

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’ or ‘Spring’, 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) Click on ‘Career’ and select **both** ‘Graduate’ and ‘Undergraduate’. (Please note that the economics master’s courses are listed as undergraduate courses, but they are master’s courses.)
- g) Underneath the Course Selection header, select the **Subject (e.g. CASEC-Economics) and Catalog Number (e.g. For Master’s level courses: 501 – Microeconomic Theory or for PhD Courses: 701)** of your first desired course.
- h) Click Add Course. The course is now in your Schedule Builder and will be listed below your search.
- i) **Using the Schedule Builder** instructions available at: <https://www.bu.edu/cas/academics/undergraduate-education/academic-advising/advising/course-planning-registration/course-planning-advising/>
- j) **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: 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/>