

# **SECTION II:**

## ***ACADEMIC PROCEDURES***

# ACADEMIC CALENDAR, 2013-2014

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The School of Public Health defines its academic calendar and may not necessarily follow the calendar for the Boston University Charles River Campus, though every effort is made to do so. The Academic Calendar defines the start and end dates for the semester and the withdrawal schedule for the School, so it is crucial that School of Public Health students follow the School of Public Health Academic Calendar, not the general Boston University calendar.

The SPH Academic Calendar and class meeting dates for the semester are published on the School of Public Health web site and printed in the registration packets each semester. The Academic Calendars and important dates for the current year are included in Appendix A. Calendar information is subject to change. The School, in scheduling classes on some government and religious holidays, intends that students be given ample opportunity to make up work. Faculty members who wish to observe religious holidays will arrange for another faculty member to teach their class, or for the class to be rescheduled.

## **Registration**

All SPH students register online via the Boston University Student Link, [www.bu.edu/studentlink](http://www.bu.edu/studentlink). Students are urged to meet with their advisor at least a month before registration begins to plan a schedule and to enter this schedule into the “Planner” function on the Student Link. The semester schedule is published online and on the Student Link, and in combination with the Course Rotation Guide and Degree Advice, gives students the information needed to meet their requirements. Students should make all concentration changes at least two weeks before the registration date at a minimum.

Students submit the Planner to register on the date specified as the start of the registration period for graduate students for a specific semester. Students are strongly encouraged to register early in the day on the first day of registration. Students closed out of courses should submit an online wait list form, <http://sph.bu.edu/waitlistform>.

For classes requiring paper registration (all directed studies, directed research, and practicum), registration materials are available on the School of Public Health website at <http://sph.bu.edu/registrar/forms> and on the shelves outside the SPH Registrar’s Office on Talbot 2 Center. These classes do not have to be added the first day of registration. Students should plan to be in their desired full time or part time status, and have added all planned classes, including directed studies, directed research, or practicum courses, by the semester payment date.

**Students in all degree programs must be registered in every Fall and Spring semester in which they are enrolled at the School of Public Health. MS and doctoral students completing a required thesis or dissertation must register for the appropriate continuing study course number in their degree program. International students must follow their visa requirements.**

## ***REGISTRATION (continued)***

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### ***Registration Dates***

The first day of continuing graduate student registration for upcoming semesters is as follows:

Spring 2014–October 30, 2013 at 7:00 AM  
Summer 2014–early March 2014, to be announced  
Fall 2014–early April 2014, to be announced

### ***Dropping and Adding Courses***

Students may adjust their registration by adding or dropping courses on the Student Link;

Any adjustments to course loads may increase or decrease the tuition due for the semester or add other charges, such as health insurance, to their accounts. Students must take responsibility for checking their account balance, which is available to them on the Student Link under the green “Money Matters” tab.

Students may not add courses via the Student Link after the first day of the semester; students who wish to add a course after its first meeting date must complete a paper add/drop form available on the SPH web site or on the shelves outside the SPH Registrar’s Office on Talbot 2, obtain the instructor’s signature, and submit the form to the Registrar’s Office. Students will not be financially penalized if they drop a class up to the “Drop without a ‘W’ Grade” for that class. Courses dropped after that time are subject to both academic and financial penalty for the student. Class-specific “Drop without a ‘W’” and “Drop with a ‘W’” deadlines are visible when students click the class meeting dates on the *University Class Schedule* published on the Student Link, [www.bu.edu/studentlink](http://www.bu.edu/studentlink).

**The University Tuition Refund Schedule automatically goes into effect when a student withdraws (drops all of his/her courses for a given semester), as this means the student is withdrawing from the University.** The Refund schedule is published in the semester registration packet and on the web site for the Office of the University Registrar, <http://www.bu.edu/reg/dates/withdrawal-and-tuition-refund-schedule/refund-schedule-spring-2013-2/>.

