

OFFICE OF UNDERGRADUATE STUDENT SERVICES

BOSTON UNIVERSITY METROPOLITAN COLLEGE

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INFORMATION AND ADVICE FOR UNDERGRADUATE STUDENTS NEW TO METROPOLITAN COLLEGE

I. GENERAL INFORMATION

- A. Metropolitan College (MET) is the evening college of Boston University.
- B. The College's special purpose is to serve the Boston metropolitan area, and since 1965 it has been focusing on the needs of working professionals. By providing the highest quality credit courses in the evenings, Metropolitan College offers opportunities for education, career advancement, and personal fulfillment to thousands of working adults who might not otherwise have the chance to take courses or earn degrees.
- C. MET is one of the sixteen schools and colleges within Boston University.
- D. The entire University is accredited by the New England Association of Schools and Colleges.
- E. As with all schools and colleges of Boston University, if you are admitted to and successfully complete a degree program, you are awarded a Boston University diploma indicating your college attended (Metropolitan College).
- F. The Office of Undergraduate Student Services is here to help all MET undergraduate and non-degree students. We meet with students to discuss admission, registration, major and course choices, policies and procedures, as well as coordinate student activities and scholarships. Please feel free to contact the office to set up an appointment to discuss any of the policies and procedures described in this packet.

II. PROGRAMS

- A. Bachelor of Liberal Studies (B.L.S.) degrees are offered in: Art History, English, History, Interdisciplinary Studies, and Philosophy.
- B. Bachelor of Science (B.S.) degrees are offered in: Biology, Biomedical Laboratory & Clinical Sciences, Computer Science, Economics, Interdisciplinary Studies, Management Studies [subconcentrations available in Business Administration, Information Systems, Innovation & Technology, Electronic Commerce, Financial Management, and Marketing Management], Mathematics, Psychology, Sociology, and Urban Affairs.
- C. Various Certificate Programs are available. See the current Metropolitan College Bulletin or our Website (www.bu.edu/MET) for all available certificate programs.

III. ELIGIBILITY

- A. If you are United States citizen or permanent resident, you may attend MET on a part-time (4-12 credits) or full-time (12.5 credits and up) basis. If you would like to take courses in a non-degree seeking capacity, please see section IV below. If you are planning to apply for degree status, please see section V below.
- B. If you are an International Student, and you intend to take courses in a non-degree seeking capacity, please see section VI below. If you are an international student intending to apply for degree status, please see section VII below.

IV. US CITIZENS AND PERMANENT RESIDENTS ATTENDING MET AS NON-DEGREE (NON-MATRICULATING) STUDENTS

- A. A non-degree student is one who has not yet been officially admitted to a degree program at Boston University. This could also include students who are visiting students who do not intend to be admitted to a program.
- B. MET has an Open Enrollment policy. You do not have to be admitted to a degree program in order to register for courses.
- C. To register for courses, you may submit a Registration Form (found at the back of the MET Course Schedule, in the Office of Undergraduate Student Services, or on the BU Webpage (<http://www.bu.edu/met/apply/reg.pdf>)).
- D. We encourage you to meet with an Academic Counselor should you have any questions.
- E. You will remain a non-degree student until you apply to a degree program and are admitted as a matriculating degree candidate by MET.
- F. Courses are not non-degree. Non-degree refers to status only. There is no maximum number of courses that you may take before being admitted to a degree program. All successfully completed courses that are still part of your program at the time of your admission to degree candidacy may count towards your program requirements. Be aware, however, that curriculums do change with time. You will be responsible for the curriculum program that is in place at the time of your admission. Because of this, you are encouraged to apply for degree status as soon as you are eligible.

V. US CITIZENS AND PERMANENT RESIDENTS ATTENDING MET AS DEGREE (MATRICULATING) STUDENTS

A. **ADMISSIONS CRITERIA:** To be accepted into a degree program, you must meet the admission criteria.

- There are three ways in which a student may present as eligible to apply.
 1. On the merit of previous college-level coursework (in detail as follows):
 - ✓ Graduation from High School or GED.
 - ✓ Minimum cumulative grade point average of 2.50 in a minimum of 6 academic courses on the official transcript of an accredited college or university (non-BU) attended.
 - ✓ Completion of EN 104 (English Composition) or its equivalent with a grade of “C” or higher.
 2. On the merit of coursework at Boston University (in detail as follows):
 - ✓ Graduation from High School or GED.
 - ✓ Minimum cumulative grade point average of 2.30 in a minimum of 6 academic courses completed at Boston University.
 - ✓ Completion of EN104 or its equivalent with a grade of “C” or higher.
 3. On the merit of a previous bachelors degree (now pursuing a second bachelors degree).
 - ✓ Second bachelors degree students must present an official transcript indicating the completion of the first bachelors degree.

B. **APPLICATION PROCESS:**

- A completed application consists of the following:
 1. Completed Application Packet (found either on-line or at the back of the MET Bulletin)
 2. Completed Personal Statement Essay (described in the Application Packet)
 3. Non-refundable application fee of \$60 in the form of a check or money-order made out to “Boston University.”
 4. Official transcripts from all High School(s), Colleges, or Universities attended.
 5. Course descriptions for all college-level coursework done in the areas of English, mathematics, and computer science, and for all courses of your prospective specialization (major). The course descriptions need to be from the semester in which the course was taken. To obtain these, contact the Registrar of your previous college or university.
- Incomplete applications will not be processed. Please be sure to submit all materials.
- MET has a rolling admissions process. We admit students for Fall and Spring semesters on a continuous basis. Once an application is received it usually takes three weeks to receive results of your application. You will be notified by mail.

VI. INTERNATIONAL STUDENTS ATTENDING MET AS NON-DEGREE (NON-MATRICULATING) STUDENTS

- A. International students may attend MET as non-degree students but must receive authorization to take courses from the Boston University International Students & Scholars Office (ISSO). This office is located at 19 Deerfield Street, 2nd Floor (617-353-3565).
- B. Authorization is obtained by having an advisor at the ISSO verify your Visa status, etc. You will need to process a “**Non-Degree International Registration Form**” with the ISSO advisor. This form can be picked up either at the ISSO or at the MET Office of Undergraduate Student Services.
- C. Once the form is signed, you should return to the MET Office of Undergraduate Student Services, present the Non-Degree International Registration Form, and have a Registration Form signed by a MET Academic Counselor.
- D. Once the MET academic counselor’s signature is obtained, the Registration Form may be processed.

VII. INTERNATIONAL STUDENTS ATTENDING MET AS DEGREE (MATRICULATING) STUDENTS

- A. All international applicants will need to contact the Boston University Office of International Admissions. This office coordinates the application process for all international students at Boston University. Please contact an international student advisor at 617-353-4492 in order to discuss your eligibility for application.
- B. To apply, international applicants will need to obtain and fill out both an **International Students Application** (obtained by contacting the Office of International Admissions) and an **International Student Data Form**. Before filling out and sending these materials in, you must verify that you are eligible to apply.