects through brainstorming, concept selection and refinement, to production of copy and visuals. Students learn how to combine language and design to produce a creative whole greater than the sum of its parts.

EG78 1.2 CEU \$124
Four 3 hour meetings
Saturday 9:30 a.m. to 12:30 p.m.
March 5 through March 26

Mac Basics

Leslie J. Miller BA, University of New Orleans / New England School of Photography

Mac Basics gives the inexperienced computer user an overview of the Apple Macintosh as an artistic tool. Students learn the power of Superpaint, an object-oriented graphics package. Techniques such as free-hand and fixed-shape drawing, reducing, enlarging, duplicating, patterning, and text manipulation are explored. Weekly assignments permit students to prepare deadline-driven pieces similar to those expected in the graphic design industry. More advanced software is incorporated into the course depending on the skills and interests of the participants. Additional supervised studio sessions is scheduled for each student. *No previous computer experience is required. At the beginning of the course students learn the basic techniques required to operate a Macintosh.*

EB51 3 CEU \$309
Five 3 hour class meetings and five 3 hour lab sessions

Section A

Saturday March 5 through April 2
Class meeting 9:00 a.m. to 12:00 p.m.
Lab session 1:00 p.m. to 4:00 p.m.

Section B

Saturday April 9 through May 7
Class meeting 9:00 a.m. to 12:00 p.m.
Lab session 1:00 p.m. to 4:00 p.m.

ited only by the output device. In this course students are given assignments to create full color logos, letterheads, labels, book covers, etc. Using Adobe Illustrator software the artist can see full color "previews" of artwork before it is output to a color film recorder (for color prints or slides) or to a laser printer for prints or color-separated negatives. This is a course designed to move beyond the simplicity of computer "paint" programs. *Prior Macintosh experience is required for admission to this course.*

EG17 1.5 credits \$573
Ten 3 hour meetings

Section A

Monday 9:00 a.m. to 12:00 p.m.
February 28 through May 9

Section B

Wednesday 2:00 a.m. to 5:00 p.m.
March 2 through May 4

Adobe Photoshop

Jennifer Fuchel Computer Graphics
Consultant / MFA, Boston University /
BA, SUNY Binghamton

Sheri Lyn Rosenzweig Computer
Graphics Designer / BFA, Boston
University

Explore the new world of computer design with Adobe Photoshop. Learn how to use the software package that is rapidly becoming a standard tool for the graphic arts and broadcast industries. This course introduces students to basic and advanced techniques for

the creation of powerful images through the use of drawing, collage, montage, and photo-manipulation. A variety of output options including prints, slides, and video are explored. Individuals interested in print graphics and broadcast media will find this course professionally practical and creatively stimulating. *Prior Macintosh experience is required for entry to this course.*

EG72 1.5 credits \$573
Ten 3 hour meetings

Section A: Fuchel

Monday 2:00 to 5:00 p.m.
February 28 through May 9

Section B: Fuchel

Monday 6:00 to 9:00 p.m.
February 28 through May 9

Section C: Instructor to be announced

Thursday 9:00 a.m. to 12:00 p.m.
March 3 through May 5

Section D: Rosenzweig

Saturday 1:00 to 4:00 p.m.
March 5 through May 7

Aldus FreeHand

Aldus FreeHand (from the maker of PageMaker) is another leading professional drawing program. It too supports the production of high resolution graphics. In this course students are given assignments to create full color logos, letterheads, labels, book covers, etc. on Apple Mac II computers using Aldus FreeHand software. Designing on this platform the artist can see full color "previews" of

artwork before it is printed or output to video. This course moves beyond the simplicity of computer "paint" programs to the creation of professional quality design. *Prior Macintosh experience is required for entry to this course.*

EG20 1.5 credits \$573
Ten 3 hour meetings
Wednesday 6:00 to 9:00 p.m.
March 2 through May 4

2D Animation

Leslie J. Miller BA, University of New Orleans / New England School of Photography

AutoDesk Animator Pro is an exciting software package for the PC that allows the production of two-dimensional computer animations and presentations. Six different techniques of animation are possible: traditional frame-by-frame painting, animated cels, optics functions to automatically move, resize or spin an image, polymorphic tweening to transform one image into another, titling for text, and color cycling. During the course students produce a selection of different types of animations. A final portfolio piece is recorded on a VHS video tape along with a soundtrack. *Prior experience with computer graphics or completion of a basic computer graphics course is required for entry to this course.*

EG84 1.5 credits \$573
Ten 3 hour meetings
Monday 2:00 to 5:00 p.m.
February 28 through May 9

For people who want to get up and running in a short period of time, NESAD offers Computer Graphics Intensives in the Winter and Spring. Intensives meet twice a week for four weeks. They cover the same material and provide the same amount of class time (30 hours) and out-of-class computer availability (30 hours minimum) as the ten-week courses.

For complete course descriptions please refer to the regular course listings.

Winter Intensives

Adobe Photoshop

IG72 1.5 credits \$573 tuition
Eight 3.75 hour meetings
Tuesday and Thursday
5:30 to 9:15 p.m.
January 18 through February 10

Quark XPress

IG16 1.5 credits \$573 Eight 3.75 hour meetings
Tuesday and Thursday
5:30 to 9:15 p.m.
January 18 through February 10

Aldus Pagemaker for the PC

IG15 1.5 credits \$573
Eight 3.75 hour meetings
Tuesday and Thursday
5:30 to 9:15 p.m.
January 18 through February 10

Spring Intensives

Adobe Photoshop

IG72 1.5 credits \$573
Eight 3.75 hour meetings
Section A
Tuesday and Thursday
8:30 a.m. to 12:15 p.m.
May 10 through June 2

Section B

Tuesday and Thursday
5:30 to 9:15 p.m.
May 10 through June 2

Quark XPress

IG16 1.5 credits \$573
Eight 3.75 hour meetings
Section A
Tuesday and Thursday
1:15 to 5:00 p.m.
May 10 through June 2

Section B

Tuesday and Thursday
5:30 to 9:15 p.m.
May 10 through June 2

Adobe Illustrator

IG17 1.5 credits \$573
Eight 3.75 hour meetings
Tuesday and Thursday
1:15 to 5:00 p.m.
May 10 through June 2

Mac Basics

IB51 3 CEU \$309
Four 3.75 hour meetings
Section A
Tuesday and Thursday
8:30 a.m. to 12:15 p.m.
May 10 through June 2

Basic AutoCAD

IE48 1.5 credits \$573
Eight 3.75 hour meetings
Tuesday and Thursday
8:30 a.m. to 12:15 p.m.
May 10 through June 2

Aldus PageMaker for the PC

IG15 1.5 credits \$573
Eight 3.75 hour meetings
Tuesday and Thursday
5:30 to 9:15 p.m.
May 10 through June 2

2D Animation

IG84 1.5 credits \$573
Eight 3.75 hour meetings
Tuesday and Thursday
1:15 to 5:00 p.m.
May 10 through June 2

Multimedia and Interactive Desktop Presentations II

Jennifer Fuchel Computer Graphics Consultant / MFA, Boston University / BA, SUNY Binghamton

This course is a continuation of *Multimedia and Interactive Desktop Presentations I*. During the course we delve further into the finer features of Macromedia Director for animation and multimedia. Students have access to a wide variety of tools and equipment as they create individual projects. In class demonstrations explore the expanding possibilities for computer driven presentations. At the completion of the course students will have an advanced multimedia portfolio and have firm understanding of how to plan and create multimedia entertainment and information systems. *Prior Macromedia Director and Photoshop experience is required.*

EG89 1.5 credits \$573
Ten 3 hour meetings
Thursday 2:00 to 5:00 p.m.
March 3 through May 5

Broadcast Design II

Michael Goldberg Principal, MG Design / M.Ed, BA, Boston University

This course builds upon the work in *Broadcast Design I*. Students are instructed step-by-step in the specifics of an actual edit session. Visual techniques, basic switcher and DVE effects, and edit room orientation are covered. This course gives students the basic knowledge needed to create and animate a complete video package from storyboards to the final edit session. *Broadcast Design I is required for entrance to this course.*

EG97 1.5 credits \$573
Ten 3 hour meetings
Tuesday 6:00 to 9:00 p.m.
March 1 through May 3

Basic AutoCAD

Leslie J. Miller BA, University of New Orleans / New England School of Photography

Basic AutoCAD teaches basic computer aided drafting skills. Students should be familiar with traditional drafting equipment and capable of producing architectural plans and elevations, so that they may concentrate on learning to successfully manipulate the computer software. Through a series of assignments related to architectural drafting, the course covers the basics of computer operation, drawing and editing skills, the use of layers, text, dimensioning, scaling, the plotting process, and other related skills and concepts. Class sessions are devoted to covering new material, reviewing homework, and addressing problems. By the end of the semester students who have successfully completed the course assignments will have a portfolio of drawings demonstrating basic CAD knowledge and skills. This course uses IBM PC-compatible computers running AutoCAD software from Autodesk Inc.

EE48 1.5 credits \$573 tuition
Ten 3 hour meetings
Tuesday 6:00 to 9:00 p.m.
March 1 through May 3

Introduction to Interior Design & Decorative Arts

Students learn about the basic roles, tools, skills, resources, products, services, and business practices of professionals in interior design and decorative arts. Class material is presented through a series of lectures, discussions, and projects. The course explores the design process, rendering, and basic visual communication skills. Students learn the basic principles and elements of composition, color, lighting, furniture, and finish selection. *Drawing experience is helpful, but not required.*

EE11A 2 credits \$380 / 3 CEU \$309
Ten 3 hour meetings
Wednesday 6:00 to 9:00 p.m.
March 2 through May 4

Decorative Arts I

The focus of this course is the process, principles, and elements of interior composition. Students are given three interior projects: a window treatment, a room, and a studio apartment. For each project students produce process diagrams, plans, elevations (based on a given set of drawings), furniture, and finish selections. Class time includes lectures, group discussions, and individual critiques.

Prerequisites: Introduction to Interior Design & Decorative Arts, Color for Interiors, and Drafting.

EE14A 2 credits \$380 / 3 CEU \$309
Ten 3 hour meetings
Monday 6:00 to 9:00 p.m.
February 28 through May 9

Drafting

John Parrillo President, John G. Parrillo Inc. Architect / MS, Columbia University / BS, Rhode Island School of Design

To make ideas reality interior designers must create drawings that accurately communicate the finished project. This course teaches students the basic concepts of drawing interior space in measured plans, elevations, and details. It provides students with the ability to produce a basic set of drawings for an interior design installation. A list of required materials will be provided at the first class meeting.