### ***Enrollment Options***

All degree candidates who are otherwise not required to be in a specific status may enroll as either full-time or part-time students. Domestic students may change their status as their circumstances dictate, bearing in mind that students must be registered for at least six new credits each semester to be eligible for federal financial aid or loan deferment of previous loans. International students are required to maintain full-time status except in their final semester, when they may request permission from the International Students and Scholars Office (ISSO) to be authorized for Reduced Course Load status.

## ***REGISTRATION (continued)***

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Full-time status is a registration category assigned to students enrolled in 12-18 credit units per semester. Full-time students are assessed a flat tuition rate of \$21,985.00 per semester for the 2013-2014 Academic Year, plus a \$60 program fee and a \$160 health and wellness fee each semester. Health insurance is assessed separately (see below).

Part-time status is a registration category assigned to students enrolled in 1-11.5 credit units per semester. The tuition rate is \$ 1,374 per credit unit for the 2013-2014 Academic Year, plus \$60 in fees. Part time students registered for nine credits or more at any time during the semester have health insurance automatically added to their students account.

Students who change status from part to full time or vice versa must notify the SPH Registrar's Office before the semester payment date so their status is correct.

After registering, students should verify their registration and account charges on the Boston University Student Link at [www.bu.edu/studentlink](http://www.bu.edu/studentlink). Course confirmations are not routinely sent, and student bills are sent once per semester. If changes are needed, students may add or drop courses prior to the beginning of the semester on the Student Link. Their bill will recalculate overnight as appropriate, and the updated charges may be viewed on the Student Link.

Students who have merit, department, or external scholarships must be certain that the scholarships are posted before the semester due date. Unless a student has an official sponsor and the sponsor is billed by third party billing, Student Accounting Services, Boston University, he or she is responsible for charges and subject to collections activity should the semester bill not be paid on time and in full.

### ***Student Health Insurance***

Students who are registered for nine or more credits at any time during the fall or spring semester are automatically assessed student health insurance on their accounts as per state law. All international students are assessed for health insurance. Students with other, appropriate U.S. based coverage may waive their student health insurance charges. Students must waive their health insurance only once per academic year. The waiver deadlines are established by Student Accounting Services and published on their web site, <http://www.bu.edu/studentaccountingservices>. Students must be careful in adjusting their schedules after the waiver deadlines.

### ***Enrollment Verification***

Students may process enrollment verifications from the "Personal" tab on the Student Link. If the verification is not acceptable, the Registrar's Office will produce a signed, sealed enrollment verification. Requests need to be made in writing; e-mails that include the student's name, BUID# and date of birth are acceptable also.

# REGISTERING FOR COURSES AT UNIVERSITIES WITHIN THE ACADEMIC CONSORTIUM

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All School of Public Health degree candidates are eligible to cross-register for one course per semester during Fall and Spring semesters at Tufts University, Boston College, Brandeis University, or Hebrew College. All students who wish to cross-register for a course within the consortium must be registered for at least one course at Boston University at the same time. Boston University will charge part-time students per credit. Full-time students will not pay any additional costs if, with the cross-registration, they remain registered for 12-18 credits.

## ***Procedure***

- Outgoing BUSPH students first obtain a Cross-Registration Petition from the School of Public Health Registrar's Office, Talbot Building (Second Floor) and obtain the signature of the SPH Registrar on the completed form.
- BUSPH students must also obtain a copy of the transfer credit form and simultaneously apply for transfer credit for the potential cross-registered course to be approved for their SPH degree program requirements. Many institutions have different means of computing course credits, and part of the approval process calculates the BU credit that will be granted upon successful (B or better) completion of the course.
- The BSUPH student follows the instructions of the host institution (Boston College, Brandeis University, Tufts University or Hebrew College) regarding registration. Ultimately, the host institution course instructor must sign the petition, and the BUSPH student must submit the form to the host institution's Registrar's Office for processing.
- Once registered at a host school, the BUSPH student brings a fully signed copy of the Cross-Registration Petition back to the BUSPH Office of the Registrar, along with a paper BUSPH add/drop form for processing at BUSPH. Students may not add or drop cross-registered courses via the Student Link.
- Students may not add or drop cross-registered courses via the Student Link, nor may they register directly with the Office of the University Registrar at 881 Commonwealth Avenue.
- Grades for the course will display on the student's BU transcript. A student must earn a B or better for the course to count toward the MPH requirement.

