NON-DEGREE STUDENT REGISTRATION PACKET FOR SUMMER 2017

Classes meet Monday, May 22, 2017 – Thursday, August 24, 2017

For more information visit: http://www.bu.edu/sph/students/resources/courses-and-academic-resources/registrars-office/non-degree-students/

Boston University School of Public Health
Registrar’s Office
sphreg@bu.edu
Submitting an online Non-degree Student Registration Form does not guarantee course registration. All requests will be reviewed; we reserve the right to decline registration. Registration is not finalized until the student has received a confirmation email from the SPH Registrar.
INTRODUCTION TO THE SPH NON-DEGREE STUDENT PROGRAM

Thank you for your interest in registering as a non-degree student at the Boston University School of Public Health (BUSPH) for the summer 2017 semester. BUSPH welcomes public health professionals, Boston University employees, students who recently completed their undergraduate education, mid-career professionals, and others who are interested in the field of public health to explore and register for up to two non-degree courses at BUSPH. Non-degree students may enroll in a maximum of two courses at SPH.

Students considering application to the MPH program will be enrolled in the BU MPH. Students considering an application to the MPH program are highly encouraged to choose from the following two courses:

- PH717 Quantitative Methods for Public Health
- PH720 Individual, Community, and Population Health

Please contact the Registrar’s Office (sphreg@bu.edu) for questions regarding course selection.

REQUIREMENTS FOR A NON-DEGREE STUDENT

- an earned bachelor’s degree
- have not already completed two non-degree courses at BUSPH
- is able to attend all scheduled classes
- is a US citizen or permanent resident or in a visa status that allows part time study. SPH cannot sponsor a student for a student or scholar visa; those with existing visas should work with International Students and Scholars Office at Boston University (www.bu.edu/isso or 617-353-3565) prior to submitting a registration form.

Students who are returning in non-degree status from a previous semester and have already completed two courses may petition the Registrar and Jonathan Cote, Director of Admissions to exceed the two-course limit. The e-mail must be sent to sphreg@bu.edu and include specific information as to the student’s highest earned degree, his or her plan to enroll in an SPH degree program and the timeline for seeking admission. Students who are part of specific BU or Medical Campus programs must include an e-mail of support from their Program Director.

Once registered, non-degree students must meet the same academic standards and pay the same tuition as degree candidates at BUSPH. In most cases, credits for courses successfully completed as a non-degree student at the School of Public Health will be automatically applied towards a School of Public Health degree, as long as the course meets a degree requirement, is taken within five (5) years of your admission to BUSPH and all minimum grade requirements are met. Taking a class or two prior to
the start of your degree program at BUSPH is a great way of getting to know BUSPH and the Medical Campus.

**COMPLIANCE REQUIREMENTS FOR REGISTRATION**

Boston University establishes a number of requirements for registration for all students. These requirements are detailed at [http://www.bu.edu/reg/registration/requirements/](http://www.bu.edu/reg/registration/requirements/). The SPH Registrar’s Office is blocked from entering registration for any student who does not comply with University requirements and cannot manually override this block to register students. If you need assistance with compliance information, please talk with a staff member in the SPH Registrar’s Office.

**NON-DEGREE STUDENT REGISTRATION PROCESS**

1. As graduate professionals, non-degree students at SPH should carefully consider their registration prior to submitting a registration form. All students, including non-degree students, are expected to meet all published course pre-requisites in the schedule at the end of this packet and should contact the Registrar’s Office if they have any questions. Non-degree students are limited to registering for two SPH courses without being officially enrolled in a degree program. These two courses may either be taken concurrently in the same semester or in two separate semesters.

2. Non-degree students must submit the online registration form specifically for SPH non-degree students. Registration begins on February 23. The registration form can be found at [www.bu.edu/sph/students/resources/forms](http://www.bu.edu/sph/students/resources/forms).

3. Receive and read confirmation e-mail from the School of Public Health Registrar’s Office. This email will be sent to the e-mail address submitted on your non-degree registration form; please check this address frequently.