EE29A 2 credits \$380 / 3 CEU \$ 309
Ten 3 hour meetings
Tuesday 6:00 to 9:00 p.m.
March 1 through May 3

2D Textile Print Design I

Phoebe Gallagher Designer / AAS,
Textile Design, Fashion Institute of
Technology / BA, Eastern Mennonite
College

This course examines the fundamentals of two-dimensional design as they apply to textile print design. Fabrics, home furnishings, and related products requiring surface design are discussed. The study of pattern design, repeat, and coloring fundamentals are combined with a variety of assignments involving the creation and rendering in gouache of original designs. In addition, the course addresses related business concerns such as finding manufacturers, keeping

abreast of market trends, freelance trade practices, and presenting a portfolio.

EE54 1 credit \$382 / 3 CEU \$ 309

Ten 3 hour meetings

Monday 6:00 to 9:00 p.m.

February 28 through May 9

Faux Finishes & Trompe L'Oeil

Lydia Martin Pennsylvania Academy of Fine Arts / BA, West Chester University

This course explores the different techniques and mediums for the practical application of faux finishes.

Through a combination of lecture, demonstration and student participation, the class learns how to simulate wood, marble, semiprecious stone, and tortoiseshell finishes, and examines the processes of pickling and glazing. Students learn methods for applying these techniques to objects, furniture, and interior surfaces.

Because of the wide variety of techniques and materials dealt with in this course, students should expect to spend between \$150 and \$200 on supplies.

EE53 1 credit \$382 / 3 CEU \$ 309

Ten 3 hour meetings

Thursday 6:00 to 9:00 p.m.

March 3 through May 5

History of Furniture I

Marg Dion Principal, Dion Design Associates / New England School of Art

The history of furniture from Prehistory to 1750 AD is presented in illustrated lectures, readings, and class discussion. The goal of the course is to enhance the student's critical comprehension of design principles and elements in the original historic context and relate them to contemporary furniture installations. The course is designed to compliment *History of Interiors I*. These two courses may be taken simultaneously for a comprehensive study of historic interior environments.

EE82A 1.5 credits \$285 / 2.5 CEU \$258

Ten 2.5 hour meetings

Wednesday 6:00 to 8:30 p.m.

March 2 through May 4

History of Furniture II

Marg Dion Principal, Dion Design Associates / New England School of Art

This course is a continuation of *History of Furniture I*. It begins in 1750 AD and continues to the present. The course is designed to compliment *History of Interiors II*. These two courses may be taken simultaneously for a comprehensive study of historic interior environments.

Prerequisite: History of Furniture I.

EE83A 1.5 credits \$285 / 2.5 CEU \$258

Ten 2.5 hour meetings

Monday 6:00 to 8:30 p.m.

February 28 through May 9

History of Interiors I

Curtis M. Estes, AIA, IBD, IDEC Chairman, Interior Design Department, The New England School of Art & Design / M. Arch., University of Virginia

The history of interiors from Prehistory to 1750 AD is presented in illustrated lectures, readings, and class discussion. The goal of the course is to enhance the student's critical comprehension of design principles and elements in the original historic context and relate them to contemporary interior installations. The course is designed to compliment *History of Furniture I*. These two courses may be taken simultaneously for a comprehensive study of historic interior environments. *History of Interiors II* will be offered summer session.

EE20A 1.5 credits \$285 / 2.5 CEU \$258

Ten 2.5 hour meetings

Thursday 6:00 to 8:30 p.m.

March 3 through May 5

Color for Interiors

Estelle Mitsopoulos, IBD Interior Designer, CBT Architects / The New England School of Art & Design

The student's knowledge of color is developed through lectures, demonstrations, and class exercises. Information about basic color theory is reinforced by demonstrations of how the eye actually perceives color. Students learn how to develop color schemes for interior spaces. A fieldtrip to several successful interior spaces in the Boston area reinforces the concepts and principles.

EE56A 2 credits \$380 / 3 CEU \$ 309
Ten 3 hour meetings
Tuesday 6:00 to 9:00 p.m.
March 1 through May 3

Visual Communication

Terry A. Cracknell Architect & Architectural Delineator / M. Arch. Harvard University / BS, Duke University

Freehand drawing is a valuable tool used to help clients visualize spacial and surface treatments. This course teaches students with little or no drawing experience how to communicate ideas through simple drawings. Students learn techniques for diagramming, planning, still life, geometric shapes, plants, furniture, and interior drawing. All class exercises are free-hand, no drafting is allowed.

EE65A 2 credits \$380 / 3 CEU \$ 309
Ten 3 hour meetings
Tuesday 6:00 to 9:00 p.m.
March 1 through May 3

Interior Landscape

This course introduces students to the history of floral and landscape design, plant materials, interior planting composition, and floral arrangement. Through a series of lectures, readings, and demonstrations students will learn how to analyze and prepare interior landscape installations.

EE30A 2 credits \$380 / 3 CEU \$ 309
Ten 3 hour meetings
Wednesday 6:00 to 9:00 p.m.
March 2 through May 4

Objects of Art

Students study the history, visual qualities, technical characteristics, and applications of objects of art used in interior installations. Objects include: figurines, paintings and frames, clocks, china, porcelain, crystal and glassware, silver, gold and stainless steel flatware, table settings, displays, and service pieces. Through a series of lectures, readings, and demonstrations students will learn how to analyze and prepare art object installations.

EE44A 2 credits \$380 / 3 CEU \$ 309
Ten 3 hour meetings
Thursday 6:00 to 9:00 p.m.
March 3 through May 5

Life Drawing

This course focuses on learning how to “see” and then draw the life model. Emphasis is placed on an ongoing study of the human form and a basic understanding of anatomy. The course begins by investigating techniques and methods of drawing used by the Old Masters and learning how such methods can be applied to contemporary subjects and compositions. Initially, charcoal pencil and black conté are used on paper. Poses last from 20 to 45 minutes. Later in the course one and two hour poses are drawn and students are encouraged to experiment with other media, such as ink, chalk, pencil and pastel on various types of paper. The final portions of the course involve poses lasting a full class period and students are encouraged to vary their drawing stations around the same pose (a constant discovery of a familiar form) for a variety of points of view. In addition to drawing each session, there are demonstrations, reviews of master drawings, individual and group critiques, and much individual attention. *Some prior drawing experience is required for entry to this course.*

EF64 1 credit \$382 / 3 CEU \$309
Ten 3 hour meetings
Tuesday 6:00 to 9:00 p.m.
March 1 through May 3

Drawing Foundations I: Observational Drawing

Bob Ganong Artist / BA, MFA, Boston University

This is a basic drawing course which focuses on the process of drawing from

an observed situation - that is, making drawings of something that is seen, be it an object, a still-life or an environment. This course approaches drawing from a point of view which emphasizes accurately recording that which is observed and introduces students to the concepts and procedures necessary for generating such drawings. Assignments and exercises are aimed at developing three basic abilities: 1) Perceptual acuity — the ability to see accurately. 2) Motor control skills — the ability to get the hand (with the pencil) to go where you want it to. 3) Tool use and handling — the ability to use drawing tools proficiently and comfortably. The development and coordination of these three basic abilities will enable the student to generate drawings that correspond accurately with the observed world. *Please be prepared to purchase specific supplies at the first class meeting.*

EB02 2 credits \$764 / 6 CEU \$618
Two 3 hr. meetings per week for 10 weeks
Monday and Wednesday 6:00 to 9:00 p.m.
February 28 through May 9

Basic Design I: The Visual Language

Phoebe Gallagher Designer / AAS, Textile Design, Fashion Institute of Technology / BA, Eastern Mennonite College

The goal of this course is to develop students' ability to express themselves visually. All visual communication consists of a variety of elements (line, value, shape, texture, and color) and to be successful they must be combined in a unified whole. This course introduces the student to this language and provides

the principles of organization necessary to create unified and exciting visual statements. Exercises and outside assignments enable the student to handle the variables involved. Emphasis is placed on the design process and visualization techniques used to solve problems of visual communication. In addition, basic tools, media, and technical skills necessary for effective visual communication are introduced.

EB34 2 credits \$764 / 6 CEU \$618
Two 3 hr. meetings per week for 10 weeks
Tuesday and Thursday 6:00 to 9:00 p.m.
March 1 through May 5

Printing and Papermaking Techniques

Lydia Martin Pennsylvania Academy of Fine Arts / BA, West Chester University

An introduction to various forms of printmaking: dry point, collagraph, silkscreen, monoprint, and wood and linoleum block. Fine arts and commercial applications are explored through projects such as posters, greeting cards, and creative prints. In addition, students learn basic papermaking techniques. Creating handmade paper adds a tactile element that enhances the student's learning experience. Experimentation and creativity are encouraged with individual instruction given according to each student's needs.

EF50 1 credit \$382 / 3 CEU \$309
Ten 3 hour meetings
Tuesday 6:00 to 9:00 p.m.
March 1 through May 3

The Adjunct Programs

The Adjunct Programs at The New England School of Art & Design offer introductory art and design courses, specialized professional development courses, and selected courses from the Diploma Programs. Adjunct students earn either Continuing Education Units (CEU) or credit.

The diversity of Adjunct courses attracts students with a wide range of interests and abilities. Some are considering a career in the visual arts and want to explore their creative potential. Others are working professionals who need to learn new skills and techniques. And others are making a commitment to complete a program in Graphic Design, Interior Design, or Fine Arts.

The Adjunct Programs consist of three ten-week terms (Fall, Spring, and Summer) and two one-month Intensive Computer Graphics sessions (Winter and Spring). For the Fall and Spring terms most courses meet once per week between 6:00 and 9:00 p.m. or on Saturday mornings. For the Summer term there is a wider selection of courses offered during the day and evening.

Diploma and BFA Programs

Diploma and BFA Degree options are available through NESAD Day Programs. Major areas of study include graphic design, interior design, computer graphics, and fine arts. For information about these programs please consult the General Catalogue or contact the Director of Admissions, Anne Blevins, at 617-536-0383.

The School

The New England School of Art & Design was founded in 1923 as New England School of Art and for seventy years has provided educational opportunities for students seeking to enter the professional world of art and design.

Located at 28 Newbury Street in Boston's Back Bay section, the School is in the heart of the city's art gallery and design studio center and is easily accessible from almost anywhere in the greater Boston area.

The New England School of Art & Design is a non-profit educational institution incorporated under Chapter 180 of the General Laws of the Commonwealth of Massachusetts and is recognized by the Internal Revenue Service as a tax

exempt organization under section 501(c)(3) of the Internal Revenue Code.

The New England School of Art & Design is licensed by the Commonwealth of Massachusetts, Department of Education.

The Diploma Programs are accredited by the Career College Association. The Interior Design Diploma Program of The New England School of Art & Design is accredited by the Foundation for Interior Design Education Research (FIDER), a specialized accrediting body recognized by the Council on Post-Secondary Education and the U.S. Department of Education.