**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.**

**Tip:** Cross registration is a lengthy, paper-intensive process. Students are advised to have a back-up plan should the cross-registration plan not come to fruition. A back-up course at BUSPH that the student can easily drop without penalty should the cross registration work is highly advised.

## **REGISTERING FOR COURSES AT UNIVERSITIES WITHIN THE ACADEMIC CONSORTIUM (Continued)**

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### **Boston College**

Course Schedule

[www.bc.edu/courses](http://www.bc.edu/courses)

For Questions contact:

Student Services

Tel. 617-552-4973

Registrar's Office (in Student Services):

Lyons Hall, Chestnut Hill, MA

Tel. 617-552-3300

Registrar's Office Hours:

Monday – Friday 9:00 A.M. – 4:00 P.M.

### **Brandeis University**

Course Schedule

[www.brandeis.edu/registrar](http://www.brandeis.edu/registrar)

For Questions contact:

Admissions and Academic Support Services

Tel. 781-736-3802

Registrar's Office:

Kutz Hall 124, Waltham, MA

Tel. 781-736-2010

Registrar's Office Hours:

Monday – Friday 9:00 A.M. - 4:00 P.M.

### **Tufts University School of Medicine-Public Health Program**

Course Schedule

<http://tusk.tufts.edu/view/content/PHPD/1459/1057761>

For Questions contact:

Public Health & Professional Degree Programs

Tufts University School of Medicine

136 Harrison Avenue

Boston, MA 02111

Phone: 617.636.0935

Email: [publichealth@tufts.edu](mailto:publichealth@tufts.edu)

Registrar's Office:

Matt Williams

Assistant Registrar

617 636 6538

[Matt.williams@tufts.edu](mailto:Matt.williams@tufts.edu)

Registrar's Office Hours:

Monday - Friday 9:00 A.M. - 5:00 P.M.

### **Tufts University Friedman School of Nutrition Science and Policy**

Course Schedule

[http://nutrition.tufts.edu/1178544509530/Nutrition-Page-nl2w\\_1178544509783.html](http://nutrition.tufts.edu/1178544509530/Nutrition-Page-nl2w_1178544509783.html)

For Questions contact:

Friedman School of Nutrition

Registrar's Office:

1st Floor, Jaharis Center, 150 Harrison Avenue,  
Boston, MA

Phone: (617) 636-3711

Registrar's Office Hours:

Monday - Friday 9:00 A.M. - 5:00 P.M.

# TRANSCRIPTS

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## ***Unofficial Transcripts***

Students may print an unofficial transcript from the Student Link. Grade reports are not produced or mailed to students.

## ***Official Transcripts***

Official transcripts are available only from the Boston University Office of the University Registrar at 881 Commonwealth Avenue. Students may obtain official transcripts by ordering them in writing via the mail, by going in person to the Office of the University Registrar, or by ordering them from the Student Link.

## **Tuition Remission and Reimbursement**

### ***Tuition Remission***

Students who are full time employees of Boston University may be eligible for tuition remission. Students must follow the procedures outlined in the University's Tuition Remission policy, available on [www.bu.edu/hr](http://www.bu.edu/hr). Students are also encouraged to ask their supervisors for a copy of "Policy on Employees Taking Courses." The Office of Human Resources is the expert and the authority for all matters pertaining to tuition remission and should be contacted in terms of the policy, dates, and amounts. Employees who are also students must be very careful to remain in employee status during the semester they expect to receive tuition remission. If planning to resign, verify the exact date to do so with Suzette Levenson, Assistant Dean for Administration and Finance.

### ***Tuition Reimbursement***

Students who need to request tuition reimbursement from their employers after completion of courses should print an unofficial transcript and student account statement from the Student Link.

