Registration Information for New Graduate Students
Fall 2011

Registration
1. Read all information provided in your folder.
2. Using information from your faculty advisor and department, fill out the WEBREG worksheet. Be sure to include your Boston University ID number, name, and class information including the course section.
   * When choosing elective courses or a liberal arts course, please select alternatives as some courses may be filled at this time.
3. Have your advisor review and sign your registration sheet.
4. Register via the Student Link (www.bu.edu/studentlink). You may go to the CFA Computer Lab, Room 203, and set up a CFA Computer Lab account. **You will need a BU email account and a Kerberos password to register.**

Paying Your Bill
5. See Student Accounting Services, 881 Commonwealth Avenue, to settle your account. As a new student, your payment deadline is **September 19, 2011**. Prior to going to student accounting services, you may want to check your student account on the student link.
6. Once you have registered, visit the Terrier Card office in the basement of the George Sherman Union (GSU) at 775 Commonwealth Ave. to obtain a student ID.

Changing /Adding /Dropping Classes
All adding and dropping of classes can be done via the Student Link during the first two weeks of class. **Please learn the University-wide registration guidelines:**
- September 19: Last day to ADD a class
- October 11: Last day to DROP a class (without a “W” grade)
- November 11: Last day to DROP a class (with a “W” grade)

If you are unable to drop the class via the Student Link, follow these steps:
1. Obtain a Course Adjustment Form (Drop/Add form) from the Dean’s Office, Room 230.
2. Complete this form including the changes you want to make. Be sure to include class numbers and sections, your name and your BU ID number.
3. Obtain instructor’s signature, if necessary.
   You must have your instructor’s signature when:
   - You are adding a class in which the enrollment limit has been reached.
   - You are dropping a class after the last day to drop or add a class as specified by the Registrar’s Office.
   - You have decided to audit a class.
   - You are changing the number of credits in a variable credit course.
4. Sign and date your drop/add form.
5. Have your advisor review and sign the drop/add form.
6. Bring your drop/add form to the Dean’s Office, Room 230 to be processed.
Information for Registration/Selecting Classes

Faculty Advising
All students in the College of Fine Arts are assigned a faculty advisor. Your advisor is your primary source of information on course enrollment and degree requirements. He or she will approve your registration every semester. You should contact your advisor with any questions regarding your course of study. There are several resources for information on courses, schedules and requirements.

School Handbooks
Each school in the College of Fine Arts has its own student handbook. Students will receive a copy of the appropriate handbooks at their school meetings or will be directed as to where to locate this information online. Students should review the material in their handbook for future reference.

CFA Website (www.bu.edu/cfa)
The CFA website contains a great deal of useful student information including curriculum requirements, faculty contact information, program information, and upcoming events. The website also includes many resources (www.bu.edu/cfa/resources) links and forms that you will use frequently.

The Student Link (www.bu.edu/studentlink)
The Student Link is an online tool provided by the University to enable students to access their academic and financial information quickly and easily. Information provided includes: student account summaries, the University class schedule, course descriptions, important dates, transcript previews, and class registration for each semester.

The Bulletin (www.bu.edu/academics)
You can find your program requirements for the year you matriculated in this archived website. The bulletin contains academic and curricular information for all programs at the College of Fine Arts.

Faculty Advisors

**School of Music**
- Voice: Jerrold Pope
- Strings & Harp: Michelle LaCourse
- Brass, Woodwind, Percussion: Don Lucas, Ethan Sloane, Linda Toote, Terry Everson, Eric Ruske, Sam Solomon
- Music Education: MM – Ron Kos, Roger Mantie, DMA - Susan Conkling
- Theory & Composition: Martin Amlin
- Musicology: Jeremy Yudkin
- Piano: Boaz Sharon
- Historical Performance: Peter Sykes
- Collaborative Piano: Shiela Kibbe
- Conducting, Orchestral: David Hoose
- Conducting, Choral: Ann Howard Jones
- Opera Institute: Sharon Daniels

**School of Visual Arts**
- Painting: John Walker
- Graphic Design: Alston Purvis / Rick Doubleday
- Sculpture: Batu Siharulidze
- Art Education: Barry Shauck
- Studio Teaching: Barry Shauck
School of Theatre
Costume Design: Mariann Verheyen
Costume Production: Nancy Leary
Directing: Judy Braha
Lighting Design: Mark Stanley
Scenery Design: James Noone
Sound Design: Ben Emerson
Production Management: Roger Meeker
Technical Production: Stratton McCrady
Theatre Education: Michael Kaye

Please check with your specific school office if you have any questions about faculty advising.

Additional Academic Information

College of Fine Arts Academic Conduct Code
Copies are available in Room 230 and can also be found on the CFA website under “Resources.” It is the responsibility of each student to be familiar with this material.

Obtaining a Boston University E-Mail Account*
All students must have a Boston University e-mail account. You will need this in order to register for your courses on line via the Student Link, as your BU email account acts as your Kerberos login and password to access the Student Link. Many announcements, dates, and class notes are distributed via e-mail throughout the University. If you did not obtain an email account, you should go in person ASAP to the information window at The Common, located on the first floor of Mugar Library, 775 Commonwealth Ave.

Liberal Arts Requirements
Students studying in the School of Visual Arts are required to take liberal arts elective credits. These requirements can be met through registration in courses that are offered by the College of Arts and Sciences (CAS), Metropolitan College (MET), the College of Communications (COM), or the Graduate School of Arts and Sciences (GRS). CAS, MET, and COM courses must all be at the 500 or above level.

Courses available this fall are listed on the University Class Schedule online under CAS, MET, COM, or GRS at www.bu.edu/studentlink. The complexities of scheduling and of time conflicts with required professional courses in your program may cause conflict with liberal arts courses. For this reason, we ask you to have two or three liberal arts course alternatives in mind when you register, as it is possible that your first choice may not be available. If this does occur, keep in mind that the same course will likely be available in a later semester.

Transfer Credits
Some students may have previously taken graduate courses at another institution. It may be possible for these credits to apply to BU degree requirements if they have not been previously counted towards a degree. All transfer credits must be petitioned and approved by the student’s school, documented with an official transcript from the institution at which it was taken and the grade received must have been a “B” or higher. Your faculty advisor or the Manager of Student Records in the Dean’s Office can answer questions regarding transferring credits.
School of Music Information

Seating Auditions
Seating auditions for MU 650 ensembles will take place Monday, September 5th-Friday, September 9th. Beginning August 1st, in order to set up an audition, students should go to the CFA website www.bu.edu/cfa/music/current. You will need your BU ID number and Kerberos password for access.

Applied Music Lessons
The chairman of the department assigns an applied teacher for all performance students in the School of Music. Students are expected to make arrangements with their teacher for specific weekly lesson times and dates. Questions should be directed to the head of their department.

Questions?
Visit the Dean’s Office Room 230 for assistance.
Alyssa Baker, Manager of Student Services
Andrew Ryan, Manager of Student Records