The New England School of Art & Design admits students of any race, color, sex, creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, sex, creed, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, and loan programs, and other School administered programs.

Course/Class Cancellation

The School reserves the right, in the case of insufficient enrollment, to cancel any course. In such an event a complete refund of amounts paid will be made. National and State holidays on which classes will not be held are listed on the term calendar. In the case of cancellations due to instructor illness the School will attempt to notify students as far in advance as possible. Cancellations due to inclement weather will be announced on the following radio stations: WHDH (850 AM), WBZ (1030 AM), WRKO (680 AM). Cancelled classes will be made up within 30 days of the scheduled end of the term.

Changes

This catalogue does not constitute a contractual agreement. The New England School of Art & Design reserves the right, with the approval of the Commonwealth of Massachusetts, Department of Education, to change any program, department, course, policy, and the personnel of the faculty at its discretion. The School has no responsibility for loss or damage to student work, supplies, or other personal property.

REGISTRATION INFORMATION

Eligibility

Students enrolling in the Adjunct Program must be high school graduates or possess the equivalent of a high school education. Exceptions to this rule may be made for applicants of unusual motivation or ability at the discretion of the Admissions Committee.

Application

Everyone applying for Admission to the Evening & Saturday or Summer Divisions is required to complete an Adjunct Program Application Form (included in this catalogue) and submit it to the School for each term of enrollment. There is no application fee for the Adjunct Programs.

The Application Form can be mailed to the School or sent via facsimile (Fax # 617-536-0461).

Interview

First-time applicants to the Adjunct Programs are strongly encouraged to have an interview with a member of the Admissions Committee. *An interview is required for first-time computer graphics students.* The primary purpose of the interview is to make sure that a particular course is appropriate for the specific needs and background of each applicant. Previously enrolled students in good standing are not required to have another interview. *To schedule an initial interview please call 617-536-0383.*

During the interview applicants are given the opportunity to explain their goals and objectives, and the Admissions Officer will clarify the content and format of the courses being considered. In some instances a portfolio is required and may be presented at this time.

Acceptance

Prospective students who have completed the application form and have had an interview will be notified of acceptance into the Adjunct Program (usually at the time of the interview). Previously enrolled students in good standing are automatically accepted for subsequent Adjunct Program terms.

Enrollment Contract

All Adjunct Program students receive a copy of the Adjunct Program Enrollment Contract prior to paying any tuition. The Enrollment Contract specifies in detail all terms, conditions, requirements, and charges involved in enrollment in the Adjunct Programs of The New England School of Art & Design. In order to complete Registration the Enrollment Contract must be signed and accompanied by a non-refundable \$25 Registration Fee.

Matriculation

Students who attend any class or classes are considered to have matriculated. Students may not attend classes until they have completed all registration procedures and until they have paid all tuition and fees due for the term.

ACADEMIC POLICIES

Adjunct Program courses are offered for credit and for Continuing Education Units (CEU). At the time of registration students select credit or CEU. During the first week of classes students may change their selection; however, any additional fees must be paid before the next scheduled class.

Only courses taken for credit can be applied toward the graduation requirements of a NESAD Diploma Program. For more information about the Diploma Programs, please contact the admissions staff or refer to the General Catalogue.

Credits

For Studio courses a credit is defined as 30 hours of instruction. For Academic courses (those with the letter "A" in the course code) a credit is defined as 15 hours of instruction.

Students receiving credit are sent a grade report following the completion of the term. Grades issued are as follows: A (Outstanding), B (Above Average), C (Average), D (Poor), F (Failure), W (Withdrew), I (Incomplete). In cases where a student is unable to complete course requirements on time due to illness or emergency, a grade of I (Incomplete) may be issued. All incompletes must be made up within 30 days of the last scheduled class.

Continuing Education Units

The CEU is a nationally-recognized standard which indicates that a student has successfully completed a non-credit course of study. For every ten hours of class instruction one CEU is awarded. Students are graded pass/fail and must meet minimum attendance requirements and complete all course assignments to receive a CEU.

NESAD maintains a permanent record of a student's completion of a CEU course, and upon request will send a copy of this record to employers and educational institutions. CEU courses cannot be applied to the NESAD Diploma Programs and are not transferable to other institutions.

Attendance

Attendance is the student's responsibility and will be considered a factor in determining final standing. Students in credit courses with five or more absences in a single term will automatically be considered to have failed the course. Students in CEU courses with five or more absences will not receive the CEU.

Student Responsibility

All students are responsible for knowing and adhering to currently published requirements, regulations and policies. On request students may obtain information and counsel relative to their progress and status from faculty, Departmental Chairpersons, or members of the Administration.

FINANCIAL INFORMATION

Registration Fee

All Adjunct Program students are required to pay a \$25 Registration Fee. The Fee is payable each term and is in addition to tuition. The Registration Fee is non-refundable.

Tuition

Tuition charges for individual courses are specified in the course descriptions and are based on the following rates:

- CEU Courses: \$103 per CEU
- Studio Courses: \$382 per credit
- Academic Courses: \$190 per credit

Payment/Payment Deadline

Tuition and fees for a term are due on or before the Payment Deadline of the term for which the student is enrolling. Please make all payments in the form of check or money order, payable to: The New England School of Art & Design. VISA, MasterCard, and the Discover Card are also acceptable forms of payment. *No student will be permitted to attend classes until required tuition and fees have been paid.*

The Payment Deadline for the 1994 Spring Semester is February 22, 1994, and for the Winter Computer Intensives is January 11, 1994, and for the Spring Computer Intensives is May 3, 1994. Students who fail to make full payment on or before these dates will be subject to a \$35 Late Payment Charge. Students accepted after the Payment Deadline will be exempted from this provision, but in any event will be required to pay all tuition and fees prior to the first class meeting.

Deferred Payment Option

Students whose semester tuition exceeds \$500 have the option of paying their tuition in two (2) installments. A \$10 processing fee is charged for this service. *A Deferred Payment Agreement must be signed by the Payment Deadline.* If you are interested in this option, call Felicia Onksen, Director of Enrollment Management at 617-536-0383.

Supplies

Unless otherwise noted in the course description, students are expected to supply their own art supplies and books. Estimated average expenditures for art supplies and books are \$90 per course. Actual amounts will vary widely according to the course or courses taken, student use and maintenance. The School maintains a small store where art supplies and books commonly used in course assignments may be purchased at a cost which is generally 20% below that of retail art supply stores.

Cancellation

Students may cancel their application, registration, or enrollment at any time prior to matriculation (i.e. attendance at any class or classes). Students wishing to cancel must notify

the School in writing by Certified Mail of such cancellation. Cancellation will be dated on the day such notice of cancellation is received. Students who fail to attend any classes within 15 days of the beginning date of the term will be assumed to have cancelled as of the day immediately preceding the beginning date of the term. *Notice of cancellation must be mailed Certified to: The New England School of Art & Design, 28 Newbury Street, Boston, MA 02116.*

Withdrawal

Matriculated students (i.e. students who have attended any class or classes) may withdraw from any program or course at any time following matriculation. Students wishing to withdraw must notify the School in writing by Certified Mail of such withdrawal. Withdrawal will be dated from the last day of actual attendance by the student. Matriculated students who fail to attend any classes for 15 consecutive school days during a term, and who fail to notify the School in writing of withdrawal, will be assumed to have withdrawn as of the last day of actual attendance and will be subject to a penalty charge of \$25.00. *Notice of withdrawal must be mailed Certified to: The New England School of Art & Design, 28 Newbury Street, Boston, MA 02116.*

Refunds

Students withdrawing from Adjunct Program courses will receive refunds of tuition and fees according to the following schedule within 30 days of the receipt of notice of withdrawal. Refunds are calculated on a term basis (10 weeks for most courses; 4 weeks for Intensives) and attendance is computed from the beginning of the term until the last day of attendance.

Registration Fee: *The Registration Fee is non-refundable.*

Tuition:

- 1) If cancellation occurs prior to matriculation, tuition paid will be refunded.
- 2) If withdrawal occurs during the first week of classes, the School will retain 12% of the term tuition.

- 3) If withdrawal occurs after the first week of classes, but within the first 25% of the term, the School will retain 30% of the term tuition.
- 4) If withdrawal occurs after 25% of the term, but within the first 50% of the term, the School will retain 55% of the term tuition.
- 5) If withdrawal occurs after the first 50% of the term, there will be no refunds.

HOW TO APPLY

New Applicants

1. Submit a completed Application Form by mail or fax (617)-536-0461
2. Schedule an Interview (optional in most cases) (617)-536-0383
3. Return the Enrollment Contract with the \$25 Registration Fee
4. Pay Tuition by February 22, 1994

Returning Students

1. Submit a completed Application Form by mail or fax (617)-536-0461
2. Interview optional
3. Return the Enrollment Contract with the \$25 Registration Fee
4. Pay Tuition by February 22, 1994

Adjunct Program Application Form

Personal

Last name _____

First name _____

City _____ State _____ Zip Code _____

Phone (home) _____ (work) _____

Date of birth _____ Social Security Number _____

Male _____ Female _____

Occupation _____ Employer _____

Ethnic Origin

The School requests this information in order to comply with Federal Government reporting requirements.

- | | |
|---|---|
| <input type="checkbox"/> Non-Resident Alien | <input type="checkbox"/> Black, Non-Hispanic |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> White, Non-Hispanic |
| <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Other | <input type="checkbox"/> Choose not to report |

Education

Name of High School _____ Date graduated _____

Post-Secondary Schools/Colleges Attended _____

Dates attended _____ Major _____ Credits/Degree _____

Have you previously attended NESAD? _____ When? _____

Courses

Please list below the course or courses for which you are applying. Include course titles, codes, credits or CEU, and sections (where applicable) as they appear in the catalogue.

Title _____

Code _____ Credits/CEU _____ Section _____

Title _____

Code _____ Credits/CEU _____ Section _____

Title _____

Code _____ Credits/CEU _____ Section _____

Title _____

Code _____ Credits/CEU _____ Section _____

Title _____

Code _____ Credits/CEU _____ Section _____

Please return this Application Form to:

Director of Adjunct Programs
The New England School of Art & Design
28 Newbury Street
Boston, Massachusetts 02116

For office use only:

Application received: _____

Scheduled appointment _____ (optional)

THE NEW ENGLAND
SCHOOL
OF
ART &
DESIGN

28 Newbury Street
Boston, Massachusetts 02116

Address Correction Requested

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OF ART & DESIGN

THE NEW ENGLAND
SCHOOL

OF
ART &

DESIGN

SUMMER 1994

EVENING AND SATURDAY DIVISION

Welcome to Summer 1994 at The New England School of Art & Design

WHAT WE DO

The New England School of Art & Design is dedicated to providing our students with an enriching educational experience, which will allow them to meet the challenges of the professional art world with practical skills and confidence in their abilities. This is accomplished through carefully developed programs of study, small classes ensuring individual attention, and a faculty of talented fine artists and designers.

