

Boston University Medical Campus
Office of the Associate Provost GMS

October 18, 2018

Dear GMS Students,

Spring 2019 Registration Opens on October 21, 2018!
Payment deadline is December 17, 2018!

The GMS website contains all of the pertinent information to successfully complete the registration process. Refer to the webpages: [Students](#) | [Registration](#) | [Calendars](#) | [GMS Student Forms](#).

- Prior to registering for any classes, all students must first meet with their Advisor/ Program Director to discuss course selections and to obtain the required “Academic Advising Access Code” for On-line Registration via the Student Link.
- All GMS courses offered for **Spring 2019** semester can be accessed through the Student Link.
- Some GMS courses are restricted from on-line registration. For these courses, students must submit a Class Adjustment Form (add/drop) via GMS Student Forms online submission (linked above).
- Students may **ADD** a course via student link up to the official add deadline.
- Students may **DROP** a course via student link up to the official drop deadline without a “W” grade.
- Students may **NOT** register or audit courses in other colleges at the University including GMS BT courses. This excludes PhD Students.
- All students are required to register each semester until completion of degree.
- Students may only take up to two semesters of Leave of Absence.
- Students continuing in a program but who are not registered for a full-time course load due to the completion of other degree requirements, such as research, may submit a Certified Full-Time (CFT) Form if registering for less than 12 credits of course work. This form must be submitted via the [GMS Student Page](#) form submission. Students should indicate the type of independent work and total hours per week during the specific semester or it may be denied. Visa regulations require that most International students register as full-time students either by course registration or by certification.
- PhD students are not required to submit a CFT form.
- 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).
- **Any adjustments to course loads may increase or decrease the tuition due for the semester. Contact the GMS Registrar, Millie Agosto (millie@bu.edu) regarding tuition adjustments.**
- **Students planning to complete degree requirements for the May 2019 graduation must submit a Diploma Application by Friday, January 4, 2019.**

- MA & MS students planning to graduate in either **May 2019** or **September 2019** graduation, must be in compliance for graduation and submit a diploma application by the **January 4, 2019 deadline** in order to **attend the May 16, 2019 Commencement**.
- Students will not be allowed to submit their thesis or dissertation, if a Diploma Application has not been submitted.

For additional information, feel free to contact Millie Agosto, Registrar via millie@bu.edu or 617-358-9512; or Cindy Yee-Lin, Assistant Registrar via cinyee@bu.edu or 617-358-9506.