4. The cost per credit is $1,537. Non-degree students are not eligible for federal financial aid. It is best to ascertain how you will pay for the tuition and fees before you register. The payment deadline is May 23rd for first session and full summer courses. The deadline for session II is July 3rd.

5. After receiving an e-mail registration confirmation from and before classes begin, new non-degree students are required to:

   a. obtain a Boston University identification card
   b. establish a Boston University email address
   c. purchase course textbooks and readers
   d. check their student account and schedule on the Student Link
   e. review the class Blackboard site
   f. find out where the class is meeting by viewing the classroom listing on the SPH website at [www.bu.edu/sph/students/resources/courses](http://www.bu.edu/sph/students/resources/courses) and using the map on page 18
g. pay their bill before semester payment deadline
h. obtain garage parking permit (if needed)

6. Non-degree students from previous semesters and non-degree students who are current employees of Boston University retain their established BU ID and email address.

7. **Picture ID:** A Boston University Picture ID is the first item students without a current Boston University affiliation should obtain as they prepare for the fall semester. Boston University employees retain their employee ID and have it updated for entry into the appropriate classroom buildings. The Public Safety Department at BU Medical Campus issues Identification / Access Control cards in room 102 at 710 Albany Street. Enter the Parking and Transcomm lobby and the ID Office is the first door on the left. 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. For more information, you may call (617) 638-6879.

8. **Boston University E-Mail Account:** A current Boston University e-mail account is used to access online resources such as Blackboard and the Student Link. Students who fail to establish an email address prior to the start of the semester may find themselves at a significant disadvantage. Non-degree students will receive an email invitation to open their email after they are registered.

9. **Books and Materials:** The required textbook and reader list will be posted to the School of Public Health website at [www.bu.edu/sph/students/resources/courses](http://www.bu.edu/sph/students/resources/courses). Textbooks and Course Readers for School of Public Health courses may be purchased at the Boston University Bookstore, 660 Beacon Street, in Kenmore Square near the Charles River Campus. Students are expected to complete the class 1 assignments before the first class meeting. Pre-assignments are listed in the course textbook and reader document.

10. **Classroom Assignments:** Before the semester begins, classroom assignments are posted to the Student Link. A map of the Medical Campus is at the end of this packet.

11. **Blackboard & the Student Link:** Blackboard and the Student Link are two separate web-based systems used by Boston University.
   a. The Student Link is a secure, official Boston University site that allows students online access to their registration activity, class schedules, grades, and student account information. The schedule you see on the Student Link is your current, official course schedule, and the amount due on your student account is accurately reflected within 24 hours of any registration change. Students access the student link with their Boston University e-mail login name and e-mail password at [www.bu.edu/studentlink](http://www.bu.edu/studentlink). For example, a student with a Boston University e-mail of samsmith@bu.edu has a Boston University e-mail login of
b. Blackboard is a course-specific online tool used for dissemination of course information and documents. Most SPH instructors use this system to disseminate class notes, required and recommended reading assignments, homework assignments, and quizzes. Review [http://learn.bu.edu](http://learn.bu.edu) to see if your course is listed as having a Blackboard site. It is important to note that the Blackboard system does not accurately reflect scheduling information, and not all courses will use Blackboard.

12. **Paying your bill:** The payment deadline for non-degree students for summer is May 23rd for courses starting in summer I and July 3rd for courses starting in summer II. Tuition is due by the published deadlines, *whether or not you have received a paper invoice*. Payments can be made online with a credit card on the Student Link once you have opened your Boston University e-mail address.

13. Are you a Boston University employee? Check your eligibility for tuition remission: Apply for tuition remission after you have registered and received your registration confirmation. Be sure you understand your benefit and talk with Human Resources before registering.
Please note that the Charles River Campus “Summer Term” classes may follow a different schedule than School of Public Health classes.