Courses at NESAD may be taken for Academic Credit or for Continuing Education Units (CEU). Students interested in completing a Diploma or BFA program should consider taking courses for credit, and information on the transfer of credits will be provided by our Admissions Staff. Students seeking to learn new skills or sharpen existing skills may consider taking courses for CEU, which is a lower-cost alternative.

WHAT'S NEW

New Hassle-Free Registration/Billing Process

Our new registration form and contract have been streamlined and simplified to help you register with a minimum of paperwork. Simply fill out the form, sign it, and enclose payment. It's that easy.

New Course Offerings

You asked for specific modifications to our programs, and we delivered! NESAD is pleased to introduce four new courses to the Summer 1994 curriculum. Learn how to develop effective drawing skills and begin building a portfolio in Getting Started: The Basics of Art and Design. Or continue your exploration of artwork publication and book-making in Advanced Children's Book Illustration. From providing instruction on the fine points of Electronic Pre-Press to sharpening your techniques in an improved Computer Drafting course, we are dedicated to keeping you in tune with current technological advances in the professional art world.

Gallery 28

A warm welcome to Addison Parks, the new director of Gallery 28, NESAD's own on-site gallery. Under Addison's direction, Gallery 28 has flourished as a versatile multi-media center, showcasing the works of students, instructors, alumni, and area artists. The gallery also hosts opening receptions, symposia, performance-art pieces, and readings, and acts as a gathering place for students, staff—all members of Boston's art community. Come by and visit us! *Exhibits change every two weeks. Call NESAD for information and hours.*

1994 Summer Calendar

Registration period: April 1 — June 3

Walk-in Registration: 9:00 am — 7:00 pm, Monday — Friday,
May 16 — June 3

Late Registration: Students may register during the first
week of the term (June 6 — 10). A \$35.00 Late Registraton
Fee will apply.

Term begins: June 6

Term ends: August 15

Please note: The School will be closed on Monday, May 30
(Memorial Day) and Monday, July 4 (Independence Day).

1994 Spring Computer Intensives Calendar

Registration period: April 1 — May 6

Late Registration: Students may register during the first
week of the term (May 9 — 13). A \$35.00 Late Registration
Fee will apply.

Term begins: May 9

Term ends: June 2

MONDAY	Adobe Illustrator (1) Adobe Photoshop (1 & 2) Faux Finishes & Trompe L'Oeil Drafting 2D Textile Print Design I	History of Furniture II Foundation Drawing I Figure Workshop Monotype and Color Drawing	
TUESDAY	Drawing for Graphic Design Broadcast Design I Illustrating Children's Books Mac Basics (1 & 2) Adobe Photoshop (3)	Adobe Illustrator (2) Electronic PrePress Intro to Interior Design Design Communication Computer Drafting	History of Interiors II Western Art I Color 2D Design Pastel Drawing The Portrait Technical Painting
WEDNESDAY	Advanced Illustrating Children's Books Typography Today Quark XPress (1 & 2) Publication Design with Quark XPress Adobe Illustrator (B)	Aldus FreeHand Cartoon & Comics Decorative Arts I History of Furniture I Interior Landscape Foundation Drawing I Getting Started	Figure Workshop
THURSDAY	Intro to Graphic Design Production Techniques Quark XPress (3 & 4) Adobe Photoshop (3 & 4)	Multimedia Presentations I Design Communication Computer Drafting Drafting History of Interiors I	Color 2D Design Western Art I
SATURDAY	Getting Started		

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discuss how to select and approach publishers and ways to promote artwork effectively. *Illustrating Children's Books (SG31)* is a prerequisite for this course.

SG32 1 credit \$396/ 3 CEU \$315
Ten 3 hour meetings
Wednesday 6:00 to 9:00 p.m.
June 8 through August 10

Typography Today

Kimberly Aronson Graphic Designer/BFA, School of the Art Institute of Chicago

The advent of desktop publishing has changed the way graphic designers work, but knowing software is not the same as knowing typography. This course teaches students how to achieve effective type design. It opens their eyes to the beauty and power of type as a means of print communication. Starting with the basics of typography, participants learn what makes type attractive, readable, and creative. This knowledge is applicable whether one works by hand or by computer. Current design samples are critiqued and students complete practical assignments demonstrating the effective use of type in real-life situations.

SG10 1 credit \$396/ 3 CEU \$315
Ten 3 hour meetings
Wednesday 6:00 to 9:00 p.m.
June 8 through August 10

Cartoons and Comics

Alan David Hopkins Illustrator/Art Institute of Boston/BFA, Rochester Institute of Technology

Great cartooning is a result of creative thinking and skilled drawing. This course encourages both. Through a series of exercises and demonstrations students develop their individual styles of cartooning. Elements of cartooning such as characterization, gesture, texture, and perspective are explored in a variety of media and techniques. The course also reviews the work of published cartoonists and evaluates the marketplace for cartoons and comics. *Basic drawing ability is required for entry to this course.*

SG22 1 credit \$396/ 3 CEU \$315
Wednesday 6:00 to 9:00 p.m.
June 8 through August 10

Mac Basics

TBA

Mac Basics gives the inexperienced computer user an overview of the Apple Macintosh as an artistic tool. Students learn the power of SuperPaint, an object-oriented graphics package. Techniques such as free-hand and fixed-shape drawing, reducing, enlarging, duplicating, patterning, and text manipulation are explored. Weekly assignments permit students to prepare deadline-driven pieces similar to those expected in the graphic design industry. More advanced software is incorporated into the course depending on the skills and interests of the participants. Additional supervised studio sessions are scheduled for each student. *No previous computer experience is required. At the beginning of the course students learn the basic techniques required to operate a Macintosh.*

SB51 3 CEU \$315
Five 3 hour class meetings and five 3 hour lab sessions

Section 1

Tuesday 10:00 a.m. to 1:00 p.m.
Tuesday Lab session 2:00 p.m. to 5:00 p.m.
June 7 through July 5

Section 2

Tuesday 10:00 a.m. to 1:00 p.m.
Tuesday Lab session 2:00 p.m. to 5:00 p.m.
July 12 through August 9

Quark XPress

Laura Golly Principal, Laura Golly
Graphic Design/BFA, Rhode Island
School of Design

Darci D. Mehall Principal, Aureo
Design/Chair, Graphic Design
Department, The New England School
of Art & Design/BFA, Columbus
College of Art & Design

This course is an introduction to Quark XPress page make-up software, word processing, and the merging of graphics with text. In the first half of the course students master basic skills and are shown the special strengths that this software has in dealing with typographic refinements. Short tutorials on Microsoft Word (for word processing) and Adobe Illustrator (for graphics generation) are also introduced. Each class session includes time for students to use the computers and software on a tutorial basis, receiving individual attention from the instructor. Students are also assigned outside-of-class computer time in order to complete homework assignments. During the second half of the course students work on more complex techniques and commands, designing and producing several documents. *Prior Macintosh experience is required for admission to this course.*

SG16 1.5 credits \$594
Ten 3 hour meetings

Section 1: Golly
Wednesday 2:00 to 5:00 p.m.
June 8 through August 10

Section 2: Golly
Wednesday 6:00 to 9:00 p.m.
June 8 through August 10

Section 3: Mehall
Thursday 10:00 a.m. to 1:00 p.m.
June 9 through August 11

Section 4: Mehall
Thursday 2:00 to 5:00 p.m.
June 9 through August 11

Publication Design with Quark XPress

Darci D. Mehall Principal, Aureo Design/Chair, Graphic Design Department, The New England School of Art & Design/BFA, Columbus College of Art and Design

This course is an integrated approach to learning publication design and electronic page make-up. Students learn the principles of publication design while mastering the tools and unique features of Quark XPress. Through a variety of assignments students explore publication standards for book and magazine design and begin to master the complex skills necessary to produce a successful publication. Each class session includes time for students to use the computers and software on a tutorial basis, receiving individual attention from the instructor. Students are also assigned outside-of-class computer time in order to complete homework assignments. *Prior Macintosh experience and a working knowledge of typography is required for admission to this course.*

SG52 1.5 credits \$594
Ten 3 hour meetings
Wednesday 10:00 a.m. to 1:00 p.m.
June 8 through August 10

Adobe Illustrator

Sheri Lyn Rosenzweig Computer
Graphics Designer/BFA,
BostonUniversity

Peter Blaiwas Senior Supervisor,
Addison-Wesley/BFA, Pratt Institute

Graphics created with object-oriented systems, such as Adobe Illustrator, can be reproduced at any resolution limited only by the output device. In this course students are given assignments to create full color logos, letterheads, labels, book covers, etc. Using Adobe Illustrator software the artist can see full color "previews" of artwork before it is output to a color film recorder (for color prints or slides) or to a laser printer for prints or color separated negatives. This is a course designed to move beyond the simplicity of computer "paint" programs. *Prior Macintosh experience is required for admission to this course.*

SG17 1.5 credits \$594
Ten 3 hour meetings

Section 1: Rosenzweig
Monday 6:30 p.m. to 9:30 p.m.
June 6 through August 15

Section 2: Blaiwas
Tuesday 6:00 to 9:00 p.m.
June 7 through August 9

Adobe Photoshop

Jennifer Fuchel Computer Graphics
Consultant/MFA, Boston
University/BA, SUNY Binghamton

Sheri Lyn Rosenzweig Computer
Graphics Designer/BFA, Boston
University

Philip McCormick Graphic
Designer/BFA Southeastern
Massachusetts University

Explore the new world of computer design with Adobe Photoshop. Learn how to use the software package that is rapidly becoming a standard tool for the graphic arts and broadcast industries. This course introduces students to basic and advanced techniques for the creation of powerful images through the use of drawing, collage, montage, and photo-manipulation. A variety of output options including prints, slides, and video are explored. Individuals interested in print graphics and broadcast media will find this course professionally practical and creatively stimulating. *Prior Macintosh experience is required for entry to this course.*

SG72 1.5 credits \$594
Ten 3 hour meetings

Section 1: Fuchel
Monday 10:00 a.m. to 1:00 p.m.
June 6 through August 15

Section 2: Fuchel
Monday 2:00 to 5:00 p.m.
June 6 through August 15

Section 3: McCormick
Thursday 1:00 p.m. to 4:00 p.m.
June 9 through August 11

Section 4: Rosenzweig
Thursday 6:30 p.m. to 9:30 p.m.
June 9 through August 11

Aldus FreeHand

James Kraus Illustrator/The New
England School of Art & Design

Aldus FreeHand (from the maker of PageMaker) is another leading professional drawing program. It too supports the production of high resolution graphics. In this course students are given assignments to create full color logos, letterheads, labels, book covers, etc. on Apple Mac II computers using Aldus FreeHand software. Designing on this platform the artist can see full color "previews" of artwork before it is printed or output to video. This course moves beyond the simplicity of computer "paint" programs to the creation of professional quality design. *Prior Macintosh experience is required for entry to this course.*

