2019 WELCOME GUIDE
# Landscape Architecture Administrative Faculty and Staff (2017-2018)

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<th>Title</th>
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Contact information for other Knowlton School faculty and staff can be found on the [Knowlton website](http://knowlton.osu.edu).

**Section Head**
The Head of the Landscape Architecture Section handles higher-level administration of the undergraduate and graduate programs.

**Graduate Studies Chair**
The Graduate Studies Chair (GSC) serves as the head of the MLA program at Knowlton. Any forms and petitions including course substitutions, course waivers, credit hour increases, etc. must be approved by the GSC.

**Faculty Advisor**
The Graduate Studies Chair serves as the faculty advisor for all first year students. Students are able to change their advisor according to their interests after the first year. Faculty advisors act as mentors to our students, assisting in the selection of electives and providing professional guidance.

**Graduate Programs Coordinator**
The Graduate Programs Coordinator assists students in navigating enrollment, administrative questions, and program requirements, as well as policies and procedures.

**Additional Resources**
Knowlton School: [knowlton.osu.edu](http://knowlton.osu.edu)
Ohio State University: [osu.edu](http://osu.edu)
Graduate School: [gradsch.osu.edu](http://gradsch.osu.edu)
Buckeyelink (Financial Aid, Bursar’s Office, Registrar’s Office): [buckeyelink.osu.edu](http://buckeyelink.osu.edu)
Housing: [offcampus.osu.edu/off-campus-living](http://offcampus.osu.edu/off-campus-living)
Transportation: [ttm.osu.edu](http://ttm.osu.edu)
Parking: [campusparc.com/osu](http://campusparc.com/osu)
Office of Disability Services: [ods.osu.edu](http://ods.osu.edu)
Office of International Affairs: [oia.osu.edu](http://oia.osu.edu)
Student Health Services: [shc.osu.edu](http://shc.osu.edu)
### Admissions Provisions

If provisions were stated in your admission letter, make sure to complete them prior to the beginning of your first semester. A common provision is sending your official transcripts to OSU Graduate Admissions. You are required to send an official transcript if you previously sent an unofficial copy for your application and/or if your transcripts were submitted prior to your degree completion. Questions regarding transcripts may be directed to the OSU Graduate Admissions Office and their contact information can be found on their website.

### New Student To-Do List

See the Graduate School’s “New Student CheckList” with information regarding activating your OSU email account, scheduling classes, obtaining your OSU ID and paying fees.

### Important Dates

Incoming students should plan to arrive on campus at least 2 weeks before the semester begins in order to participate in a New York City study tour followed by a media workshop at the Knowlton School. More information about these events will be sent in the summer. See below for details on the university’s academic calendar and registration/fee deadlines. Classes begin **Tuesday, August 20, 2019**.

- [OSU Welcome Week](#)
- [OSU Academic Calendar](#)
- [Registration and Fee Deadlines](#)

### Financial Aid

Scholarships: Awards are evenly distributed between autumn and spring semester. The fall award will usually be posted to your account towards the end of July and you must be enrolled full-time in order for the aid to post.

Graduate Associateships (GA): Enrollment must be completed by the tuition and fee due date in order for benefits to post. Details regarding GA positions are typically sent out in the summer. If you were awarded a GA position, you will be required to be in Columbus at least two weeks prior to the start of classes in order to fill out your paperwork before the NYC trip. You can refer to our [Graduate Associateships page](#) on our website to get an initial idea of what’s to come. Note that new employees are required to present documents as part of the Employment Eligibility Verification (I-9) form. See the last page of the [form](#) for a list of acceptable documents. Photocopies are not acceptable, so be sure to have your documents with you in August when you come to fill out your paperwork.

Financial Aid: For information regarding financial aid opportunities, refer to the school’s [financial aid page](#).

### Course Registration

[Buckeyelink](#) is the main website for students to access the schedule of classes, register for classes, and view their statement of account and financial aid, etc. through their student center. For detailed instructions on how to use your student center, please refer to the following resources:

- [Student Center Help](#) | [Knowlton School Course Scheduling](#) | [Graduate School Course Registration](#)
Course Registration and Curriculum

Enrollment windows for fall semester open at the end of March. Your enrollment window can be found in your student center. Students can continue to register for classes through the first couple of weeks of the semester. See the Registrar’s website for details on deadlines and processes. Prior to registering for classes each term, you must complete a financial responsibility statement, which you will see in your student center. Until you complete this, you will have a hold on your account.