### Summer I: May 22-July 7, 2017

<table>
<thead>
<tr>
<th>Monday classes will meet on:</th>
<th>Thursday classes will meet on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22, June 2 (Friday), 5, 12, 19, 26 July 3*</td>
<td>May 25, June 1, 8, 15, 22, 29 July 6*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday classes will meet on:</th>
<th>No regularly scheduled Friday classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23, 30, June 6, 13, 20, 27 July 7 (Friday)*</td>
<td>Monday classes will meet on Friday, June 2, for the Memorial Day Holiday. Tuesday classes meet on Friday, July 7, for the Independence Day Holiday. Day classes meet 9:00 AM-12:00 PM Evening classes meet 2:30 PM-5:30 PM.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday classes will meet on:</th>
<th>Holidays: Memorial Day observed on Monday, May 29. Independence Day observed on Tuesday July 4.</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 24, 31, June 7, 14, 21, 28 July 5*</td>
<td></td>
</tr>
</tbody>
</table>

### Summer II: July 10-August 24, 2017

<table>
<thead>
<tr>
<th>Monday classes will meet on:</th>
<th>Thursday classes will meet on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10, 17, 24, 31 August 7, 14, 21*</td>
<td>July 13, 20, 27 August 3, 10, 17, 24*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday classes will meet on:</th>
<th>No regularly scheduled Friday classes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 11, 18, 25 August 1, 8, 15, 22*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday classes will meet on:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12, 19, 26 August 2, 9, 16, 23*</td>
<td></td>
</tr>
</tbody>
</table>

*Date of the Final Exam (or last class, if no exam). **School of Public Health Policy on Religious and Government Holidays:** The School, in scheduling classes on religious or government holidays, intends that students observing these holidays be given ample opportunity to make up work. Faculty members who wish to observe such holidays will arrange for another faculty member to meet with their classes or for canceled classes to be rescheduled.
### TUITION AND FEES

<table>
<thead>
<tr>
<th># Credits</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,537.00</td>
</tr>
<tr>
<td>2</td>
<td>$3,074.00</td>
</tr>
<tr>
<td>3</td>
<td>$4,611.00</td>
</tr>
<tr>
<td>4</td>
<td>$6,148.00</td>
</tr>
<tr>
<td>5</td>
<td>$7,685.00</td>
</tr>
<tr>
<td>6</td>
<td>$9,222.00</td>
</tr>
<tr>
<td>7</td>
<td>$10,759.00</td>
</tr>
<tr>
<td>8</td>
<td>$12,296.00</td>
</tr>
</tbody>
</table>

Payments are made to Boston University, Student Accounting Services, 881 Commonwealth Avenue, Boston, MA 02215, [www.bu.edu/studentaccountingservices](http://www.bu.edu/studentaccountingservices).

Students must also be aware that Student Accounting Services will assess late fees to all student accounts if they are unpaid after the payment deadline. These fees are placed on the account regardless of whether or not you have received an accurate printed invoice from the University. If the student account remains unpaid, a hold may be placed on the student account that blocks the student from utilizing many of the tools on the Student Link.
HOW TO CHECK YOUR STUDENT ACCOUNT ON THE STUDENT LINK

1. Go to the Student Link at www.bu.edu/studentlink. Select the green Money Matters tab and click on “Student Account Inquiry.”

2. You will be prompted to login using your Boston University e-mail alias and Kerberos password. Use the part of your e-mail that comes before @bu.edu -- the login name for student@bu.edu, would be“ student.”

3. Several viewing options are available. Your bill for the current semester automatically shows, but you can switch to “All Semester” to see your account history.

To print a bill, click on: Your name and ID will show on the screen for 20 seconds. To request an invoice, you must call Student Accounting Services at (617) 353-2264.

DROPPING CLASSES

Students who drop courses before the “Drop without a W” deadline can have their tuition refunded. After this deadline, students are liable for 100% of the tuition and the course remains on their BU transcript with a grade of W. The “drop without a W” period is very short in the summer and varies by
Go to www.bu.edu/studentlink. Log in, and select “current schedule” under Academics. Click on the class meeting dates of your non-standard classes to view drop deadlines.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student’s education records. In compliance with FERPA, Boston University does not disclose personally identifiable information contained in student education records, except as authorized by law. Questions about the University’s policies and practices or about specific educational records should be addressed to the Access Officer, Office of the University Registrar, Boston University, 881 Commonwealth Avenue, Boston, Massachusetts 02215. The full policy is available at [www.bu.edu/reg/ferpa/index.html](http://www.bu.edu/reg/ferpa/index.html) and in the SPH Bulletin ([www.bu.edu/academics/sph](http://www.bu.edu/academics/sph)).