SG20 1.5 credits \$594
Ten 3 hour meetings
Wednesday 9:30 a.m. to 12:30 p.m.
June 8 through August 10

Broadcast Design I

Michael Goldberg Creative Director,
RCI Design/M. Ed, BA Boston
University

This course simulates a production studio where artists and designers produce visual solutions to real problems. From hand renderings, to story boards, to computer graphics and animation students learn how to meet

the needs of the clients and handle the pressure of competition within the constraints of deadlines. At the conclusion of the course students have a portfolio of professional quality design solutions. Included in the course is a field trip to the design facilities at WBZ-TV. Students must be expert with one or more computer graphics programs. *No software is taught in this course.*

SG96 1.5 credits \$594
Ten 3 hour meetings
Tuesday 6:00 to 9:00 p.m.
June 7 through August 9

Electronic PrePress

Philip McCormick Graphic
Designer/BFA Southeastern
Massachusetts University

Learn how to create postscript files that can be reproduced by a printer or service bureau. Find out which applications will yield the best results for printing - from one color to four or more colors. This course will focus on the preparation of files for proofing and final films from a designer's perspective. Emphasis will be on the appropriate application for the job, how to set up the file, trapping, color usage, and how to avoid the pitfalls of postscript printing when running out a file. This course is from a creative perspective. It will include a lot of advanced terminology and concepts.

SG90 1.5 credits \$594
Ten 3 hour meetings
Tuesday 9:00 a.m. to 12:00 p.m.
June 7 through August 9

For people who want to get up and running in a short period of time, NESAD offers Computer Graphics Intensives in the Spring. Intensives meet twice a week for four weeks. They cover the same material and provide the same amount of class time (30 hours) and out-of-class computer availability (30 hours minimum) as the ten-week courses.

For complete course descriptions please refer to the regular course listings.

Spring Intensives

Adobe Photoshop

IG72 1.5 credits \$594

Section 1:

Seven 4.25 hour meetings
Jennifer Fuchel
Monday and Thursday
8:30 a.m. to 12:45 p.m.
May 9 through June 2

Section 2:

Eight 3.75 hour meetings
Sheri Lyn Rosenzweig
Tuesday and Thursday
6:15 to 10:00 p.m.
May 10 through June 2

Quark XPress

IG16 1.5 credits \$594

Eight 3.75 hour meetings

Section 1:

TBA
Tuesday and Thursday
1:15 to 5:00 p.m.
May 10 through June 2

Section 2:

James Aromaa
Tuesday and Thursday
5:30 to 9:15 p.m.
May 10 through June 2

Adobe Illustrator

Tara Kirpalani
IG17 1.5 credits \$594
Eight 3.75 hour meetings
Tuesday and Thursday
1:15 to 5:00 p.m.
May 10 through June 2

Mac Basics

Tara Kirpalani
IB51 3 CEU \$315
Four 3.75 hour meetings
Tuesday and Thursday
8:30 a.m. to 12:15 p.m.
May 10 through June 2

Basic AutoCad

Randall Cobb
IE48 1.5 credits \$594
Eight 3.75 hour meetings
Tuesday and Thursday
8:30 a.m. to 12:15 p.m.
May 10 through June 2

Multimedia and Interactive Desktop Presentations I

Jennifer Fuchel Computer Graphics Consultant/MFA, Boston University/BA, SUNY Binghamton

Interactive multimedia has moved from buzzword to big business. In this course Macromind Director software is used to create presentations combining words, graphics, sound, scanned images, video, and animation. We explore the use of Diva and VideoSpigot to digitize and edit video images. Students learn how to develop interactive databases which can provide access to information in new and exciting ways. *Prior Macintosh experience is required for entry into this course. Familiarity with Photoshop is a plus.*

SG89 1.5 credits \$594
Ten 3 hour meetings
Thursday 2:00 to 5:00 p.m.
June 9 through August 11

Introduction to Interior Design & Decorative Arts

Sheryll Strohl-Hammett Interior Designer/The New England School of Art & Design

In this course students learn the basic roles, tools, skills, resources, products, services, and business practices of professionals in interior design and decorative arts. Class material is presented through a series of lectures, discussions, and projects. The course explores the design process, rendering, and basic visual communication skills. Students learn the basic principles and elements of composition, color, lighting, furniture and finish selection. *Drawing experience is helpful but not required.*

SE11A 2 credits \$420/ 3 CEU \$315
Ten 3 hour meetings
Tuesday 6:00 to 9:00 p.m.
June 7 through August 9

Decorative Arts

Jane Johnson Interior Designer/The New England School of Art & Design

The focus of this course is the process, principles, and elements of interior composition. Students are given three interior projects: a window treatment, a room, and a studio apartment. For each project students produce process diagrams, plans, elevations (based on a given set of drawings), furniture and finish selections. Class time includes lectures, group discussions, and individual critiques. *Prerequisites: Introduction to*

Interior Design & Decorative Arts, and Drafting.

SE14A 2 credits \$420/ 3.0 CEU \$315
Ten 3 hour meetings
Wednesday 6:00 to 9:00 p.m.
June 8 through August 10

Drafting

John Parrillo President, John G. Parrillo Inc. Architect/MS, Columbia University/BS, Rhode Island School of Design

To make ideas reality interior designers must create drawings that accurately communicate the finished project. This course teaches students the basic concepts of drawing interior space in measured plans, elevations, and details. It provides students with the ability to produce a basic set of drawings for an interior design installation. A list of required materials will be provided at the first class meeting.

SE61A 3 credits \$630/ 4.5 CEU \$473
Two 3 hour meetings per week for 8 weeks
Monday and Thursday 6:00 to 9:00 p.m.
June 6 through August 1

2D Textile Print Design I

Phoebe Gallagher Designer/AAS, Fashion Institute of Technology/BA, Eastern Mennonite College

This course examines the fundamentals of two-dimensional design as they apply to textile print design. Fabrics, home furnishings, and related products requiring surface design are discussed. The study of pattern design,

repeat, and coloring fundamentals are combined with a variety of assignments involving the creation and rendering in gouache of original designs. In addition, the course addresses related business concerns such as finding manufacturers, keeping abreast of market trends, freelance trade practices, and presenting a portfolio.

SE54 1 credit \$396/ 3 CEU \$315
Ten 3 hour meetings
Monday 6:00 to 9:00 p.m.
June 6 through August 15

Faux Finishes & Trompe L'Oeil

Linda L. Brown Artist/MAE, Rhode Island School of Design/Diploma, School of the Museum of Fine Arts

This course explores the different techniques and mediums for the practical application of faux finishes. Through a combination of lecture, demonstration, and student participation, the class learns how to simulate wood, marble, semiprecious stone, and tortoise shell finishes, and examines the processes of pickling and glazing. Students learn methods for applying these techniques to objects, furniture, and interior surfaces. Because of the wide variety of techniques and materials dealt with in this course, *students should expect to spend between \$150 and \$200 on supplies.*

SE53 1 credit \$396/ 3 CEU \$315
Ten 3 hour meetings
Monday 6:00 to 9:00 p.m.
June 6 through August 15

Design Communications

Michael Jimerson, AIA, Senior Designer, Griswold, Heckel & Kelly Associates, Inc./March. Texas A&M University
BEnvDes, Texas A&M University

This course teaches students how to communicate design ideas to clients and associates through visual media. It will include drawing surface, drawing and color media, freehand sketching, interior perspective, shade and shadow, design graphics, plan and elevation rendering, presentation formats, and portfolio formats. Projects will be organized in increasing complexity and will introduce students to studio skills.

SE63A 3 credits \$630/ 4.5 CEU \$473
Two 3 hour meetings per week for 8 weeks
Tuesday and Thursday 2:00 to 5:00 p.m.
June 7 through July 28

Computer Drafting

Randall Cobb President, Design Support Services/AAS, Chamberlayne Junior College/ BA Bridgewater State College

This course will provide an introduction to two-dimensional uses of computers for design presentation and documentation. It will cover layering, templates, menus, blocks, dimensioning, plan projections, and perspective. Students will translate a hand-drafted set of working drawings from a previous project into a computer-generated set of working drawings.

SE72A 3 credits \$630/4.5 CEU \$473
Two 3 hour meetings per week for 8 weeks
Tuesday and Thursday 4:30 to 7:30 p.m.
June 7 through July 28

History of Furniture I

Marg Dion Principal, Dion Design Associates/ New England School of Art

The history of furniture from Prehistory to AD 1750 is presented in illustrated lectures, readings, and class discussion. The goal of the course is to enhance the students' critical comprehension of design principles and elements in the original historic context and relate them to contemporary furniture installations. The course is designed to complement History of Interiors I. These two courses may be taken simultaneously for a comprehensive study of historic interior environments.

SE82A 1.5 credits \$315/ 2.5 CEU \$263
Ten 2.5 hour meetings
Wednesday 6:00 to 8:30 p.m.
June 8 through August 10

History of Furniture II

Marg Dion Principal, Dion Design Associates/New England School of Art

This course is a continuation of History of Furniture I, beginning in AD 1750 and continuing to the present. The course is designed to complement History of Interiors II. These two courses may be taken simultaneously for a comprehensive study of historic interior environments. *Prerequisite: History of Furniture I.*

SE83A 1.5 credits \$315/ 2.5 CEU \$263
Ten 2.5 hour meetings
Monday 6:00 to 8:30 p.m.
June 6 through August 15

History of Interiors I

**Curtis M. Estes, AIA, IBD, IDEC,
ASID**
Chairman, Interior Design
Department, The New England School
of Art & Design/ MArch., University of
Virginia/BFA, Rhode Island School of
Design

The history of interiors from Prehistory to AD 1750 is presented in illustrated lectures, readings, and class discussion. The goal of the course is to enhance the students' critical comprehension of design principles and elements in the original historic context and relate them to contemporary interior installations. The course is designed to complement History of Furniture I. These two courses may be taken simultaneously for a comprehensive study of historic interior environments.

SE20A 1.5 credits \$315/ 2.5 CEU \$263
Ten 2.5 hour meetings
Thursday 6:00 to 8:30 p.m.
June 9 through August 11

History of Interiors II

Curtis M. Estes, AIA, IBD, IDEC, ASID
Chairman, Interior Design Department, The New England School of Art & Design/MArch., University of Virginia/BFA, Rhode Island School of Design

This course is a continuation of History of Interiors I, beginning AD 1750 and continuing to the present. This course is designed to complement the History of Furniture II. These courses may be taken simultaneously for a comprehensive study of historic interior environments.

