NON-DEGREE STUDENT REGISTRATION PACKET FOR
SPRING 2019

Classes meet Tuesday, January 22, 2019 – Wednesday, May 8, 2019

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

Boston University School of Public Health
Registrar’s Office
sphregr@bu.edu
# TABLE OF CONTENTS

Table of Contents ................................................................................................................................. 2
Introduction to the SPH Non-Degree Student Program ........................................................................ 3
Requirements for a Non-Degree Student ................................................................................................. 3
Compliance Requirements for Registration .............................................................................................. 4
Non-degree Student Registration Process ............................................................................................... 4
Academic calendar for Spring 2019 .......................................................................................................... 7
Tuition and Fees ....................................................................................................................................... 9
How to Check your Student Account on the Student Link ..................................................................... 10
Dropping Classes ..................................................................................................................................... 11
Withdrawing from Boston University ....................................................................................................... 11
Family Educational Rights and Privacy Act - FERPA .............................................................................. 11
  Privacy preferences .................................................................................................................................. 12
Useful Contact Information .................................................................................................................... 13
BU Medical Campus Map ....................................................................................................................... 14

**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.
Thank you for your interest in registering as a non-degree student at the Boston University School of Public Health (BUSPH) for the Spring 2019 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 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 (sphregr@bu.edu) for questions regarding course selection.

**Requirements for a Non-Degree Student**

- an earned bachelor’s degree
- has 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 sphregr@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 Monday, December 3, 2018. The registration form can be found at [www.bu.edu/sph/students/resources/forms](http://www.bu.edu/sph/students/resources/forms). The forms will be accepted until 5:00pm on Friday, January 18, 2019.

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 $1,651. 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. Payment for new non-degree students is due by Monday, February 4, 2019.

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 the Student Link for your account balance and pay your bill before the semester payment deadline
   e. check the Student Link for class meeting days, times and location
i. use the map on page 18 to find classroom locations
f. review the class Blackboard site
g. 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:** Textbooks and Course Readers for School of Public Health courses may be purchased at the [Boston University Bookstore](http://www.bu.edu/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.

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 samsmith.
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 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 new non-degree students for Spring is Monday, February 4, 2019. 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.
ACADEMIC CALENDAR FOR SPRING 2019

Please note that the Charles River Campus “Spring Term” classes may follow a different schedule than School of Public Health classes.

http://www.bu.edu/sph/students/advising-and-registration/academic-calendar/

- **REGISTRATION BEGINS FOR DEGREE CANDIDATES**
  Sunday, October 21, 2018 @ 9 a.m.

- **REGISTRATION BEGINS FOR NON-DEGREE CANDIDATES**
  Monday, December 3, 2018

- **PAYMENT SETTLEMENT DATE FOR CONTINUING STUDENTS**
  Monday, December 17, 2018

- **MARTIN LUTHER KING DAY**
  Monday, January 21, 2019

- **LAST DAY TO ADD CLASSES ONLINE**
  Before the first class meeting day

- **INSTRUCTION BEGINS**
  Tuesday, January 22, 2019

- **OFFICIAL FALL 2018 GRADUATION DATE**
  Friday, January 25, 2019

- **LAST DAY TO ADD STANDARD CLASSES, ASSUMING STUDENT HAS INSTRUCTOR SIGNATURE ON PAPER ADD/DROP FORM, THERE ARE SEATS OPEN & NO WAIT LIST**
  Before the second class meeting day (this is different than Charles River Campus date)

- **PAYMENT SETTLEMENT DATE FOR NEW STUDENTS**
  Monday, February 4, 2019

- **PRESIDENT’S DAY HOLIDAY, CLASSES SUSPENDED MONDAY**
  Monday, February 18, 2019

- **SUBSTITUTE MONDAY SCHEDULE OF CLASSES**
  Tuesday, February 19, 2019

- **LAST DAY TO DROP STANDARD CLASSES WITHOUT A W GRADE**
  Tuesday, February 26, 2019

- **LAST DAY TO CHANGE FROM CREDIT TO AUDIT STATUS IN STANDARD COURSES OR VICE VERSA (NEED APPROVAL)**
• SPRING RECESS BEGINS
  Saturday, March 9, 2019

• INSTRUCTION RESUMES
  Monday, March 19, 2019

• LAST DAY TO DROP STANDARD CLASSES WITH A W GRADE
  Tuesday, April 9, 2019

• PATRIOT’S DAY HOLIDAY, CLASSES SUSPENDED MONDAY
  Monday, April 15, 2019

• SUBSTITUTE MONDAY SCHEDULE OF CLASSES
  Wednesday, April 17, 2019

• LAST DAY TO OFFICIALLY WITHDRAW OR TAKE AN LEAVE OF ABSENCE FROM THE UNIVERSITY FOR SPRING 2019
  Wednesday, April 17, 2019

• LAST DAY OF CLASSES
  Wednesday, May 8, 2019

• COMMENCEMENT WEEKEND
  Friday, May 17 – Sunday, May 19, 2019

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>$1,651.00</td>
</tr>
<tr>
<td>2</td>
<td>$3,302.00</td>
</tr>
<tr>
<td>3</td>
<td>$4,953.00</td>
</tr>
<tr>
<td>4</td>
<td>$6,604.00</td>
</tr>
<tr>
<td>5</td>
<td>$8,255.00</td>
</tr>
<tr>
<td>6</td>
<td>$9,906.00</td>
</tr>
<tr>
<td>7</td>
<td>$11,557.00</td>
</tr>
<tr>
<td>8</td>
<td>$13,208.00</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.
1. Go to the Student Link at [www.bu.edu/studentlink](http://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**

Non degree students who are enrolled in two classes may drop a class without penalty up to the drop without a “W” deadline for that class. Full semester (“standard”) SPH classes follow the Charles River Campus schedule. Half-semester or non-standard classes such as intensives have a customized schedule visible on the Student Link by clicking on the class meeting dates. Go to [www.bu.edu/studentlink](http://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.

**WITHDRAWING FROM BOSTON UNIVERSITY**

Withdrawing from the University means officially dropping ALL courses. Students who wish to withdraw must complete a [Leave of Absence/Withdrawal Form](http://www.bu.edu/studentlink).

Lack of attendance without notification does not constitute withdrawing from school. Classes and their associated charges will remain on your student account.

**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 -> “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](http://www.bu.edu/sph/students/resources)

**Boston University Barnes and Noble Bookstore, 660 Beacon Street, Kenmore Square, Charles River Campus.** 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.

**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/issa](http://www.bu.edu/issa).

**IT Help Center, Information Services and Technology, Boston University, [www.bu.edu/tech](http://www.bu.edu/tech), ithelp@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](http://www.bu.edu/reg) is very helpful.

**SPH Registrar’s Office, sphregr@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](http://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 hr@bu.edu at SPH 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 / INS & R / HOU are both located in the Medicine Instructional Building

Keefer Auditorium is located in Evans

E / EVN = Evans

B = Robinson Building

T = BU School of Public Health (Talbot Building)