Welcome to Registration!
We recommend printing these instructions.

Attention: The following step-by-step registration instructions are only to be used after you have carefully read the pertinent documents on course selection on the CGS Class of 2018 Fall Registration page.

The registration process requires students to complete the following actions:

**Search** for electives, using the planner mode, to check on availability and times.
(Are there open seats? When are the courses taught; day(s) and time(s)?)

**Write Down** the day(s) and time(s) of the open electives you are considering.
(You will use this written information later as you look at CGS core schedule options)

**Search and Add** a CGS core schedule that coordinates with an open elective option.
(Making sure there are no overlapping class times, also known as “conflicts”.)

**Add** the elective that fits your confirmed CGS core schedule.

Remember: You must avoid time conflicts! BU classes end 10 minutes early to allow for a passing period between classes.

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**LOGIN Instructions**

To begin, go to the STUDENT LINK: [www.bu.edu/studentlink](http://www.bu.edu/studentlink)

![Academics](Academics.png)

Select the ACADEMICS Tab, then REGISTRATION.

Enter your **BU LOGIN NAME** and **KERBEROS** password to log in.

**Step 1**

**Step 2**

Select **REG OPTIONS**, under the FALL 2014 semester.

Enter your **Academic Advising Code (AAC)** sent to you via **BU EMAIL** and select **UNLOCK**.
Search for Elective Choices

Select PLAN. “Plan” is a search action which will allow you to search elective options for availability and times.

Select ADD.

Use Search By Class Number to look at Elective choices.

Enter the College, Dept, and Course code associated with the elective that you want. (Example: CAS PS 101, above.) You do not need a Section number. Select GO.

The results will appear in a list.

A RED FLAG indicates that the class is FULL.

Electives are listed by SECTION LETTER. Example: A1, A2, A3…(shown)

Scroll through all available choices by using the “Continue Search from” button found at the bottom of each page.

When you find an open course that you’d like to add to your schedule, add the elective by clicking on the open box.

A GREEN CHECK indicates that the class is SELECTED.

You must register for matching class components: Example: A1 Lecture, A4 Discussion.

(Note: “Independent” signifies that only one component is needed.)

After electives have been marked, scroll to the bottom of the page and select ADD TO PLANNER.

Write down the day(s) and time(s) of the open electives you are considering. You have not yet registered for an elective, and will need this information to select your CGS Core Schedule next.
Search and Add a CGS Core Schedule

There are several different CGS core schedules available to choose from. Please scroll through all available choices and while using your written information on electives day(s) and time(s), select a CGS team and schedule option that fits one of your available elective choices.

After you have registered for your CGS core schedule, you will then register for the one elective that fits this schedule choice.

Remember: You must avoid time conflicts!

REPEAT Step 1 & Step 2, found on page one of the registration instructions, and proceed to below.

Select REGISTER FOR CLASS. The option "Register for Class" is a search action which will allow students to search, add, and confirm desired courses.

Next to the option for CGS Core Schedule, select GO. (Leave the box blank.)

This will begin your search for a CGS schedule to match your desired elective and its required components.

On the CGS Core Schedules results page, there are several CGS Core Schedule options to choose from (pictured below). Scroll through all available choices by using the “Continue Search from” button found at the bottom of each page.

The word “YES” indicates that the schedule is OPEN.

If the schedule is CLOSED, the word “NO” will appear. Continue your search for another schedule that fits one of your selected electives.

Once you have found a CGS schedule that is open and fits with one of your elective choices, select the schedule letter and # to the far left under the ‘Cd’ column (see above arrow “A3”).

Select OK to confirm your choice. Once selected, you cannot change a CGS core schedule!
Register for Your Elective

Now that you have registered for your CGS core schedule, you will now register for the one elective that fits this schedule choice.

Before you had only conducted a Search for available Electives through planner mode, now you must officially register for one of these courses by adding them to your schedule.

**REPEAT** Step 1 & Step 2, found on page one of the registration instructions, and proceed to below.

Select **REGISTER FOR CLASS**. The option “Register for Class” is a search action which will allow students to search, add, and confirm desired courses.

Select **GO**, next to **SEARCH BY PLANNER**.

Select **OK** to confirm your choice. You may change your elective choice later on if you change your mind.

Congratulations, you are registered!

Please view your courses to confirm that your registration went through and you have no conflicts: [www.bu.edu/studentlink](http://www.bu.edu/studentlink), under Academics > Current Schedule.

Please call the College of General Studies if you have any questions: **617-353-2850**.