# GRADUATION

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Boston University holds an All-University Commencement Ceremony every May. Commencement 2014 weekend will be held May 16-18, 2014. September graduates are encouraged to participate in the May ceremony of their choice. January graduates may attend the ceremony held in May following their graduation. Details regarding the Ceremony are mailed to all potential attendees in March.

To qualify for graduation at the School of Public Health, a degree candidate must have completed the degree requirements, must have no outstanding debt to Boston University, have completed exit counseling, and have submitted an "Application for Graduation" to the SPH Registrar's Office. Forms are online at <http://sph.bu.edu/gradapp>.

*Regardless of whether or not you have completed your graduation requirements, you will not officially graduate from the University unless you apply to graduation.*

<b>January graduation</b>	<b>No later than end of November</b>
<b>May graduation</b>	<b>No later than February 14</b>
<b>September graduation</b>	<b>No later than July 7</b>

Degree students are encouraged to track their progress to graduation by reviewing their concentrator or program guides, meeting with their advisor each semester, and reviewing Degree Advice online each semester. This online tool is available on the Student Link, and is a helpful tool.

All diplomas for September and January graduates are mailed. May graduates will receive their diploma at the SPH Ceremony should they elect to attend; otherwise the diplomas are mailed to the address specified on the Student Link.

# SPH REGISTRAR FAQ'S

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## ***Why can't I see my class on Blackboard Learn?***

Blackboard Learn is a web-based tool that many instructors choose to use to disseminate course information. Classes are not required to have a Blackboard learn page. Some Blackboard Learn courses require that you be registered for the course in order to log into the class' web page. Blackboard Learn is not your accurate and official course schedule. If you need to see your current schedule you must use the Student Link. If you are unable to access a Blackboard Learn page for a class that you are registered for, speak with the course instructor or teaching assistant.

## ***What's the difference between Blackboard Learn and the Student Link?***

Blackboard Learn is a course-specific online tool used for dissemination of course information and documents. This system does not accurately reflect scheduling information, and not all courses will have a Blackboard Learn website. The Student Link is a secure server site that allows students online access to their registration activity and student records, including official class schedules. The schedule you see on the Student Link is your current, official course schedule. If you are unable to access an existing Blackboard site for a class in which you are enrolled, you should contact your instructor for assistance.

## ***Who is eligible for Web Registration?***

Degree candidates may register for most of their courses *online* via the Student Link ([www.bu.edu/studentlink](http://www.bu.edu/studentlink)). In order to do so, it is necessary that students are in good standing, have no balance due on their student account, and have a current Boston University e-mail address. Some dual degree candidates, notably JD/MPH and MD/MPH may not register online while they are primary at the non-SPH program. Non-degree students are not eligible for web registration. More information on the process of registration for non-degree students is available here: [http://sph.bu.edu/registrar/nondegree\\_students](http://sph.bu.edu/registrar/nondegree_students).

## ***When I look at my schedule on the StudentLink, why do I see ADD instead of REG next to some of my courses?***

Both ADD and REG mean that you are registered for the course. REG means you registered yourself or were registered within the current enrollment reservations for a course. ADD means you were added to the course by the Registrar's Office.

## ***If I don't attend a course, am I automatically withdrawn or dropped from the course?***

Absence from class does not constitute an official withdrawal or dropped course. Students must take action (either dropping or withdrawing) to remove a class from their academic schedule. Students who receive federal financial aid must be sure that they maintain the correct number of credits to be eligible for this aid. They should verify their eligibility with the Office of Student Financial Services prior to dropping classes or withdrawing.

## ***SPH REGISTRAR FAQ'S (continued)***

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### ***What is the difference between withdrawing and dropping?***

***Withdrawing*** means to officially drop ALL courses. Students who wish to withdraw must complete a withdrawal form, available electronically at the School of Public Health web site at <http://sph.bu.edu/registrar/forms> and on the shelves outside the SPH Registrar's Office, Talbot 210 Center. The withdrawal is effective on the date the form is received in the SPH Registrar's Office, and the student's account will be adjusted based upon the Tuition Refund Schedule for the target semester. Federal aid funds will be adjusted according to federal regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage of the semester enrolled.

