

**CROSS-REGISTRATION PROCEDURES
FOR BOSTON UNIVERSITY STUDENTS
Fall 2009**

- Boston University students should obtain a Cross-Registration Petition from the Boston University Registrar's Office (881 Commonwealth Avenue, Second Floor) or from the host institution.
- The completed Cross-Registration Petition **must** be signed by your advisor or dean, the BU Registrar's Office and then the host institution's Registrar's Office. A copy of the completed form should be returned to the BU Registrar's Office.
- The copy of the signed Cross-Registration Petition **must** be submitted to the Registrar's Office at Boston University as well as the host institution's registrar's office for official registration.
- **Policy:** Both full-time and part-time degree candidates at Boston University are eligible to cross-register at the following institutions: Boston College, Brandeis University, Tufts University, Hebrew College and MIT.*
 - ⇒ Students may cross-register for only **one** course per semester.
 - ⇒ Cross-registration is **not** available during summer semesters.
 - ⇒ Students will be charged by Boston University.
 - ⇒ Students who exceed 18 credits per semester will be charged at the prevailing standard day rate.
 - ⇒ Grades will be forwarded to Boston University by the host institution at the conclusion of the semester.

Important Dates

First Day To Register: Wednesday, April 22, 2009

Last Day To Register:.....Wednesday, September 16, 2009

**For Important course information, check the Office of the University Registrar
Website at www.bu.edu/reg**

* Students majoring in African American Studies may cross-register at MIT for Economics and Political Science courses **only**.

* Graduate students are eligible to apply to take courses through the Graduate Consortium in Women's Studies at MIT. (*see additional instructions below*)

Boston University students who find it necessary to withdraw from the university while registered for a course at a consortium college or university, will follow the tuition refund schedule appropriate for their school or college at Boston University.

Cross-Registration:

Graduate Consortium in Women's Studies (GCWS) at MIT

(<http://web.mit.edu/gcws>)

Requirements:

Cross Registration is available for any matriculated graduate student at Boston University. Students must have apply to and been accepted by the Graduate Consortium in Women's Studies at MIT before beginning the BU Cross Registration process.

Contact Information:

Director, BU Women's Studies Program
College of Arts and Sciences
704 Commonwealth Avenue
617-358-2370; wsp@bu.edu
www.bu.edu/womenstudies

Procedure:

1. With the approval of the faculty of his/her BU graduate program, a student may receive a grade and graduate credit for completing a GCWS course that has been established on the MIT inventory. That approval is signified by the BU official signatures on the forms (steps 2, 3 below). An MIT twelve unit course is equivalent to a BU four credit course
2. The student should fill out a BU Cross Registration Petition (available on the Registrar's Office web site (www.bu.edu/reg) identifying GCWS as the host institution and submitting it to the BU Cross Registration staff member in the Registrar's Office after obtaining all signatures.
3. The student must also fill out the GCWS Student Registration form, securing all signatures as indicated (the Director of Women's Studies will sign for the 'Academic Dean' of school/faculty).
4. Copies of the GCWS registration form will be forwarded to the BU Cross Registration staff member in the Registrar's Office.
5. Once the course has been completed and graded, an official MIT transcript will be forwarded to BU. The grade and course title will be added to the BU transcript.
6. Standard BU tuition charges will apply; BU financial aid may be used for these courses.