You should register for the courses listed on the MLA curriculum sheet posted on the Knowlton website. In your first fall semester, you should enroll in the following courses: LARCH 6910, 6410, 6420, 6600 for a total of 15 credit hours. The graduate school allows students to enroll for up to 18 credits in autumn and spring semesters: it is strongly recommended to stay within the required 15 credits in your first semester.

Advanced Placement & Course Waivers

Students who have previously completed coursework that is equivalent to a required course in our curriculum may request to waive out of that course requirement. Waivers are approved on a case by case basis by the instructor teaching the course. You should begin gathering your materials for any courses you will request to waive to submit for instructor review. Credits for a waived course must be made up with other graduate level coursework at OSU prior to graduation. You should register for the courses listed on the curriculum sheet, but if you expect to waive a course you might also begin looking for a class to replace it this fall. The process to have a course waived is as follows:

1) The student completes the Course Waiver Form (find it posted on the Current Students section of the Knowlton website). To find the instructor assigned to the course you are attempting to waive, you can check the OSU Schedule of Classes.
2) The form is automatically sent to the instructor email address provided on the form the student completes. *For this reason, it is very important that you correctly list the instructor’s OSU email address on the form. See contact information in the Knowlton Faculty Directory.
3) The instructor forwards that form with their approval to the Graduate Programs Coordinator.

Students with a previous degree in landscape architecture and/or architecture will be considered for advanced placement (AP) on a case-by-case basis. AP is based on review of application materials but may require students to provide additional materials as needed and upon request. As such, you may want to begin gathering your course materials for review.

International Students

Most international students are also required to take a written English composition placement test upon arrival. Based on the test results, students may be required to complete 1-2 English as a Second Language (ESL) courses within their first year. Please note that ESL courses are in addition to your degree requirements and will not count towards your required 94 credit hour total for the curriculum. See the Graduate School Handbook regarding ESL Composition and Spoken English requirements.
Explore Columbus
Experience Columbus | Columbus Alive | Columbus Underground | Live Work Play | OSU Campus Map

Housing
Though there is graduate housing on campus, many of our graduate students live north, south or west of campus, some living farther out in the suburbs. See below for maps and websites.
Columbus Neighborhoods Info | On-campus Housing | Off-campus Housing | Downtown Housing
Arena District Housing | Metro Rentals

Residency
After 12 months of living in Ohio, domestic students who establish Ohio residency can drastically reduce their tuition and fees. See the Registrar’s website for details on the requirements and process of applying. Also note that Ohio established a new provision called "Forever Buckeye" which allows students to establish in-state residency if they graduated from an Ohio high school. If you want to establish residency, you should review the procedure and schedule your move to Ohio accordingly.

Transportation and Parking

Buses
COTA: Central Ohio bus system; All OSU students are required to pay a COTA fee, which is about $14 per semester, and is included in the tuition and fees. This fee allows students to ride the COTA bus an unlimited amount of times by swiping their OSU ID. CABS: The OSU bus system is free for everyone.

Biking
Biking can also be an efficient way to get around the campus and the city. A bike trail runs along the Olentangy River from downtown northward for over twelve miles, going past campus up to the suburb of Worthington. There are also bike routes and racks throughout the campus area. Ohio Bikeways

Parking
Parking on campus requires a parking pass, which can be purchased through CampusParc. Different lots and garages can be accessed with the different types of passes, which can range anywhere from $20 a year to $700 a year depending on your level of access. See the CampusParc website for information.
Facilities

Computers
Our MLA studios provide one computer equipped with software for every graduate student. Knowlton Hall offers a multiplicity of digital, fabrication and plotting resources. In addition, there are about 13 other computer labs on campus available to OSU students. Students will have access to the Knowlton network drives for storage, but it is recommended that you bring an external hard drive.

Shop
Extensive manual and digital shop facilities are located in the lower level of Knowlton Hall and in the studio. Students are required to attend an orientation session to use this equipment.

Library
The Architecture Library is located on the fourth floor of Knowlton Hall and contains more than 50,000 volumes as well as access to numerous other libraries through OhioLINK. There are also about 20 other libraries on campus.

Proficiency

Students should be well versed in general Windows operations, such as Microsoft Word, Excel and PowerPoint. More significant to studio work are the visual representation programs. Familiarity with the suite of Adobe programs including Photoshop, Illustrator and InDesign is critical to studio work. Finally, there are a number of core drafting and modeling programs with which students should be familiar: AutoCAD, Rhino 3D, SketchUp and 3DS Max (up to instructor).