***Dropping*** a course indicates that you are still enrolled in one or more courses at Boston University. Students should click on the hyperlinked dates on their current schedule on the Student Link to check the drop schedule for their courses. After the "drop with a W" date, no refund of tuition will be given and the course will show on the student's transcript with a grade of W.

### ***How do I register for a class that is web-registration restricted?***

Directed study, directed research, all DrPH courses, all practica, and a small number of other courses that require instructor consent for registration are not available for web registration. To register for these courses, you will need to fill out and submit a paper registration form. All paperwork is available at <http://sph.bu.edu/registrar/forms/> and on the shelves outside the Registrar's Office.

### ***I see open seats for a course on the Student Link, but I'm being blocked from registration. Why is this happening?***

SPH academic departments have the option of reserving seats in their courses for students of specific concentrations. If you attempt to register for one of these courses via WebReg, you may receive a message stating that the course is full even though the Student Link will show open seats in the course. When this happens, add yourself to the course waitlist, by filling out the online waitlist form, found at: [www.sph.bu.edu/waitlistform](http://www.sph.bu.edu/waitlistform). Students on the waitlist will be offered spaces as they become available.

### ***How long will I be on a waitlist?***

The BUSPH Registrar's Office maintains all waitlists, and when seats become available they contact students by email to offer seats. There is no way to predict how long a student will be on the waitlist for any course. Wait lists are active until the semester or class starts.

### ***Where is the ID Office? When is the ID office open?***

The Medical Campus ID office is located at 710 Albany Street. You may obtain a badge Monday through Friday, 7:00 AM to 9:00 AM and 12:30 PM to 3:00 PM. The office will be closed from 9:00 AM- 12:30 PM. Before making a special trip over to the BU Medical Campus to be issued their student ID, it is highly recommended that the student call the ID Office at (617) 638-6879 to confirm office hours.

## ***SPH REGISTRAR FAQ'S (continued)***

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### ***How do I sign up for an Alumni Education Program?***

Alumni of the School of Public Health may seek special permission through the Alumni Office to sit in on School of Public Health classes. Alumni are not registered for the class, so consequently no grade or evidence of attendance is generated. Interested alumni should contact Justine de Marrais in the SPH Alumni Office, [justined@bu.edu](mailto:justined@bu.edu), at least two months prior to the start of the semester, and payment must be made to the Alumni Office prior to the start of classes.

### ***When will book and reader information be available?***

Book and reader information is posted to the Student Insider, <http://sph.bu.edu/studentinsider>, two to three weeks before the semester begins. Readers and books can be purchased from the Barnes and Noble Bookstore in person (at 660 Beacon Street Boston, MA 02215) or online ([www.bu.bkstore.com](http://www.bu.bkstore.com)).

### ***Where does my class meet?***

A list of class locations is published to the Student Insider, <http://sph.bu.edu/studentinsider>, each semester on the page for Current Students. This list is also generally available after new student orientation for the semester in question.

### ***When is the Registrar's Office open?***

The Registrar's Office is open Monday through Thursday from 8:30 AM to 6:00PM and Friday from 8:30 AM to 5:00 PM when the school is open. You may slip paperwork under our office door anytime.

### ***How do I withdraw or take a leave of absence from the University?***

Students may apply for up to two semesters of Leave of Absence from BUSPH via a "Request for Leave of Absence or Withdrawal" form, available on the shelves outside Talbot 210 Center or at <http://sph.bu.edu/registrar/forms>. The deadline is the day before the semester starts. Students who wish to withdraw must fax (617-638-5060) or mail the completed "Request for Leave of Absence or Withdrawal" to the SPH Registrar's Office, 715 Albany Street, Talbot 210 Center, Boston, MA 02118. The form is effective the day it is received.