SE21A 1.5 credits \$315 / 2.5 CEU \$263
Ten 2.5 hour meetings
Tuesday 6:00 to 8:30 p.m.
June 7 through August 9

Interior Landscape

Walter Baronowski Landscape Architect/MLA, University of Massachusetts, Amherst/BFA, Massachusetts College of Art

This course introduces students to the history of floral and landscape design, plant materials, interior planting composition, and floral arrangement. Through a series of lectures, readings, and demonstrations students will learn how to analyze and prepare interior landscape installations.

SE30A 2 credits \$420 / 3 CEU \$315
Ten 3 hour meetings
Wednesday 6:00 to 9:00 p.m.
June 8 through August 10

Getting Started: The Basics of Art & Design

Linda L. Brown Artist/MAE Rhode Island School of Design/Diploma, School of The Museum of Fine Arts

Do you consider yourself a creative person who simply lacks the ability to translate ideas to paper? If so, you're halfway to success. Effective drawing and design skills can be learned and this course will start you on your way. "Getting Started: The Basics of Art and Design" will teach you to express your ideas in a stimulating but relaxed atmosphere, using a variety of tools and materials, in both individual and group projects. The non-credit, non-graded nature of the course is designed to encourage exploration and experimentation, while providing those who wish to continue their studies with portfolio-quality pieces. Students will keep a sketchbook, and projects will include model and self-portraiture, drawing outdoors, mono-prints, logos, and collage. The student's creative vocabulary will be expanded through the study of value, color, scale, and texture. Individual and group critiques will help develop critical faculties, and guest speakers and studio/gallery visits will provide exposure to Boston area artists and designers. *Enrollment is limited to 10 students.*

SB01 Non-Credit \$189
Six 3 hour meetings
Section 1: Wednesday 2:00 to 5:00 p.m.
June 8 through July 14
Section 2: Saturday 9:30 to 12:30 p.m.
June 11 through July 23

Foundation Drawing I

Linda L. Brown Artist/MAE Rhode Island School of Design/ School of the Museum of Fine Arts

Audrey Goldstein Artist/BFA Tufts University/Diploma, School of the Museum of Fine Arts

Since learning to draw involves learning to "see", this course stresses the development of this essential skill. It is an excellent foundation for establishing drawing skills which are necessary in whatever visual art or design career a student may choose. Observational and conceptual exercises will explore the use of a broad vocabulary of materials, techniques, and treatments of the drawn image. Assignments are aimed at developing three basic abilities: perceptual acuity, motor control skills, and tool and use and handling. *Please be prepared to purchase specific supplies at the first class meeting.*

SB02 3 credits \$1188 / 9 CEU \$945
Two 4.5 hour meetings per week for 10 weeks
Monday and Wednesday 9:00 a.m. to 1:30 p.m.
June 6 through August 15

Color

Harry Bartnick Painter/MFA,
Syracuse University/BFA, Tyler School
of Art

The study of color is supportive of all studio disciplines and is vital to our understanding of all visual media. This course features a hands-on approach to color study as students create, modify, and master color hues, values, and strengths through the direct mixing and application of paint. Also explored will be issues of color harmony, chromatic light and space, assimilation, and color psychology, as well as past and present views on the use of color in art and design. This intensive focus on the specific uses of color gives NESAD students experience with and flexibility in the use of color in their work.

SB40 3 credits \$1188/9 CEU \$945
Two 4.5 hour meetings per week for
10 weeks
Tuesday and Thursday 9:00 a.m. to
1:30 p.m.
June 7 through August 11

2-Dimensional Design

Susan Nichter Painter/MFA,BFA,
Boston University

The goal of this course is to develop students' abilities to express themselves visually. All visual communication consists of a variety of elements (line, shape, value, texture, and color) and to be successful they must be combined in a unified whole. This course introduces the student to this

language and provides the principles of organization necessary to create unified and exciting visual statements. Exercises and outside classroom assignments enable the student to handle the variables involved. Emphasis is placed on the design process and visualization techniques used to solve problems of visual communication. In addition, basic tools, media, and technical skills necessary for effective visual communication are introduced.

SB50 3 credits \$1188/9 CEU \$945
Two 4.5 hour meetings per week for
10 weeks
Tuesday and Thursday 9:30 a.m. to
2:00 p.m.
June 7 through August 11

Ideas of Western Art I

Charles Giuliano Art Historian/MA,
Boston University/BA, Brandeis
University

This introductory course is designed to acquaint the student with the major concepts and ideas of Western art. This course covers from the pre-historic era to the Renaissance. The objective of this course is to provide a path by which the student may take the ideas and lessons extracted from the study of art history and turn those ideas into meaningful insights to be utilized in the studio.

SB80A 3 credits \$630/ 4.5 CEU \$473
Two 2.75 hour meetings per week for 8 weeks
Tuesday and Thursday 5:30 to 8:15 p.m.
June 7 through July 28

Monotype and Color Drawing

Linda L. Brown Artist/MAE Rhode Island School of Design/ School of The Museum of Fine Arts

An opportunity for a small group of artists to explore a wide variety of monotype processes including transfer, embossment, viscosity technique, and chine-colle. We will discuss personal interpretations of imagery, and the use of monotypes as raw materials for pastel and oilbar drawings, artists' books, and collages.

SF40 1 credit \$396/ 3 CEU \$315
Ten 3 hour meetings
Monday 2:00 to 5:00 p.m.
June 6 through August 15

Figure Workshop

Audrey Goldstein Artist/BFA Tufts University/Diploma, School of The Museum of Fine Arts

This course is the equivalent of 1.5 credits of the Figure Studio course. Fundamental drawing devices will be combined with experimental materials and concepts. Areas which will be covered will include anatomy, traditional and non-traditional spacial relationships, and internal and external views of the body. Materials used will include pencil, charcoal, pastel, cardboard, and clay.

SF74 1.5 credits \$594/ 4.5 CEU \$473
Two 3 hour meetings per week for 8 weeks
Monday and Wednesday 2:00 to 5:00 p.m.
June 6 through August 1

Pastel Drawing

Gabrielle Barzaghi Artist/School of The Museum of Fine Arts

An eight-week intermediate drawing course which introduces students to the medium of chalk pastel. Working from still life set-ups a variety of methods and techniques are explored. The use of color and composition are a major focus. There are demonstrations, reviews of master and contemporary drawings, group and individual critiques, and much individual attention. Advanced students will find this course challenging. Materials used include high-quality chalk pastels,

toned, colored and white paper, and inexpensive watercolors. *Prior drawing experience is required.*

SF09 1 credit \$396/ 3 CEU \$315
Eight 3.75 hour meetings
Tuesday 9:00 a.m. to 12:45 p.m.
June 7 through July 26

The Portrait

Gabrielle Barzaghi Artist/Diploma, School of The Museum of Fine Arts

The portrait has long been a universal and powerful means of expression in the visual arts. While techniques of portrait drawing have changed over time, the impact and the sense of immediacy created by the portrait image remain as powerful as ever. Beginning with a brief study of skeletal and muscular anatomy of the face and upper torso, the class progresses to drawing directly from life. Students are encouraged to develop their own personal vision while carefully developing technical skills. A critical examination of the work of masters from the past to the present is an ongoing part of this course. Media to be used will include pencils, charcoal, and pastels. *Some prior drawing experience is required for entry to this course.*

SF32 1 credit \$396/ 3 CEU \$315
Eight 3.75 hour meetings
Tuesday 1:00 to 4:45 p.m.
June 7 through July 26

Technical Painting

Harry Bartnick Painter/MFA Syracuse University/BFA Tyler School of Art

A focused investigation of wet-on-wet and wet-on-dry techniques in oil and acrylic painting coupled with idea-oriented projects. Preliminary studies, drybrush, glaze, and scumbling will be examined. Time permitting, students will also use non-conventional media (egg tempera and encaustic).

SF20 1 credit \$396/ 3 CEU \$315
Ten 3 hour meetings
Tuesday 2:00 to 5:00 p.m.
June 7 through August 9

The Adjunct Programs

The Adjunct Programs at The New England School of Art & Design offer introductory art and design courses, specialized professional development courses, and selected courses from the Diploma Programs. Adjunct students earn either Continuing Education Units (CEU) or credit.

The diversity of Adjunct courses attracts students with a wide range of interests and abilities. Some are considering a career in the visual arts and want to explore their creative potential; others are working professionals who need to learn new skills and techniques; and others are making a commitment to complete a program in Graphic Design, Interior Design, or Fine Arts.

The Adjunct Programs consist of three terms (Fall, Spring and Summer) and one-month Intensive Computer Graphics sessions (Winter and Spring). For the Fall and Spring terms most courses meet once per week between 6:00 and 9:00 p.m. or on Saturday. For the Summer term there is a wider selection of courses offered during the day and evening.

Although the Adjunct courses do not constitute a vocational program, they are closely allied with NESAD Diploma Programs (courses and faculty are generally drawn from Diploma Programs) and credits earned as an Adjunct Student may subsequently be transferred to the Diploma Programs. *Adjunct Students take courses for credit, but credits earned may not be applied toward Requirements for Graduation until such time as the student has been accepted as a Diploma Candidate.* Adjunct Students may apply to the Admissions Committee for recognition as a Diploma Candidate and, if accepted, all credits earned as an Adjunct Student may be applied toward Requirements for Graduation. Please consult the current General Catalogue for details regarding both full and part-time Diploma Programs.

The Catalogue

This catalogue does not constitute a contractual agreement. The New England School of Art & Design reserves the right, with the approval of the Commonwealth of Massachusetts, Department of Education, to change any program, department, course, policy, or the personnel of the faculty at its

discretion. The School has no responsibility for loss or damage to student work, supplies, or other personal property.

Diploma and BFA Programs

Diploma and BFA Degree options are available through the NESAD Day Programs. Major areas of study include Graphic Design, Interior Design, and Fine Arts. For information about these programs please consult the General Catalogue or contact the Admissions Office at (617) 536-0383.

The School

The New England School of Art and Design was founded in 1923 as New England School of Art and for more than seventy years has provided educational opportunities for students seeking to enter the professional world of art and design.

Located at 28 Newbury Street in Boston's Back Bay section, the School is in the heart of the city's art gallery and design studio center and is easily accessible from almost anywhere in the greater Boston area.

The New England School of Art & Design is a non-profit educational institution incorporated under Chapter 180 of the General Laws of the Commonwealth of Massachusetts and is recognized by the Internal Revenue Service as a tax exempt organization under section 501(c)(3) of the Internal Revenue Code.

The New England School of Art & Design is licensed by the Commonwealth of Massachusetts, Department of Education.