Instruction in these programs will be offered within the studio environment but it is important to get a jump start on these programs on your own. Temporary demo copies are typically available from the software providers and there are a wide range of free tutorial sites online to get you started like designreform.net and lynda.com. The OSU Digital Union also provides workshops for various software and the University offers a variety of public domain, bulk purchase, and site-licensed software to the OSU community. All programs are installed in the Knowlton computer labs and studio desks, but for students interested in purchasing software, we recommend techHUB or Wexner Center for the Arts Store, both Apple Authorized Campus Stores at Ohio State.
ADDITIONAL OPPORTUNITIES

Events
The Knowlton School offers numerous opportunities for students to learn outside of the classroom and to interact with professionals in the various disciplines through our annual lecture series, conferences, competitions, charrettes, workshops, and other experiences throughout the year. We also like to have fun with our annual Fashion Schau, Beaux Arts Ball and other events! Take a look at the Knowlton website to see the types of events you have to look forward to! There is always something going on around campus and you can check out the calendar of events on the OSU website and the OSU Student Union website for details on Union sponsored events and our discount ticket program.

Student Organizations
At Knowlton we have 7 student organizations. The Student Chapter of the American Society of Landscape Architects (SCASLA) is a great way to get involved. There are also over 1,000 student organizations at OSU and you can even create your own! Such a large university has something for everyone. Check out our website for more information on our student organizations.

Travel Programs
The school is very proud to host a wide range of domestic and international travel opportunities. In addition, students may pursue independent travel opportunities relating to research projects. Check out the travel page of the Knowlton website for details. The University also hosts many travel programs via the Office of International Affairs.

Minors and Dual Degrees
It is also possible to receive a graduate minor along with your degree. As courses applied towards a minor may also be used to fulfill MLA elective requirements, adding a minor oftentimes does not add time to graduation. More information on graduate minors can be found on the Graduate School website. Within the Knowlton School, we offer a graduate minor in City and Regional Planning (CRP). Details on the CRP minor can be seen on our website.
**MASTER OF LANDSCAPE ARCHITECTURE**

The MLA curriculum aims to equip students with the knowledge and skills of the landscape architecture profession, as well as to offer opportunities for scholarly research. The first year of the curriculum establishes the foundation for design, history, theory, and digital technologies. Courses in the second and third years are intended to foster a deeper understanding of design and scholarship. The following curriculum guide is for students entering the program in the 2019-2020 academic year.

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<tr>
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<td>LARCH 6410 Media I 3</td>
<td>LARCH 6430 Media II 3</td>
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<td>LARCH 6420 Ecology &amp; Technology I 3</td>
<td>LARCH 6440 Ecology &amp; Technology II 3</td>
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<td>LARCH 6600 Outlines of Landscape Arch 3</td>
<td>LARCH 6667 Making &amp; Meaning 3</td>
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<td>LARCH 7940 Design Studio IV 8</td>
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<td>LARCH 5610 History &amp; Theory I 3</td>
<td>LARCH 5620 History &amp; Theory II 3</td>
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<td>LARCH 5367 Professional Practice 3</td>
<td>LARCH 7780 Research Methods 3</td>
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**TOTAL CREDIT HOURS REQUIRED TO GRADUATE:** 94

**ELECTIVES**

Students are required to complete elective credit hours in the form of Graduate Seminars and Open Electives in order to fulfill the minimum 94 total credit hours for the degree. Required courses are to be taken in the terms listed above and elective courses may be taken around these requirements.

**Graduate Seminars (12 credits)**

Graduate Seminar requirements may be fulfilled by landscape architecture seminars in the form of Advanced Topics in Landscape Architecture (LARCH 7890), Advanced Landscape Technology (LARCH 7630), Advanced Media (LARCH 7450) or approved comparable graduate-level electives. Seminars are typically 3 credit hours each.

**Open Electives**

Open electives may be taken from across the university. Courses within landscape architecture must be 5000 level and above (graduate section). Courses outside of landscape architecture may be 4000 level or above and taught by a lecturer/professor.

**G3 OPTIONS**

Students choose from three possible tracks for their G3 course sequence.

*Design*: Autumn Landscape Elective, Spring LARCH 7950 Option Studio  
*Directed Research*: Autumn LARCH 8990 Pro-Seminar, Spring LARCH 7950 Directed Research Studio  
*Thesis*: Autumn LARCH 7193 Independent Study, Spring LARCH 6999 Thesis Hours