### ***What is the procedure for transferring credits into the MPH program?***

Transfer credit forms are available on the School of Public Health web site at <http://sph.bu.edu/registrar/forms/> and on the shelves outside the Registrar's Office on Talbot 2 Center. The forms outline the full transfer credit process in detail. Students who plan to take a course at a graduate school other than BUSPH (*including other graduate schools at BU and courses through the Boston Consortium*) must apply for transfer credit pre-approval.

## ***SPH REGISTRAR FAQ'S (continued)***

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### ***What is the process for cross registration?***

SPH students who would like to take a course at one of the Boston Consortium schools must obtain pre-approval of transfer credit for the class from the BU School of Public Health. Be aware that the Boston Consortium agreement that governs cross registration among Tufts University, Brandeis University, Hebrew College, and Boston College is for the fall and spring semesters only. Information for both incoming and outgoing cross-registrants is available on the SPH website:

[http://sph.bu.edu/index.php?option=com\\_content&task=view&id=498&Itemid=605](http://sph.bu.edu/index.php?option=com_content&task=view&id=498&Itemid=605)

### ***Why am I being billed for health insurance?***

Health insurance is required by the Commonwealth of Massachusetts for any student enrolled for nine or more credits at any time during the semester. For newly eligible students, health insurance will be automatically assessed on the student's account when they register for nine or more credits. Students registered for less than nine credits may request that insurance be added to their bill regardless of the number of credits carried.

***Students who have assessed health insurance on their bills, cannot ignore the charge.***

The charge must be paid, waived, or removed by Student Accounting Services (617-353-2264) if in error. Consult the Student Accounting Services website to see if you qualify for a waiver: <http://www.bu.edu/comp/saweb/medins.html>. Contact Ellen Millman in the Office of Student Accounting Services Office (617-353-2870), with any questions or if you are carrying less than nine credits and wish to enroll in the health insurance plan.

### ***What do I need to do to defer my loans?***

BU is part of the National Clearinghouse, so students should not have to send in paperwork if they are in status – their status is reported automatically. Students must be registered for at least six credits to be eligible for loan deferment. However, loan deferment procedures vary widely among loan companies, so students' should contact their lender directly with questions about deferment procedures.

### ***I need to get a student discount – how to I verify I am a student?***

Students may print and enrollment verifications from the "Personal" tab on the Student Link. These verifications will work for 99% of organizations that ask. If the verification is not acceptable, the Registrar's Office will produce a signed, sealed enrollment verification. Requests need to be made in writing; e-mails that include the student's name, BUID# and date of birth are acceptable also.

# UNIVERSITY REGISTRAR FAQ'S

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The [Office of the University Registrar](#) is located at 881 Commonwealth Avenue, on the second floor. This office provides services to students, alumni, and other clients in the University community and beyond. The Office of the University Registrar collects and disseminates registration and academic information.

## ***How can I get a transcript?***

If you are a current student, you may order transcripts on-line through the "Transcript Preview and Ordering" option on the Student Link; there is a \$4.00 fee, payable by credit card, for each official transcript ordered on-line. Official transcripts can also be obtained by completing a request form at the Registrar's Office or by sending a letter that includes your name, I.D. number, semester(s) attended, signature, and location(s) the transcript(s) should be sent. Official transcripts requested in person cost \$6.00 each, payable with convenience points, check, or cash; transcripts requested by mail also cost \$6.00 each, and must be accompanied by payment in check or cash. Faxed transcript requests are **not** accepted. Current students may obtain unofficial transcripts at the Office of the University Registrar with a photo I.D.

## ***What is the difference between official and unofficial transcripts?***

Official transcripts have the Boston University seal and the Registrar's signature. The cost is \$4.00 per copy if ordered on-line, and \$6.00 if requested in person or by mail. Processing time is about two business days. Official transcripts are often required for scholarship applications and applications to graduate schools. Unofficial transcripts are generally available immediately for current students and within 48 hours for former students who attended prior to 1986. There is no charge for unofficial transcripts.