The Diploma Programs are accredited by the Accrediting Commission of Career Schools and Colleges of Technology. The Interior Design Diploma Program is accredited by the Foundation for Interior Design Education Research (FIDER), a specialized accrediting body recognized by the U.S. Department of Education.

The New England School of Art & Design admits students of any race, color, sex, creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does

not discriminate on the basis of race, color, sex, creed, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and other School administered programs.

Parking Fees/Transportation

The School is conveniently located near the Arlington Street MBTA station and Back Bay Station. If students are driving, it is recommended that they park in the 500 Boylston Street Parking Garage. Entrances are located either on St. James Avenue or on Clarendon Street. Validation of parking tickets is available at the reception desk in the School for Evening and Saturday classes for only four (\$4) dollars. On-street metered parking is limited and available for two-hour intervals.

Course/Class Cancellation

The School reserves the right, in case of insufficient enrollment, to cancel any course. If such an event occurs, students will be notified and may select a substitute course, or receive a full tuition refund.

National and State holidays on which classes will not be held are listed on the term calendar. In case of cancellations due to instructor illness, the School will attempt to notify students as far in advance as possible. Cancellations due to inclement weather conditions will be announced on radio station WBZ 1030 AM. Cancelled classes will be made up within 30 days of the scheduled end of the term.

Registration Policies and Procedures

Students must complete the published registration procedures each term, including payment of all tuition and fees, to gain admission to classes. No student has a guaranteed admittance until all registration procedures have been completed. Early registration is advised, for class sizes are limited.

Eligibility

Students enrolling in the Adjunct Program must be high school graduates or possess the equivalent of a high school education (i.e. GED). Exceptions to this rule may be made at

the discretion of the Admissions Committee for applicants of unusual motivation or ability. Students intending to apply adjunct credits toward Diploma or Bachelor of Fine Arts Programs must follow application instructions in the General Catalogue.

Interview

First-time applicants to the Adjunct Program are strongly encouraged to have an interview with a member of the Admissions Committee. An interview is required for first-time computer graphics students. The primary purpose of the interview is to make sure that a particular course is appropriate for the specific needs and background of each applicant. Previously enrolled students in good standing are not required to have another interview. To schedule an initial interview, please call (617) 536-0383.

During the interview applicants are given the opportunity to explain their goals and objectives. The Admissions Officer will clarify the content and format of the courses which are being considered. In some instances a portfolio is required and may be presented at this time.

Matriculation

Students who attend any class or classes are considered to have matriculated. Students may not attend classes until they have completed all registration procedures and paid all tuition and fees due for the term.

Registration Form

Everyone registering for the Evening & Saturday or Summer Divisions is required to complete an Adjunct Program Registration/Enrollment Contract Form (included in this catalogue) and to submit it to the School together with the \$25 Registration Fee for each term of enrollment.

Registration Fee

All adjunct students are required to pay a \$25.00 Registration Fee. This fee is charged each term in addition to tuition and must be submitted at the time of registration. The Registration Fee is non-refundable.

To assist students with registration, several options are available:

Walk-in

Walk-in registration is available Monday through Friday from 9:00 a.m. to 7:00 p.m. the three weeks prior to the beginning of each term, in the Admissions Office located on the first floor of the School. Tuition and fees should be submitted at the time of registration.

FAX

You may FAX your completed Registration/Enrollment Contract Form to FAX # (617) 536-0461. If paying by credit card, complete space provided with acceptable credit card information. If paying by check, all tuition and fees must be received within 7 days from the FAX transmission date. *Please do not forget to sign the Registration/Enrollment Contract Form.*

Mail-in

Mail in the completed Registration/Enrollment Contract Form with tuition check or money order together with the \$25.00 Registration Fee. If using a credit card, fill in spaces provided with acceptable credit card information. *Please do not forget to sign the form.*

Phone-in

When phoning in your registration, please have all information needed to complete the Registration/Enrollment Contract Form. If paying tuition and fees with acceptable credit card, please have all information available, including card number and expiration date. All tuition and fees, as well as a completed and signed Registration/Enrollment Contract Form, must be received in the Admission Office within 7 days from the phone-in registration.*

**If the Registration is submitted within 7 days of the start of the term, all fees and tuition must be paid at the time of registration.*

Registration/Enrollment Contract Form

A Registration/Enrollment Contract Form must be completed and submitted by each student when registering for a course. This Registration/Enrollment Contract Form specifies in detail all terms, conditions, requirements, and charges involved in enrollment in the Adjunct Program of The New England School of Art & Design. The Registration/Enrollment Contract Form must be signed and accompanied by appropriate tuition and a non-refundable \$25 Registration Fee. This Registration/Enrollment Contract Form is included in the Adjunct Program Catalogue.

Registration Confirmation

When a student's registration has been processed and all tuition and fees paid in full, a seat will be reserved in the particular course(s) in which the student has registered. A confirmation card will be sent to the student confirming his/her registration and course(s) reservation(s).

Credit Hour Designation

Adjunct Program courses are offered for credit and for Continuing Education Units (CEU). At the time of registration students select credit or CEU. During the first week of classes students may change their selection; however, any additional fees must be paid before the next scheduled class.

Credit Courses

Only courses taken for credit may be applied toward the graduation requirements of the NESAD Diploma or BFA programs. For more information about these programs, please contact the Admissions Office or refer to the General Catalogue.

For Studio courses a credit hour is defined as 30 hours of instruction. For Academic courses (those with the letter "A" in the course code) a credit is defined as 15 hours of instruction.

Continuing Education Units/Non-Credit Courses

The CEU is a nationally-recognized standard which indicates that a student has successfully completed a non-credit form of study. For every ten hours of class instruction one CEU is awarded. NESAD maintains a permanent record of a student's completion of a CEU course, and upon request will send a copy of this record to employers and/or educational institutions. CEU courses cannot be applied to the NESAD diploma or degree programs and are not transferable to other institutions for academic credit.

Grade Reporting

Students taking courses for credit are sent a grade report following the completion of the term. Grades issued are as follows: A(Outstanding), B(Above Average), C(Average), D(Poor), F(Failure), W(Withdrew), WF(Withdrew Failing), I(Incomplete). In cases where a student is unable to complete course requirements on time due to illness or emergency, a grade of I(Incomplete) may be issued. All incomplete grades must be made up within 30 days of the last scheduled class.

For CEU (non-credit) courses, students are graded on a pass/fail basis and must meet minimum attendance requirements and complete all assignments in order to receive the CEU.

Attendance

Attendance is the student's responsibility and will be considered a factor in determining final standing. Students in credit courses with five or more absences in a single term will automatically be considered to have failed the course. Students in CEU courses with five or more absences will not receive the CEU.

Student Responsibility

All students are responsible for knowing and adhering to currently published requirements, regulations, and policies. On request students may obtain information and counsel relative to their progress and status from faculty, Departmental Chairpersons, or members of the Administration.

FINANCIAL INFORMATION

Registration Fee

All Adjunct Program students are required to pay a \$25 Registration Fee. The Fee is payable each term and is in addition to tuition. The Registration Fee is non-refundable.

Tuition

Tuition is payable by cash, check, Visa, Discover, or MasterCard. Applicants whose expenses will be paid by a company or by a public or private agency must provide a letter of commitment or a Purchase Order from the funding agent stating that the course(s) will be paid for unconditionally.

Tuition charges for individual courses are specified in course descriptions and are based on the following rates:

CEU Courses: \$105 per CEU

Studio Courses: \$396 per credit

Academic Courses: \$210 per credit

Deferred Payment Option

Students whose term tuition exceeds \$500 have the option of paying their tuition in two (2) installments. A \$10 processing fee is charged for this service. A Deferred Payment Agreement must be signed. If you are interested in this option, call the Admissions Office 617-536-0383.

Estimated Student Expenses for Books and Supplies

Unless otherwise noted in the course description, students are expected to supply their own art supplies and books. Estimated average expenditures for art supplies and books are \$90 per course. Actual amounts will vary according to the course(s), student use and maintenance. The School maintains a small store where art supplies and books commonly used in course assignments may be purchased at a cost which is generally 20% below that of retail art supply stores.

Miscellaneous Charges

Late Registration Charge	\$35.00
(Students who register after the start of the term)	
Deferred Payment Processing Fee	\$10.00
Charge for Re-deposit of Checks	\$20.00
Penalty Charge for Failure to submit written notification of withdrawal	\$25.00

Cancellation

Students may cancel their registration or enrollment at any time prior to matriculation (i.e. attendance at any class or classes). Students wishing to cancel must notify the School in writing by Certified Mail of such cancellation, or submit in person to the Admissions Office a Course Withdrawal Form. Cancellation will be dated on the day such notice of cancellation is received. Students who fail to attend any class within 15 days of the beginning date of the term will be assumed to have cancelled. If mailing notice of cancellation, mail certified to: The New England School of Art & Design, 28 Newbury Street, Boston, MA 02116.

Withdrawal

Matriculated students (i.e. students who have attended any class or classes) may withdraw from any program or course at any time following matriculation. Students wishing to withdraw must notify the school in writing by Certified Mail or submit a Withdrawal Form in person to the Admissions Office. Withdrawal will be dated from the last day of actual attendance by the student. Matriculated students who neglect to attend class for 15 consecutive school days, and who fail to notify the School in writing of withdrawal, will be assumed to have withdrawn from class and will be subject to a penalty charge of \$25. Notice of withdrawal must be mailed certified to: The New England School of Art & Design, 28 Newbury Street, Boston, MA 02116.

Refunds

Students withdrawing from Adjunct Program courses will receive refunds of tuition and fees according to the following schedule within 30 days of the receipt of notice of withdrawal. Refunds are calculated on a term basis (10 weeks for most courses; 4 weeks for Intensives) and attendance is computed from the beginning of the Term until the last day of attendance.

Registration Fee

The Registration Fee is non-refundable.

Tuition:

- 1) If notice of cancellation is received prior to the start of the term, tuition paid will be refunded.
- 2) If notice of cancellation is received after the start of term, the School will retain 5% of the term tuition.
- 3) If the student neglects to notify the School of cancellation of course(s) and does not attend class within 15 consecutive days of the beginning of the term, the School will officially cancel the student's registration and retain 5% of the term tuition.
- 4) If withdrawal occurs during the first week of classes, the School will retain 12% of the term tuition.
- 5) If withdrawal occurs after the first week of classes, but within the first 25% of the term, the School will retain 30% of the term tuition.
- 6) If withdrawal occurs after 25% of the term, but within the first 50% of the term, the School will retain 55% of the term tuition.
- 7) If withdrawal occurs after the first 50% of the term, there will be no refund.

