

Registration Instructions

Using the Schedule Builder:

1. The Schedule Builder allows you to draft possible schedules in MyBU Student. *The Schedule Builder does **not** enroll you in classes or reserve your seat.* It does allow you to experiment with how different courses and sections fit together as you build your most ideal schedule.

- a) Log in to MyBU Student Portal and confirm you have met all requirements for registration. <https://student.bu.edu/MyBU/>
- b) Click “My Academics”.
- c) Click Fall 2025 Registration Planning
- d) Click ‘Enrollment’ on the left-hand side.
- e) Click ‘Schedule Builder’ to choose classes and start planning your schedule before your registration date/time and before your pre-registration advising session.
- f) Underneath the Course Selection header, select the Subject (e.g. CASEC-Economics) and Catalog Number (e.g. 501 – Microeconomic Theory) of your first desired course.
- g) Click Add Course. The course is now in your Schedule Builder and will be listed below your search.
- h) **Using the Schedule Builder** instructions available at: <https://www.bu.edu/cas/academics/undergraduate-education/academic-advising/advising/course-planning-registration/course-planning-advising/>
- i) **Please note:** Using the Schedule Builder and/or “favoriting” schedules does **not** reserve a seat in these classes nor does it enroll you in them. You must register for classes during your assigned registration date.

2. How to register after the pre-registration advising session.

- a) Open your Shopping Cart and select the checkbox of the course(s) you wish to enroll in.
- b) **Click Enroll**
- c) Adjust as needed, if any courses are full. If you have favorited back-up classes and schedules, you can use the Schedule Builder to pull up those favorited schedules.

You can now adjust your schedule as you need until the semester’s add/drop deadlines.

<https://www.bu.edu/reg/calendars/semester/>

Please note that students must be in compliance with all registration requirements in order to add/drop courses. <https://www.bu.edu/reg/registration/requirements/>

3. Once you have completed registration you should verify your schedule on the MyBU Student Portal. Do not be confused by the schedule on Blackboard - verify your official schedule on the Student Portal only.

Students should recheck their account as they add and drop classes after the payment deadline- there may be financial and compliance ramifications.

PAYMENT INFORMATION

Use the MyBU Student Portal , <https://student.bu.edu/MyBU/>, to view or print your student account and class schedule **after** you have registered. **Economics graduate students cannot register before Orientation.** A student enrolled in three to four-and-a-half courses (12-18 credits) will be considered full-time and will be charged full tuition and fees. You must register first before you can pay your tuition and fees.

Student Accounting Services <https://www.bu.edu/studentaccountingservices/>

Student Accounting Services is located at 25 Buick Street, Suite 130, Boston, MA 02215.

Payment deadline for the Fall 2025 semester tuition and fees is TBD. Payment deadline for Fall 2024 was September 30, 2024.

Payments must be received by close of business (5 p.m. EDT) on the day of the deadline.

<https://www.bu.edu/studentaccountingservices/your-bill/payment-deadlines/>

Payment Options: <https://www.bu.edu/studentaccountingservices/your-bill/payment-options/>

Telephone 617 353 2264

Academic Calendars:

<https://www.bu.edu/reg/calendars/>

Semester Dates:

<https://www.bu.edu/reg/calendars/semester/>

Withdrawal and Tuition Refund Schedule:

<https://www.bu.edu/reg/calendars/refund/>