

October 21, 2019

Dear GMS Students,

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

**Important Deadlines:**

- \* **Spring 2020 Registration Opens on October 27, 2019!**
- \* **Tuition Payment Deadline is December 17, 2019, avoid late fees!**
- \* **May or September 2020 graduation, submit a Diploma application by January 6, 2020!**

**Additional Information:**

- MA, MS, PhD – Students are encouraged to familiarize themselves with their degree requirements and track their degree progress each semester. Degree requirements for each degree program are outlined in the [GMS Bulletin](#)
- Degree Advice is a web-based academic advising tool available for some degree programs. Degree Advice is customized per student and incorporates degree requirements, transfer credit, waivers, and current registration information to update a student's progress seamlessly through his or her degree program. Students can access Degree Advice and a student guide via the Student Link: Academics >Academic Advising >Degree Advice.
- **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 2020** 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.
- Masters students may **NOT** register or audit courses in other colleges at the University including GMS BT courses.
- PhD students may not audit courses at SPH.
- All students are required to register each semester until completion of all degree requirements.

- Students may only take up to two semesters of Leave of Absence.
- Students continuing in a program not required to register full-time course load due to the completion of other degree requirements, such as research, can submit a CFT form. 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.
- Ph.D. students are not required to submit a CFT form.
- Ph.D. students are required to officially register by **November 30, 2019** to ensure that a January 2020 Stipend is issued on time.
- 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](mailto:millie@bu.edu)) regarding tuition adjustments.**
- **Students planning to complete degree requirements for the May 2020 graduation must submit a Diploma Application by Monday, January 6, 2020.**
- Masters students planning to graduate in either **May 2020** or **September 2020** graduation, must be in compliance for graduation and submit a diploma application by the **January 6, 2020 deadline** in order to **attend the May 14, 2020 GMS Commencement ceremony.**
- Students will not be allowed to submit their thesis or dissertation, if a Diploma Application has not been submitted.

For any additional information or questions, feel free to contact Millie Agosto, Registrar via [millie@bu.edu](mailto:millie@bu.edu) - 617-358-9512.