Grade Reporting Students taking courses for credit are sent a grade report following the completion of the term. Grades issued are as follows: A(Outstanding), B(Above Average), C(Average), D(Poor), F(Failure), W(Withdrew), WF(Withdrew Failing), I(Incomplete). In cases where a student is unable to complete course requirements on time due to illness or emergency, a grade of I(Incomplete) may be issued. All incomplete grades must be made up within 30 days of the last scheduled class.

For CEU (non-credit) courses, students are graded on a pass/fail basis and must meet minimum attendance requirements and complete all assignments in order to receive the CEU.

Attendance Attendance is the student's responsibility and will be considered a factor in determining final standing. Students in credit courses with five or more absences in a single term will automatically be considered to have failed the course. Students in CEU courses with five or more absences will not receive the CEU.

Student Responsibility All students are responsible for knowing and adhering to currently published requirements, regulations, and policies. On request students may obtain information and counsel relative to their progress and status from faculty, Departmental Chairpersons, or members of the Administration.

Financial Information

Registration Fee All Adjunct Program students are required to pay a \$25 Registration Fee. The Fee is payable each term and is in addition to tuition. The Registration Fee is non-refundable.

Tuition Tuition is payable by cash, check, Visa, Discover, or MasterCard. Applicants whose expenses will be paid by a company or by a public or private agency must provide a letter of commitment or a Purchase Order from the funding agent stating that the course(s) will be paid for unconditionally.

Tuition charges for individual courses are specified in course descriptions and are based on the following rates:

CEU Courses: \$105 per CEU
Studio Courses: \$396 per credit
Academic Courses: \$210 per credit

Deferred Payment Option Students whose term tuition exceeds \$500 have the option of paying their tuition in two (2) installments. A \$10 processing fee is charged for this service. A Deferred Payment Agreement must be signed. If you are interested in this option, call the Admissions Office at (617)536-0383.

Estimated Student Expenses for Books and Supplies Unless otherwise noted in the course description, students are expected to supply their own art supplies and books. Estimated average expenditures for art supplies and books are \$90 per course. Actual amounts will vary according to the course(s), student use and maintenance. The School maintains a small store where art supplies and books commonly used in course assignments may be purchased at a cost which is generally 20% below that of retail art supply stores.

Miscellaneous Charges

Late Registration Charge (Students who register after the start of the term)	\$35.00
Deferred Payment Processing Fee	\$10.00
Charge for Re-deposit of Checks	\$20.00
Penalty Charge for Failure to submit written notification of withdrawal	\$25.00

Cancellation Students may cancel their registration or enrollment at any time prior to matriculation (i.e. attendance at any class or classes). Students wishing to cancel must notify the School in writing by Certified Mail of such cancellation, or submit in person to the Admissions Office a Course Withdrawal Form. Cancellation will be dated on the day such notice of cancellation is received. Students who fail to attend any class within 15 days of the beginning date of the term will be assumed to have cancelled. If mailing notice of cancellation, mail certified to: The New England School of Art & Design, 28 Newbury Street, Boston, MA 02116.

Withdrawal Matriculated students (i.e. students who have attended any class or classes) may withdraw from any program or course at any time following matriculation. Students wishing to withdraw must notify the school in writing by Certified Mail or submit a Withdrawal Form in person to the Admissions office. Withdrawal will be dated from the last day of actual attendance by the student. Matriculated students who neglect to attend class for 15 consecutive school days, and who fail to notify the School in writing of withdrawal, will be assumed to have withdrawn from class and will be subject to a penalty charge of \$25. Notice of withdrawal must be mailed certified to: The New England School of Art & Design, 28 Newbury Street, Boston, MA 02116.

Refunds Students withdrawing from Adjunct Program courses will receive refunds of tuition and fees according to the following schedule within 30 days of the receipt of notice of withdrawal. Refunds are calculated on a term basis (10 weeks for most courses; 4 weeks for Intensives) and attendance is computed from the beginning of the Term until the last day of attendance.

Registration Fee: The Registration Fee is non-refundable.

Tuition:

- 1) If notice of cancellation is received prior to the start of the term, tuition paid will be refunded.
- 2) If notice of cancellation is received after the start of the term, the School will retain 5% of the term tuition.
- 3) If the student neglects to notify the School of cancellation of course(s) and does not attend class within 15 consecutive days of the beginning of the term, the School will officially cancel the student's registration and retain 5% of the term tuition.
- 4) If withdrawal occurs during the first week of classes, the School will retain 12% of the term tuition.
- 5) If withdrawal occurs after the first week of classes, but within the first 25% of the term, the School will retain 30% of the term tuition.
- 6) If withdrawal occurs after 25% of the term, but within the first 50% of the term, the School will retain 55% of the term tuition.
- 7) If withdrawal occurs after the first 50% of the term, there will be no refund.

This Registration/Enrollment Contract Form will be considered binding only when signed below by the student and a School official (the President, Treasurer, Director of Adjunct Programs, or Director of Admissions). If the student is not of legal age, the student's parent or guardian must also sign below.

The applicant and his/her parent or guardian (if the student is under the legal age) have received and read the current Adjunct Program Catalogue. The applicant and his/her parent or guardian (if student is under legal age) have read the Registration/Enrollment Contract Form and agree to all the provisions herein.

Applicant _____ Date _____

Parent or Guardian _____ Date _____

School Official _____ Date _____

For office use only:

Application received: _____

Confirmation sent: _____

Scheduled appointment: _____

The New England School of Art & Design is licensed by the Commonwealth of Massachusetts, Department of Education.

Please make check payable to: The New England School of Art & Design or NESAD.

Please return this signed form and check to:

Adjunct Program Coordinator
The New England School of Art & Design
28 Newbury Street
Boston, MA 02116

REGISTRATION NOT VALID WITHOUT SIGNATURE ABOVE

The New England School of Art & Design
A Non-Profit Massachusetts Corporation under Chapter 180
28 Newbury Street, Boston, MA 02116 Telephone (617) 536-0383

Adjunct Program Registration/Enrollment Contract Form
SUMMER 1994

Last name _____

First name _____

Street address _____

City _____ State _____ Zip _____

Phone(home) _____ (work) _____

Date of Birth _____ Social Security # _____

Male ____ Female ____

Occupation _____ Employer _____

Ethnic Origin The School requests this information to comply with Federal Government reporting requirements.

☐ Non-Resident Alien ☐ Black, Non-Hispanic
☐ Hispanic ☐ White, Non-Hispanic
☐ Asian-Pacific Islander ☐ American Indian/Alaskan Native
☐ Other ☐ Choose not to Report

1994 Adjunct Program Calendar

Term	Classes Begin	Classes End
May Intensives	May 9, 1994	June 2, 1994
Summer	June 6, 1994	August 15, 1994

Courses Please list below course(s) for which you are registering. Include course titles, codes, credits or CEU, and sections (where applicable) as they appear in the catalogue.

Title _____ Code _____

Section _____ Credits/CEU _____ Tuition \$ _____

Title _____ Code _____

Section _____ Credits/CEU _____ Tuition \$ _____

Title _____ Code _____

Section _____ Credits/CEU _____ Tuition \$ _____

Totals Credits/CEU _____ Tuition \$ _____

Registration Fee \$25.00

Total Tuition and Fees for Term \$ _____

Credit Card Payment Authorization

I authorize payment of \$ _____ Expiration Date: _____

To my VISA _____ MasterCard _____ Discover _____

Account No. _____

Cardholder Name _____

Signature of Cardholder _____

The Adjunct Programs The Adjunct Programs at The New England School of Art & Design offer introductory art and design courses, specialized professional development courses, and selected courses from the Diploma Programs. Adjunct students earn either Continuing Education Units (CEU) or credit.

Although the Adjunct courses do not constitute a vocational program, they are closely allied with NESAD Diploma Programs (courses and faculty are generally drawn from Diploma Programs) and credits earned as an Adjunct Student may subsequently be transferred to the Diploma Programs. Adjunct Students who take courses for credit may not apply those credits toward Requirements for Graduation until such time as the student has been accepted as a Diploma Candidate. Adjunct Students may apply to the Admissions Committee for recognition as a Diploma Candidate and, if accepted, all credits earned as an Adjunct Student may be applied toward Requirements for Graduation. Please consult the current General Catalogue for details regarding both full and part-time Diploma Programs.

Course/Class Cancellation The School reserves the right, in case of insufficient enrollment, to cancel any course. If such an event occurs, students will be notified and may select a substitute course, or receive a full tuition refund.

National and State holidays on which classes will not be held are listed on the term calendar. In case of cancellations due to instructor illness, the School will attempt to notify students as far in advance as possible. Cancellations due to inclement weather conditions will be announced on radio station WBZ 1030 AM. Cancelled classes will be made up within 30 days of the scheduled end of the term.

Matriculation Students who attend any class or classes are considered to have matriculated. Students may not attend classes until they have completed all registration procedures and paid all tuition and fees due for the term.

Registration Fee All adjunct students are required to pay a \$25.00 Registration Fee. This fee is charged each term in addition to tuition and must be submitted at the time of registration. The Registration Fee is non-refundable.

Registration/Enrollment Contract Form A Registration/Enrollment Contract Form must be completed and submitted by each student when registering for a course. This Registration/Enrollment Contract Form specifies in detail all terms, conditions, requirements, and charges involved in enrollment in the Adjunct Program of The New England School of Art & Design. The Registration/Enrollment Contract Form must be signed and accompanied by appropriate tuition and a non-refundable \$25 Registration Fee. This Registration/Enrollment Contract Form is included in the Adjunct Program Catalogue.

Registration Confirmation When a student's registration has been processed and all tuition and fees paid in full, a seat will be reserved in the particular course(s) in which the student has registered. A confirmation card will be sent to the student confirming his/her registration and course(s) reservation(s).

Credit Hour Designation Adjunct Program courses are offered for credit and for Continuing Education Units (CEU). At the time of registration students select credit or CEU. During the first week of classes students may change their selection; however, any additional fees must be paid before the next scheduled class.

Credit Courses Only courses taken for credit may be applied toward the graduation requirements of the NESAD Diploma or BFA programs. For more information about these programs, please contact the Admissions Office or refer to the General Catalogue.

For studio courses a credit is defined as 30 hours of instruction. For Academic courses (those with the letter "A" in the course code) a credit is defined as 15 hours of instruction.

Continuing Education Units/Non-Credit Courses The CEU is a nationally-recognized standard which indicates that a student has successfully completed a non-credit form of study. For every ten hours of class instruction one CEU is awarded. NESAD maintains a permanent record of a student's completion of a CEU course, and upon request will send a copy of this record to employers and/or educational institutions. CEU courses cannot be applied to the NESAD diploma or degree programs and are not transferable to other institutions for academic credit.

REGISTRATION NOT VALID WITHOUT SIGNATURE AT RIGHT 

THE NEW ENGLAND
SCHØOL
OF **ART&**
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Boston, Massachusetts 02116

Address Correction Requested

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