October 16, 2023

Dear GMS Master Students,

**GMS Website Links**: contains all the pertinent information to complete the registration process. Refer to the webpages: [Students](#) | [Registration](#) | [Calendar](#) | [Tuition & Financial Aid](#) | [GMS Student Forms](#)

**MyBU Portal**.

**Spring 2024 Registration Opens on October 22, 2023.**
- Tuition Payment Deadline is **December 14, 2023**. Payment deadlines are available on the [Student Accounting Services](#) page.
- May 2024 tentative graduates must submit a Diploma Application PRIOR to the **December 1, 2023, deadline**.

**Degree Requirements**
- MA and MS degree 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 and may not be applicable to all degrees/programs. Students can access Degree Advice and a student guide via the MyBU Student Portal: Academics >Academic Advising >Degree Advice.
- [Meet with Advisor/Program Director](#)
  - 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 online registration via the MYBU Student Portal.

**Advising Codes**
- Advising codes will not be released to any matriculated students who failed to submit official degree awarded transcripts to GMS Admissions.
- MAMS students advising codes will be provided to advisors after October 31st.

**Registration Requirements**
- All students are required to register continuously each semester until completion of all degree requirements.
- [MYBU Student Portal](#): All GMS courses offered for the **Spring 2024** semester can be accessed through the MyBU Student Portal.
- **Add a Course Deadline: January 24, 2024.** Students may ADD a course via the MyBU Portal until the official Add deadline.
- **Drop a Course Deadline: February 22, 2024.** Students may DROP a course via the MyBu Portal until the official drop deadline without a “W” grade.
Restricted Courses:
- For courses which are restricted from online registration, students must submit an Add/Drop Form via the GMS Student Forms online submission (see links in header).
- Review General Registration page for courses that students MAY NOT register for and will not count towards a degree: GMS General Registration Page

Continuing Students Full Time Course Load CFT-Policies-Procedures-effective-fall-2020.pdf (bu.edu)
- Students registering for less than 12 credits may submit a CFT form if applicable. Certified Full Time (CFT) form prior to November 15, 2023, via the GMS Student Forms webpage.
- Students are not required to submit a CFT form unless they are applying for financial aid loans, deferring or ISSO requires them.
- Visa regulations require that most international students register as full-time students either by course registration or by certification.

Tuition Information
- Any adjustments to course loads may increase or decrease the tuition due for the semester. Contact the GMS Registrar’s Office at GMSRegistrar@bu.edu regarding tuition adjustments.

Leave of Absence/Withdrawal
- Information on Boston University’s withdrawal and refund schedule can be found here: Withdrawal and Tuition Refund Schedule

Graduation Requirements
- MAY 2024
  - Students planning to graduate for the May 2024 graduation must submit a diploma application via GMS Student Form prior to the December 1, 2023, deadline.
- AUGUST 2024
  - Students planning on completing degree requirements for the August 2024 graduation and who would like to be included on the sign-up email to attend May 2024 Commencement Ceremony must submit a diploma application prior to December 1, 2023.

Diploma Application
- Students will not be allowed to submit their thesis or attend May 2024 GMS Commencement Ceremony if a Diploma Application is not submitted by the deadline.

For any additional information or questions, feel free to contact GMS Registrar’s Office via GMSRegistrar@bu.edu