

**Fall 2017**  
**ARCHITECTURAL DESIGN STUDIO ALLOCATION PROCESS**  
**Previously known as "The Lottery"**

**Who must participate in design studio allocation process?**

- MArch graduate students eligible for option studios (4.154).
- SMArchS students to wish to take a studio

Studio eligibility lists for option-level MArch students are posted outside of Architecture Headquarters, 7-337, and on the web. SMArchS students who have a first professional architecture degree are automatically eligible for option studios. **No student will be accepted in studio outside of the studio allocation process.**

**New Accelerated Schedule**

1. **Tuesday, September 5, 10:00 AM-12 PM and 1 PM-4:00 PM:** Pick up coded studio ballots from Maria Moran in Room 10-491M. Studio ballots are color coded for degree program and assigned an alpha-numeric code individual to each student. Student names are not written on the slips in the interest of anonymity during the allocation process. Maria, who is responsible for providing each student with his/her correct ballot, has the eligibility lists marked with the correct alpha-numeric code for each student.
2. **Tuesday, September 5, 4:00-6:00 PM: Preview of Fall Studios** presentations will be held in Long Lounge/7-429. All studio instructors will present their programs for the term. This is the opportunity to gather information for studio choice. Studio instructors are listed on the Department class schedule, which is posted online at <http://architecture.mit.edu/subjects>.
3. **Tuesday, September 5, 7:30 PM:** Submit completed studio ballot to Architecture Headquarters, 7-337. Ballots may also be turned in during the Preview presentations on September 5.
4. **Wednesday, September 6, 9 AM:** First pass studio assignment lists are posted outside of Architecture Headquarters, 7-337, and announced on the MArch and SMArchS email lists. Students will be assigned to studios in a way that maximizes the number of students placed in the first or second choice of studio.
5. **Wednesday, September 6, 11:00 AM:** Submit request slips for studio adjustments, if needed.
6. **Wednesday, September 6, 12:00 PM:** Final studio assignments posted outside of HQ, 7-337 and announced by email. Students will be listed by code and must identify themselves on the list by either writing their name on the posted list next to their code or sending email to Cynthia Stewart at [stewart@mit.edu](mailto:stewart@mit.edu). Identification must be completed by 4:00 PM on Wednesday, September 6.
7. **Wednesday, September 6, 4:00 PM:** Identification listed in #6 above must be complete.
8. **Wednesday, September 6, 5:00 PM:** Alphabetical listing of each studio will be posted and provided to studio instructors.
9. **Thursday, September 7, 1 PM:** Graduate core and option studios begin.

**How to fill out your studio ballot**

- MArch students must circle all studio offerings on the lottery slip in order of their preference. (Students with preemptive choices — indicated by a \* on the eligibility lists — should write their name and studio preference on their ballot and notify Cynthia Stewart of their choice.)
- Students who have already taken studio with an instructor listed and do not wish to study with the same instructor at this time, should also draw a square around the circle that indicates their preference and note it as their last choice. This system allows students who do not wish to repeat a studio with an instructor they have already had to avoid doing so. If the square is around any other than the last choice, it is assumed that the student will not object to another studio with the same instructor.
- SMArchS students should circle only those option studios they would be interested in taking.
- All ballots are to be placed in the studio ballot box during the Preview studio presentations — or no later than **7:30 PM on Tuesday, September 5**, in Architecture HQ.

## **The studio allocation process**

1. Students with preemptive choices are assigned first to their studio of choice.
2. Coded studio ballots are entered into a database program and student codes are assigned to each studio so that as many students as possible are placed in their first or second choice of design studios.

## **First pass studio assignment lists and reasons for adjustment**

The studio assignments from this first run will be posted outside Headquarters and emailed, and they are not yet final. The coded numbers will be listed in no particular order. Adjustments may cause movement of students who are satisfied with their assignment in the first run studio list but are moved to their second choice of studio. Again, the goal is to maximize the number of students assigned to their first or second choice of studio. Below are some reasons for possible adjustment:

- For MArch students eligible for option studios, one studio may be more complementary to pre-thesis research.
- Gender imbalance in studio.
- Balance of MArchs/SMArchs in the studio.
- Consideration will be given to those who received their second choice in last term's lottery. No guarantees can be made.

**Students who have reason to request an adjustment may submit their request to the department administrator in charge on a slip marked with their studio level and code number (no names please).** The department administrator will adjust the results of the posted first run.

## **The appeal process**

If you are seriously aggrieved by the results of the studio selection process after the adjustment phase, speak with the Head of the Department to present your case for an "educational hardship." The Department Head will make the final decision. Please be aware that it is not helpful to "lobby" the instructor whose studio you wish to enter.

## **Comments and advice about the studio allocation process**

- Be aware that the first design studio assignments, before adjustment, may not be final. The final studio assignment list will be posted outside HQ, 7-337 and emailed, by 9:00 AM on Wednesday, September 6.
- Names are not included on the studio ballot slips to maintain student anonymity. Therefore, you must identify yourself on the final list posted outside of HQ prior to attending your first studio.
- If you submit a studio ballot and then change your mind about taking studio this term, you need to put in an adjustment slip removing yourself from the studio. If you fail to do so, you will be prevented from entering the studio allocation process again and all future studios will be assigned. Nor will you be allowed to take any other regular or independent studio, or workshop this term.
- You may not exchange studio places independent of the lottery process. Students found to have done so will be returned to their originally assigned studio or dropped from studio placement.
- If we believe that you received an unfortunate choice and an adjustment cannot be made, you will receive a preemptive choice for the next semester.
- The coded system ensures that studio instructors are never aware of the preference their studios were for students in their class.