



October 16, 2023

Dear GMS Ph.D. Students,

The GMS website contains all of the pertinent information to complete registration process. Refer to the webpages: [Students](#) | [Registration](#) | [Calendars](#) | [Tuition & Financial Aid](#) | [GMS Student Forms](#) | [MyBU Portal](#).

Spring 2023 Registration Opens on October 22, 2023.

- **Tuition Payment Deadline is December 14, 2023.** Payment deadlines are available on the [Student Accounting Services](#) page.
- **May 2024 tentative graduates must submit a Diploma Application PRIOR to the December 1, 2023, deadline.**

Degree Requirements:

- PhD – Students are encouraged to familiarize themselves with their degree requirements and track their degree progress each semester. Degree requirements for each degree program are outlined in the [GMS Bulletin](#)
- Degree Advice is a web-based academic advising tool available for some degree programs. Degree Advice is customized per student and incorporates degree requirements, transfer credit, waivers, and current registration information to update a student's progress seamlessly through his or her degree program. Students can access Degree Advice and a student guide via the Student Link: Academics >Academic Advising >Degree Advice.

☐ **Meet with Advisor/Program Director:**

- **Prior to registering for any classes, all students must first meet with their Advisor/Program Director** to discuss course selections and to obtain the required "Academic Advising Access Code" for online registration via the MYBU Student Portal.

Advising Codes

- ***Advising codes will not be released to any matriculated students who failed to submit official degree awarded transcripts GMS Admissions.***

Registration Requirements

- ☐ All students are required to register each semester until completion of all degree requirements.
- **MYBU Student Portal:** All GMS courses offered for the **Spring 2024** semester can be accessed through the MYBU Student Portal.

- **Add a Course Deadline: January 31, 2024.** Students may **ADD** a course via the MYBU Student Portal until the official add deadline.
- **Drop a Course Deadline: February 22, 2024.** Students may **DROP** a course via the MY BU Student Portal until the official drop deadline without a “W” grade.
- **Restricted Courses:**
- For courses restricted from online registration, students must submit an Add/Drop via GMS Student Forms online submission (see link above).
- PhD students may not audit courses at SPH.
- PhD students must maintain full-time enrollment status by enrollment of 12 credits or more per semester.

Ph.D. Stipend

- **Students** are required to officially register for the Spring term by **November 30, 2023**, to ensure that a January 2024 stipend is issued on time.

Leave of Absence/Withdrawal

- Information on Boston University’s withdrawal and refund schedule can be found here: [Withdrawal and Tuition Refund Schedule](#)

Graduation Requirements

- **MAY 2024**
 - ☐ Students planning to graduate in the **May 2024** graduation must be in compliance for graduation and submit a **Diploma Application** by the **December 1, 2023, deadline.**
- **AUGUST 2024**
 - ☐ **Students may not submit their dissertation or attend May 2024 PhD Commencement Ceremony if a Diploma Application was not submitted by the deadline.**

For any additional information or questions, feel free to contact the Registrar’s Office

GMSRegistrar@bu.edu