



Dear Advisors and Administrators,

Pre-registration for Spring 2015 semester will begin on October 26, 2014. In order for the Web-registration access code to be matched to the correct advisor, please verify through Faculty Link that the student record of your advisee or cohort of advisees accurately list the name of the advisor.

If there are any changes or adjustments needed regarding the advisor then please submit the following information to me at millie@bu.edu or dianna@bu.edu

Student name and BU ID / Advisor's name and BU ID

Advisor will be responsible for meeting with students:

- All Students are required to register each semester until completion of degree.
- DEGREE ADVICE – review academic record and academic requirements.
- Students may **NOT** register or audit courses in other colleges at the University, this excludes PhD Students.
- Students may not use federal financial aid towards courses that will not count towards their degree (PDP classes, BT Courses or undergraduate courses or unapproved graduate level courses at other BU schools and colleges).
- Students may **ADD** a course on-line up to the official add deadline.
- Students may **DROP** a course on-line up to the official drop deadline without a "W" grade.
- Students may only take up to two semesters of Leave of Absence.
- Students must submit a diploma application by the deadline in order to be allowed to attend the May Commencement.
- Certify Full-Time Form – student taking less than 12 credits may submit a CFT form. Student must indicate and clearly give specific details of their objectives and total hours per week.

Some GMS courses are restricted for On-line Registration. For these courses, student must submit a Registration Form or a Class Adjustment Form (add/drop) with Instructor and advisor signatures.

Attached is a list of your students and their access codes. A Registration information email will be sent to the students and will be available on the GMS website on Friday, October 17th.

For more registration information please visit this link:

<http://www.bumc.bu.edu/gms/gateway/facultystaff/instructions-for-faculty-and-administrators/registration-directions/>

GMS Students Page: <http://www.bumc.bu.edu/gms/gateway/students/>

Feel free to contact me with any questions.

Thanks,

Millie Agosto, GMS Registrar
GMS L 309
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