

CAS REGISTRATION PLANNER FORM

(FOR THE SEMESTER OF RETURN TO BU)

Last Name _____	First Name _____
Phone # _____	
E-mail Address/es _____	
BU ID # _____	

Program _____
Semester/Year when you went abroad/off-campus: Fall 20____ Spring 20____ Academic Year 20____/____
Semester/Year you will be returning to BU for registration: Fall 20____ Spring 20____
BU College _____
Major _____ Minor _____
Month and Year of Graduation _____

CAS & BUCOP Students: Return the original, signed form to Boston University Study Abroad. Retain a copy for your reference. The purpose of this form is to assist you in planning your return-semester course choices and obtaining appropriate approval. **If this signed form is not submitted, your Academic Advising Code restriction CANNOT be lifted for your return-semester registration.** If you are planning on taking NON CAS courses, please refer to the contact information for the various BU colleges for specific registration procedures.

Planned CAS Class Selections (for the semester of your return to BU)

Office Use	#	College	Course Number Note: Do not use TELREG codes.	Section	Credit Hours	Course Title	Stamped Approval Required? Yes/No?
Ex:		CAS	EC 101	A1	4	Intro to Economics	
	1	CAS					
	2	CAS					
	3	CAS					
	4	CAS					
	5	CAS					
	6	CAS					
	7	CAS					
	8	CAS					
	9	CAS					

Total Credit Hours (Indicate if Overloading) _____	
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Alternative CAS Class Selections

Please select alternative classes to ensure that you receive a complete schedule. Indicate below which of the above classes may be substituted by placing the numbers 1-9 in the selection marked alt to #.

Office Use	Alt to #	College	Course Number Note: Do not use TELREG codes.	Section	Credit Hours	Course Title	Stamped Approval Required?
		CAS					
		CAS					
		CAS					

Advisor's Name (please print) _____	Advisor's E-mail _____
Advisor's Campus Address _____	Telephone _____

Advisor Approval Signature _____	Date _____
Student Signature _____	Date _____



Boston University Study Abroad
 888 Commonwealth Ave.
 Boston, MA 02135
 Phone: 617-353-9888
 Fax: 617-353-5402
 E-mail: abroad@bu.edu

REGISTRATION PLANNER INSTRUCTIONS

Section I: College of Arts & Sciences Students Only

The College of Arts and Sciences has a less centralized advising system than other Boston University Colleges. Because there is not one main contact point for all CAS registration, CAS students should submit their completed Registration Planner Forms to BU Study Abroad before departure from Boston. The Registration Planner Form is designed to help CAS students make arrangements for your semester of return to the Boston University main campus following an off-campus program of study. Before you depart Boston, plan your registration for your semester of return to Boston. **Take a copy of your completed Registration Planner with you to your program site for reference during the registration period.**

Course offerings for future semesters are not yet finalized. To increase the likelihood of your being registered for a full schedule, list alternate courses. Refer to the **Undergraduate Bulletin** for course descriptions and planned semester offerings; visit www.bu.edu/bulletins/und/. If you wish to take more than 18 credits, indicate that you want to overload. Indicate which courses require stamped approvals. If your program is the final semester of your undergraduate career, please submit the form with "Expecting to Graduate" written in the course list area.

Section II: WebReg Information

Many students will use WebReg while studying off-campus. WebReg enables you to plan your class schedule, activate your registration, add and drop classes, and view the class schedule. In order to access WebReg through the BU Student Link, you must have a BU Login Name and a Kerberos Password. The link for WebReg is www.bu.edu/studentlink. Using the WebReg Planner, you may preselect and adjust your classes starting about six weeks before the official registration date.

Setting up a schedule with the WebReg Planner will *not* automatically register you for classes. On the first day you are eligible to register, you must select the classes from your Planner to activate your registration. Prior to the WebReg start date, visit www.bu.edu/reg to view your WebReg start time (you must convert from Boston time), based on your class year and identification number. WebReg is more accessible in some off-campus locations than others. Be aware of this factor and take into consideration how time zone differences may affect your individual registration start time.

Most Boston University colleges and schools require advisor approval— an Academic Advising Code (AAC)— to activate registration. You cannot get the AAC before departing Boston, because these unique numbers are generated by the Registrar and distributed to the BU advising personnel shortly before each registration period. BU Study Abroad does not have access to the

AAC, but can request that the AAC restriction be lifted for CAS students by the Office of the University Registrar, **only if the advisor's signature is present on this form.**

In some cases, the location of the off-campus program may affect a student's ability to use the WebReg system. BU Study Abroad will make arrangements to register CAS students who cannot use WebReg. Registration cannot be processed for CAS students if the advisor's signature is missing.

Section III: Permission Required Courses

CAS students who would like to be registered for CAS courses that require stamped approval (permission required) should consult with the relevant department about any special requirements (petitions, pre-requisites, etc.) before departure from Boston. BU Study Abroad will attempt to obtain stamped approvals for CAS students only if the stamped approval requirement is indicated on the Registration Planner Form. Although Directed Studies and Independent Studies may require the permission of the department, BU Study Abroad is unable to register you for these courses, so students should contact the specific department upon their return to Boston.

Section IV: CAS Students Registering for Non-CAS Courses

All CAS students who wish to register for courses offered by other BU schools or colleges should refer to the list below and consult with the appropriate administrators to determine the proper registration procedures affiliated with each individual school:

COLLEGE	LOCATION
CAS	Department Academic Advisor and BU Study Abroad
CFA	Academic Counselor, 855 Comm. Ave.
CGS	Student Administration, 871 Comm. Ave.
COM	Student Services, COM 123
ENG	Undergraduate Programs, ENG 107
MET	Advising, MET 102
SAR	Undergraduate Programs, SAR 201
SED	Dean Dewey's Office, SED 243
SHA	Academic Advising Office, SHA 239
SMG	Advising Center, SMG 102
UNI	University Professors, 745 Comm. Ave.

Section V: Non-CAS Students

You should obtain return-semester registration instructions from your registration advisor. Please refer to the list above for representative administrators at the various colleges who also may assist you in the registration process.



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