**Boston University** Chobanian & Avedisian School of Medicine

Graduate Medical Sciences Medical Campus

72 East Concord Street, Room L309 Boston, Massachusetts 02218-2526

T 617- 358-9506 | [gmsregistrar@bu.edu](mailto:gmsregistrar@bu.edu)

October 23, 2024

Dear GMS Ph.D. Students,

The GMS website contains all of the pertinent information to complete registration process. Refer to the webpages: [Students](http://www.bumc.bu.edu/gms/gateway/students/) | [Registration](http://www.bumc.bu.edu/gms/gateway/students/registration/) | [Calendars](https://www.bumc.bu.edu/gms/academics/all-academic-calendars/) | [Tuition & Financial Aid](https://www.bumc.bu.edu/gms/admissions/student-financial-services/) | [GMS Student Forms](http://www.bumc.bu.edu/gms/students/student-forms/) [MyBU Portal](https://www.bu.edu/mybu/).

**Spring 2025 Registration Opens on November 2, 2024.**

* **Tuition Payment Deadline: Payment deadlines are available on the** [**Student Accounting Services**](http://www.bu.edu/studentaccountingservices/your-bill/payment-deadlines/) **page.**
* **May 2025 tentative graduates must submit a Diploma Application PRIOR to the December 2, 2024, deadline.**
* **Spring 2025 Online Registration Begins on Saturday, November 2ND, at 9:00 AM**

**Degree Requirements**

* 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](http://www.bu.edu/academics/gms/)

**Registration**

* + **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 for online registration via the MYBU Student Portal.

**Advising Hold**

* ***Advising holds will not be released to any matriculated students who failed to submit official degree awarded transcripts GMS Admissions and the Academic Code of Conduct to Student Affairs Office.***

**Registration Requirements**

* ☐All students are required to register each semester until completion of all degree requirements.
* **MYBU Student Portal:** All GMS courses offered for the S**pring 2025** semester can be accessed through the MYBU Student Portal.

**Registrar Calendar Semester Dates**

* **Add / Drop a Course Deadlines:** [GMS Academic Calendar](https://www.bumc.bu.edu/gms/academics/all-academic-calendars/)
* **Restricted Courses:**
* For courses restricted from online registration, students must submit an Add/Drop via GMS Student Forms online submission (see link above).
* PhD students may not audit courses at SPH.
* PhD students must maintain full-time enrollment status by enrollment of 12 credits or more per semester.

**Ph.D. Stipend**

* **Students** are required to officially register for the Spring term by **November 29, 2024,** to ensure that a January 2025 stipend is issued on time.

**Leave of Absence/Withdrawal**

* Information on Boston University’s withdrawal and refund schedule can be found here: [Withdrawal and Tuition Refund Schedule](https://www.bu.edu/studentaccountingservices/resources/withdrawal-and-tuition-refund-schedule/)

**Graduation Requirements**

* **MAY 2025**
  + Students planning to graduate in the **May 2025** graduation must be in compliance for graduation and submit a **Diploma Application** by the **December 2, 2024, deadline.**
* **AUGUST 2025**
  + **Students may not submit their dissertation or attend May 2025 PhD Commencement Ceremony if a Diploma Application was not submitted by the deadline.**

For any additional information or questions, feel free to contact the Registrar’s Office [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu)