

October 18, 2017

Dear GMS students,

Spring 2018 Registration Opens on October 22, 2017!
Payment deadline is December 15, 2017!

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 2018 semester can be accessed through the student link.
- Some GMS courses are restricted for On-line Registration. For these courses, student 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 for any **GMS BT undergraduate** courses or audit courses in other colleges at the University, 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.
- 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 or request may be denied. 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@bu.edu) regarding tuition adjustments.**
- **Students planning to complete degree requirements for the May 2018 graduation must submit a Diploma Application by Friday, January 5, 2018.**
- MA & MS students planning to graduate in either **May 2018** or **September 2018** graduation, must be in compliance for graduation and submit a diploma application by the **January 5, 2018 deadline** in order to **attend the May 2018 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 by calling 617-638-5214.