NON-DEGREE STUDENT REGISTRATION PACKET FOR

Fall 2025

Classes meet Tuesday, September 2, 2025, to Tuesday, December 16, 2025

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

Boston University School of Public Health

Registrar's Office

sphregr@bu.edu

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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.

INTRODUCTION TO THE SPH NON-DEGREE STUDENT PROGRAM

Thank you for your interest in registering as a non-degree student at the Boston University School of Public Health (BUSPH) for the summer 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 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/. 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 for Fall 2025 begins on Thursday, August 4st, 2025 . The registration form can be found at www.bu.edu/sph/students/resources/forms. The forms and instructor permission will be accepted until 5:00pm on Friday, August 29th, 2025. Applications will not be accepted or processed after this date.

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. 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 MyBU Student Portal for your account balance and pay your bill before the semester payment deadline
    e. check the MyBU Student portal 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)

5. 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.

6. **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.

7. **Boston University E-Mail Account:** A current Boston University e-mail account is used to access online resources such as Blackboard and the MyBU Student Portal. 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.

8. **Books and Materials:** Textbooks and Course Readers for School of Public Health courses may be purchased at the [Boston University 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.

9. **Classroom Assignments:** Before the semester begins, classroom assignments are posted to the MyBU Student Portal. A map of the Medical Campus is at the end of this packet.

10. **Blackboard & the MyBU Student Portal:** Blackboard and the MyBU Student Portal are two separate web-based systems used by Boston University.

    a. The MyBU Student Portal 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 MyBU Student Portal 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 MyBU Student Portal with their Boston University e-mail login name and e-mail password at [Boston University MyBU Portals](#). 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.

11. **Paying your bill:** The payment deadline for new non-degree students for *Fall is September 2, 2025* 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 My BU student portal once you have opened your Boston University e-mail address.

   a. The cost per credit is $1,994 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.
   b. 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 MyBU Student Portal.
   c. Payments are made to Boston University, Student Accounting Services, 881 Commonwealth Avenue, Boston, MA 02215, www.bu.edu/studentaccountingservices.
   d. If you have been admitted to SPH please be advised that as a non-degree student you would not be eligible for any financial aid.

12. 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 FALL 2025

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

- INSTRUCTION BEGINS
  Tuesday, September 2, 2025

- PAYMENT SETTLEMENT DATE FOR CONTINUING STUDENTS
  TBD – Early September 2025

- 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

- INDIGENOUS PEOPLE'S DAY HOLIDAY
  Monday, October 13, 2025
  * Substitute Monday Classes: Tuesday, October 14, 2025*

- LAST DAY TO DROP STANDARD CLASSES WITHOUT A W GRADE
  Tuesday, October 2, 2025

- LAST DAY TO DROP STANDARD CLASSES WITH A W GRADE
  Tuesday, November 5, 2025

- FALL RECESS BEGINS
  Saturday, November 22, 2025

- INSTRUCTION RESUMES
  Monday, December 1, 2025

- LAST DAY OF CLASSES
  Tuesday, December 16, 2025

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.

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 MyBU Student Portal by clicking on the class meeting dates. Go to https://www.bu.edu/mybu/. 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.

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 and in the SPH Bulletin (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 MyBU Student Portal , (https://www.bu.edu/mybu/ -> "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

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/isso.

IT Help Center, Information Services and Technology, Boston University, 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 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.

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.
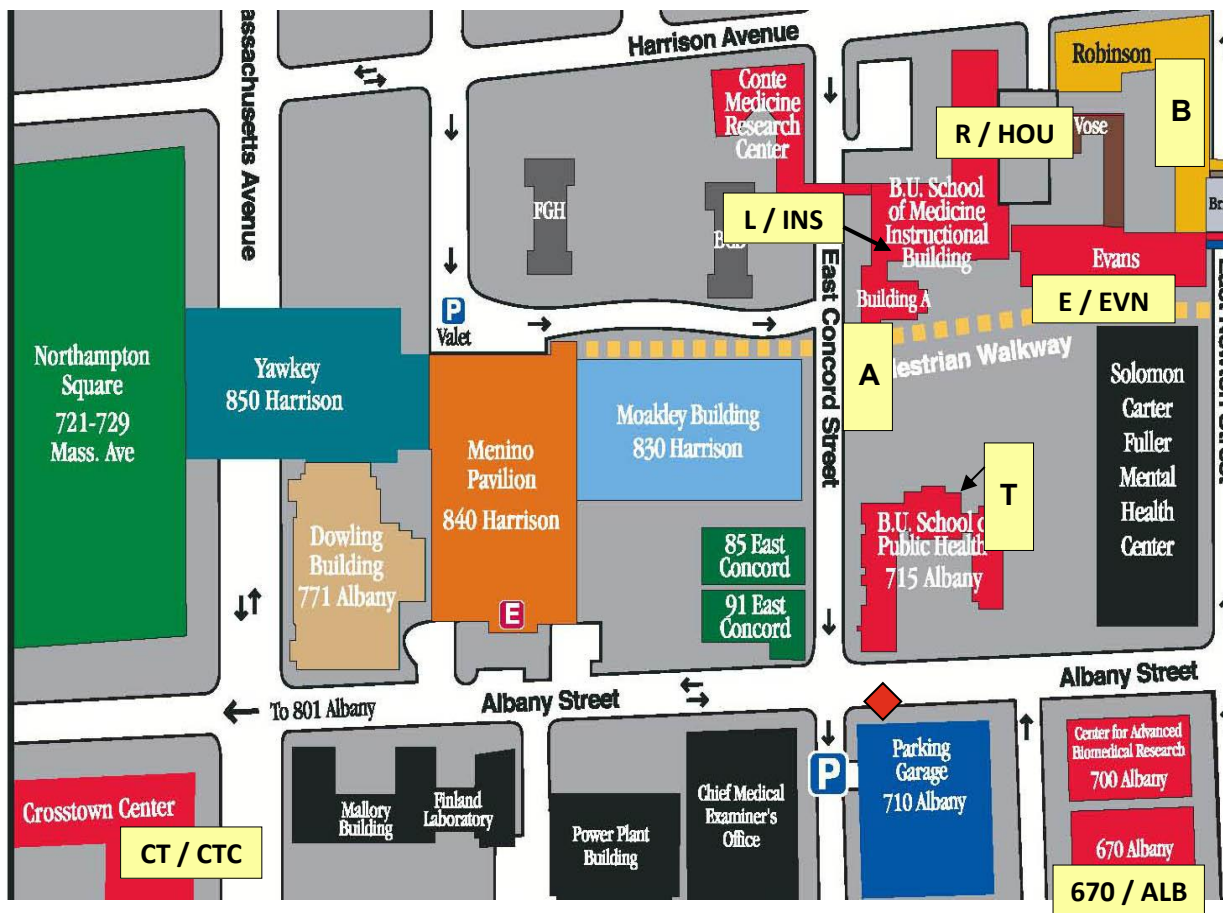
Bakst Auditorium is located in **Building A**

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)

BU MEDICAL CAMPUS MAP