**Student Rights under FERPA**

In general, a student has the right to:

- inspect his or her education records;
- require that the University obtain his or her prior written consent before releasing personally identifiable information from education records;
- request that corrections be made to education records if the student believes the records are inaccurate or misleading or otherwise in violation of the student’s privacy rights under FERPA.

**PRIVACY PREFERENCES**

Unless restricted, Boston University may disclose any of the items of Directory Information without a student’s consent. Students may restrict the disclosure of any item of Directory Information by indicating this restriction on the Personal Page on the Student Link, ([www.bu.edu/studentlink](http://www.bu.edu/studentlink) - “Personal” tab -> Data Restriction option). **Directory Information** for students can be accessed by those outside the university, and consists of the following items of information:

- Academic program (degree, major, minor)
- Dates of attendance, full-time / part-time status
- Degrees, honors, and awards received
- Email directory lookup
- Local address and BU directory phone number
- School or College
- Listing in Commencement Program
• Listing in Bostonia Yearbook

The right to restrict disclosure of directory information does not include the right to remain anonymous in class and may not be used to impede classroom communication.
USEFUL CONTACT INFORMATION

SPH Student Resources Website: www.bu.edu/sph/students/resources

Boston University Barnes and Noble Bookstore, 660 Beacon Street, Kenmore Square, Charles River Campus. The course reader and book list for Fall 2015 will be posted in early August to the Student Resources website under “Courses.” Students purchase their course readers through the Boston University Charles River Campus Bookstore. Students may purchase books through the Bookstore or through the vendor of their choice. The reader and book list document lists the course ISBN number, title, and author, as well as pre-assignments for classes, if applicable.

Boston University Medical Campus Parking Office, 617-638-4915. The Medical Campus Parking Office is located in the Parking Garage at 710 Albany Street, First Floor.

BU Medical Campus ID Office and Public Safety Department, (617) 638-6879 is located in room 102 at 710 Albany Street. This office issues Identification cards. Enter the Transportation (Transcomm) Office lobby and the ID Office is the first door on the left. You may obtain an ID card Monday through Friday, 7:00 AM to 9:00 AM and 12:30 PM to 3:00 PM. The office is closed from 9:00 AM - 12:30 PM.

International Student and Scholars Office, 617-353-3565. ISSO is located at 888 Commonwealth Avenue, 2nd Floor, Charles River Campus, Boston University. Website: www.bu.edu/isso.

IT Help Center, Information Services and Technology, Boston University, www.bu.edu/tech.

ithub@bu.edu or 617-638-5914. The Learning Resources Center in the Medical School Library, L-12, is the Medical Campus location for e-mail assistance.

Office of the Boston University Registrar (for official transcripts and other University business), 617-353-3612. The Office of the University Registrar is located on the Charles River Campus of Boston University at 881 Commonwealth Avenue. Their web site, www.bu.edu/reg is very helpful.

SPH Registrar’s Office is open 8:30 AM – 6:00 PM, Monday-Thursday and 8:30 AM-5:00 PM on Fridays. Email sphreg@bu.edu

SPH Graduate Student Life, 617-638-5059 (Mary Murphy-Phillips mcmurph@bu.edu)

Student Accounting Services, 617-353-2264. Student Accounting Services is located at 881 Commonwealth Avenue in the same building as the Office of the University Registrar. Email studenta@bu.edu. Website: www.bu.edu/studentaccountingservices.

Tuition remission through the Benefits Office, www.bu.edu/hr. Tuition remission is an employee benefit governed by Human Resources; contact HR if you have questions.

Veteran’s Affairs, Office of the University Registrar, 881 Commonwealth Avenue, Charles River Campus. The Veteran’s Affairs Officer is Rhett Jones, veterans@bu.edu or 617-353-3678.
Bakst Auditorium is located in Building A

L & R are both located in the Medicine Instructional Building

Keefer Auditorium is located in Evans

E= Evans

B= Robinson Building

T= BU School of Public Health (Talbot Building)