## ***I need my transcript very quickly. Is there anything I can do to speed up the process?***

The Transcript Department is often able to make special accommodations for students with urgent requests. For more information, please call 617-353-1201. Current and recent students who make their requests at the front counter may receive official transcripts immediately, or we can send them express delivery, by FedEx, for an additional fee of \$19.00 (rates are higher for foreign delivery).

## ***I can't make it into the Office of the University Registrar to request my transcript. Can my roommate pick one up for me?***

Yes. He or she must present a letter signed by you, which states that you allow your roommate to receive your transcripts. Also, the individual authorized to pick up your transcripts must provide photo identification and pay for the transcripts. Transcripts will be provided in a sealed envelope. Parents of a dependent student may request their child's transcript without such authorization.

## ***UNIVERSITY REGISTRAR FAQ'S (continued)***

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### ***Has the instructor changed my grade yet?***

To check the status of a grade, students may check the Student Link or visit the SPH Registrar's Office or Office of the University Registrar at 881 Commonwealth Avenue with a photo I.D. Grades will not be released over the telephone.

### ***Can you hold my transcript request until my grade change is posted?***

No. The Transcript Department does not hold requests pending grade changes or transfer credits. Students should check the Student Link or follow up with the Office of the University Registrar to verify that the desired changes have been made before requesting a transcript.

### ***How do I verify that my account is fully paid?***

Check your student account on the green "Money Matters" tab on the Student Link, [www.bu.edu/studentlink](http://www.bu.edu/studentlink), or call Student Accounting Services at 617-353-2264.

### ***Do I need an AAC (Advising Authorization Code) to register at BUSPH?***

No, students at BUSPH are not required to obtain an Advising Authorization Code.

### ***Will I be receiving a Course Confirmation?***

Continuing students should log in to the Student Link to view and confirm their class schedules; new students will receive course confirmations by mail.

### ***Can I qualify for more credits with no extra charge?***

Students pay a flat rate for full time tuition, which is charged when students register for 12 to 18 credits per semester. Students must obtain approval from their academic advisor and the SPH Registrar to register for more than 18 credits in a single semester. If the credit overload is approved, students will be charged at the per credit rate for any credits over 18 in a semester.

## ***UNIVERSITY REGISTRAR FAQ'S (continued)***

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### ***Can't Register?? Troubleshooting the Morning of Registration***

***I can't log into the Student Link.*** Students must have a current Kerberos user name and password to log into Student Link. Your Kerberos user name is the same as your email user name. For example, if your email address is [sphstudent@bu.edu](mailto:sphstudent@bu.edu), your Kerberos username is "sphstudent." Your password is the same password you use to access your student email account. If you have a current Kerberos user name and password and still have difficulty logging in to Student Link, please contact the Information Technology Help Desk at 617-638-5433.

### ***I can log into Student Link, but cannot register for ANY courses.***

There are several reasons you may be prevented from registering. These include:

**An Accounting Hold.** Student Accounting holds are put in place by the Office of Student Accounting Services because a student owes money to Boston University. Student Accounting Services are the only ones who can lift this hold. To check why you have an Accounting Hold, use the "Student Account Inquiry" option on the Money Matters Tab of the Student Link if you aren't sure. If you have questions, call Student Accounting Services at 617-353-2264.

**An Immunization Requirement Hold.** University regulations and Mass. State Law require that all full time and international students are in compliance with DPH immunization requirements. If you receive a message that you are not in compliance with vaccination requirements, please contact Student Health Services at 617-353-3575 for information on what documentation you must provide.

**A Campus Emergency Alert Contact Hold.** New University regulations require that all students, faculty and staff provide an emergency alert phone number. The purpose of this number is to alert students, faculty and staff in case of an emergency on campus. *It is different from the emergency contact number, which is generally a family or friend who you wish to be contacted if an emergency occurs.* To update your Emergency Alert Information, log in to Student Link and select the purple 'Personal' tab. Emergency alert information can be updated via the link the yellow information box at the top of your screen. This information can only be updated online through Student Link. If you have any trouble entering your Emergency Alert phone number, please contact the Registrar's Office at 617-638-5001 for technical assistance.

