

Fall 2010 Continuing Student Registration Information & Course Schedule:

Registration begins on Wednesday, April 7, 2010

Fall 2010 Classes begin on Thursday, September 2, 2010

Boston University, Division of Graduate Medical Sciences (BUGMS)
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STUDENTS ARE EXPECTED TO REVIEW ALL GMS MATERIALS PRIOR TO REGISTRATION.
FAILURE TO READ THE REGISTRATION INFORMATION & SCHEDULE POSTED ON THE
BUGMS WEBSITE (<http://www.bumc.bu.edu/gms/>) DOES NOT EXCUSE THE STUDENT FROM
THE RULES AND PROCEDURES
DESCRIBED IN THOSE DOCUMENTS ARE:

Compliance Requirements for Registration:

Boston University policy established three compliance requirements for all registered students. If you are not in compliance, you will not be able to register for an upcoming semester, or adjust your schedule. The Registrar's Office cannot lift any holds to make adjustments. You may check your compliance status by logging into the Student Link (http://www.bu.edu/link/bin/uiscgi_studentlink.pl), selecting the "Personal" tab, and then selecting "Compliance Status."

The three compliance requirements are:

1. All students must provide a BU alert phone number and confirm or update this number once per semester.
2. All students must settle their semester account by the established payment deadlines for the semester.
3. All full time and international students must comply with Massachusetts law that requires students to provide proof of having completed a series of immunizations.

1. BU Alert System: In the event of a campus emergency, Send Word Now's technology allows university officials to contact the entire campus community immediately through a variety of electronic means, including text messaging, e-mail, and voice mail. To ensure the effectiveness of this system, students must provide an emergency alert phone number through the Student Link and confirm or update this number every semester. A BU alert number should be a cell phone number to which the University can send a text message in the event of an emergency on campus. If you do not have a cell phone, a voice message can be sent to the telephone number of your choice.

2. Student Account Payment: All students must settle their student accounts by the deadlines published by Student Accounting Services. Students must also pay for or waive the student health insurance by the established date if they have been charged for health insurance. For more information, go to <http://www.bu.edu/comp/saweb/>

3. Medical Immunization Status: The Commonwealth of Massachusetts requires all full-time and many part-time university students to provide proof of having completed a series of [immunizations](#). Check the [Student Link](#) to ensure you have met these requirements. Students not in compliance will be unable to register for future semesters.

ACCESS & PROCEDURES FOR FALL 2010 REGISTRATION:

Fall registration for your classes begins on **April 7, 2010**. First, meet with advisor/Program Director and obtain access code for web-reg. If you have any issues with registration, please contact Millie Agosto, Registrar, at the GMS office (millie@bu.edu , 617-638-5124).

Before Registration:

- A complete listing of GMS course schedule: <http://www.bumc.bu.edu/gms/current-students/registration-information/>

- **You are required to meet with your advisor/Program Director to obtain course schedule approval and access code in order to register on-line.**

Not all courses are open to web registration, e.g., continuing study (GMS MS 985, 986) courses must be registered on the appropriate registration form. The form may be downloaded from <http://www.bumc.bu.edu/gms/current-students/registration-information/> or picked up from the shelves outside the Division office L 315. (Certificate of Full-time form must be submitted to the Division office).

CERTIFICATE OF FULL-TIME PARTICIPATION IN GRADUATE PROGRAM

Full-Time Certification Form can be down loaded from

<http://www.bumc.bu.edu/gms/files/2008/06/Certificate-of-Full-Time.pdf> A student enrolled for less than twelve credits may be certified as a full-time student by filing out this form, signed by the advisor or director of graduate studies. For full-time status, the student must be fully engaged at Boston University in a program composed of one or more of the general elements listed below, in ways recognized by the University as related to progress toward competence in the field of the intended degree. Indicate specifically the type and amount of independent work you are doing, in support of your claim to full-time status. Failure to file this form with the registration material results in part-time registration status.

- Some Fall classes have the majority or all of their seats reserved for concentrators; required courses have some seats held for new students. Continuing students who need to take a require courses in Fall should register as soon as possible for those classes.

Payment & Payment Deadlines

The deadline for payment for continuing degree candidates is August 5' 2010. Payments are made to Boston University and can be sent to Student Accounting Services, 881 Commonwealth Avenue, Boston, MA 02215. Payment options for degree candidates are listed on the Student Accounting Services web site <http://www.bu.edu/comp/saweb/payoptions.html> Continuing students are expected to use the Student Account Inquiry function on the Student Link to check the balance due on their student account.

Student should recheck their account as they add and drop classes after the payment deadline– there may be financial and compliance ramifications! Students must also contact the GMS Registrar's Office to have their certification code corrected if they change from part-time (0-11 credits) to full-time (12-18 credits) status or vice versa at any point during the registration or drop period.

Health Insurance

Massachusetts law stipulates that college students registered must be covered by health insurance. Students registered at Boston University are automatically charged for the student health insurance plan. For any questions, please contact Ellen Millman in Student Accounting Services for assistance (emillman@bu.edu).

If the student charged for health insurance is already covered under a comparable health insurance plan based in the United States, he or she may waive the charge on the Student Link

under the "Money Matters" tab. Waivers should be completed before the payment deadline (generally mid-August). **Students who have a health insurance on their bills cannot ignore the charge.** The charge must be paid, waived, or removed by Student Accounting Services (617-353-2264).

Dropping Classes

Dropping a course indicates that you are still enrolled in one or more courses at Boston University. Students may drop Fall 2010 **standard** courses online using the Student Link or with a paper add/drop form without academic penalty up to the day of Thursday, October 7, 2010. Students who receive federal financial aid must be sure that they maintain the correct number of credits to be eligible for this aid. Check with Sherill Ashe, Financial Aid Administrator (617-638-5216), at the GMS office if you have any questions. From October 7- November 5, students who drop a standard class will receive a "W" grade. After November 5, students may not drop a standard course; a final grade must be assigned. Some GMS courses are non-standard. Students enrolled in **non standard** courses should use the Student Link to view pertinent add/drop deadlines because non-standard classes have a customized drop schedule. For example, to find out the dates for a course go to the Student Link and select "University Class Schedule." Select the course number and a menu will come up with deadlines for a particular course.

Withdrawing from BUGMS

Withdrawing means to officially drop ALL courses. Students who wish to withdraw must complete a withdrawal/leave of absence form. The withdrawal or leave of absence form is available at <http://www.bumc.bu.edu/gms/files/2008/08/withdrawal.pdf> or on the shelves outside the GMS Office. The withdrawal is effective on the date the form is *received* in the GMS Office. The student's account will be adjusted based upon the date of withdrawal. Federal aid funds will be adjusted according to federal regulations. Students receiving financial aid who subsequently withdraw must consult with Sherill Ashe (617-638-5216) to determine the financial implications of their decision. Students who have registered for a class or classes as of September 2, 2010 and then subsequently withdraw (i.e. drop all classes) are financially responsible for at least part of the charges for the class according to the Tuition Refund Schedule. Students who wish to withdraw must do so before the semester begins on Thursday, September 2 in order to be eligible for a 100% refund of tuition and fees.

Fall 2010 BUGMS Withdrawal Tuition Refund Schedule:

<http://www.bu.edu/reg/dates/refdates-fall10.html> (Applies only to students withdrawing from all classes).