**MA Motor Vehicle Law.** Boston University is required by the Commonwealth of Massachusetts to keep a record and provide proof to the state that students have been apprised of the **Massachusetts Motor Vehicle Law**. The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in the city in which their university is located. Eligible students must formally acknowledge they have been notified of the law by clicking on the acknowledge button at [www.bu.edu/link/shortcut/massmotorlaw](http://www.bu.edu/link/shortcut/massmotorlaw).

## ***UNIVERSITY REGISTRAR FAQ'S (continued)***

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### **Instructions for complying with the Massachusetts Motor Vehicle Law:**

All out-state-students are required to read the statement on [www.bu.edu/link/shortcut/massmotorlaw](http://www.bu.edu/link/shortcut/massmotorlaw) and click on the "I acknowledge" button. In addition, STUDENTS BRINGING VEHICLES into the Commonwealth of Massachusetts are required to download and complete the Nonresident Driver Statement from the Massachusetts Registry of Motor Vehicles website at [www.mass.gov/rmv/forms/20098.pdf](http://www.mass.gov/rmv/forms/20098.pdf). They must mail the form to:

Office of the University Registrar  
881 Commonwealth Avenue  
Boston, MA 02215

The University Registrar's Office on Commonwealth Avenue will mail a copy of the student's form to the Boston Police Department. The Registrar's Office will then mail a state-approved decal to the student's local address. This decal must be prominently displayed in the uppermost center portion of the windshield of the student's vehicle. If students do not comply with this requirement a hold will be placed on their student account. To check to see if you have fulfilled this requirement, go to the personal tab on the Student Link and then Mass Motor Vehicle Law.

**An Advising Code Hold.** The School of Public Health does not require advising codes to register for classes. However, if you attended Boston University as an undergraduate or are in a dual degree program that utilizes advising codes such as GMS, the code requirement may still be attached to your account. If you are told you need an advising code to register for courses, contact the SPH Registrar's Office at 617-638-4963 to correct the problem.

**Being a Dual Degree Candidate.** Dual degree candidates are held to the registration rules and timeframes of the school at which they are primary. The School of Law does not use online registration, so JD/MPH candidates who are taking the majority of their classes at the Law School will not have access to online registration. A BS/MPH student who is a junior at Sargent College registers when registration is open for juniors at BU.

**Returning from a Leave of Absence.** Students who did not take classes during the previous Fall or Spring semester, but did not take an official Leave of Absence with the Registrar's Office may no longer be active in the system. If you are blocked from setting up a planner or from registering, contact the Registrar's Office for assistance.

**Being a Non-Degree Student.** Non-degree students are individuals who are taking classes at the School of Public Health, but who have not been admitted into a degree program. For more information about registering as a non-degree student program. Go to <http://sph.bu.edu/nondegree>.

## ***UNIVERSITY REGISTRAR FAQ'S (continued)***

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***I can log into Student Link and register for some courses, but not all of the ones I wish to register for.*** There are several reasons you may be blocked from registering for a particular class. These include:

**The Class is full.** All classes at the School of Public Health have an enrollment limit. Once this limit has been met, the class is closed to web registration. If you would like to be placed on the waitlist for a class that is full, you will need to fill the online waitlist form which can be found at: <http://sph.bu.edu/waitlistform>.

**The Class has Seat Reservations.** If you receive a notice that a class is full, but it appears that there are seats available in the course, the class has seat reservations. Seat reservations are put in place by the department to save seats for concentrators who must take a course, and for new degree candidates who do not have the opportunity to register immediately. If you would like to be placed on the waitlist for a class that has seat reservations, you will need to fill the online waitlist form which can be found at: <http://sph.bu.edu/waitlistform>. The Registrar's Office is responsible for maintaining ALL waitlists and we request that you do not ask the professor to sign you into the course. If you have questions concerning your waitlist status, please contact the Registrar's Office at 617-638-4963 or 617-638-5057.