



October 16, 2023

Dear GMS Master Students,

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

Spring 2024 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

- MA and MS degree 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 and may not be applicable to all degrees/programs. Students can access Degree Advice and a student guide via the MyBU Student Portal: 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 to GMS Admissions.***
- **MAMS students advising codes** will be provided to advisors after October 31st.

Registration Requirements

- ☐ All students are required to register continuously 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 24, 2024.** Students may **ADD** a course via the MyBU Portal until the official Add deadline.
- **Drop a Course Deadline: February 22, 2024.** Students may **DROP** a course via the MyBu Portal until the official drop deadline without a "W" grade.

- **Restricted Courses:**
 - For courses which are *restricted from online registration*, students must submit an Add/Drop Form via the GMS Student Forms online submission (see links in header).
- **Review General Registration page** for courses that students **MAY NOT** register for and will not count towards a degree: [GMS General Registration Page](#)

Continuing Students Full Time Course Load [CFT-Policies-Procedures-effective-fall-2020.pdf \(bu.edu\)](#)

- Students registering for less than 12 credits may submit a CFT form if applicable. **Certified Full Time (CFT) form** prior to November 15, 2023, via the [GMS Student Forms webpage](#).
- Students are not required to submit a CFT form unless they are applying for financial aid loans, deferring or ISSO requires them.
- Visa regulations require that most international students register as full-time students either by course registration or by certification.

Tuition Information

- Any adjustments to course loads may increase or decrease the tuition due for the semester. Contact the GMS Registrar's Office at GMSRegistrar@bu.edu regarding tuition adjustments.

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 for the May 2024** graduation must submit a diploma application via GMS Student Form prior to the **December 1, 2023, deadline**.
 - **AUGUST 2024**
 - ☐ Students planning on completing degree requirements for the August 2024 graduation and who would like to be included on the sign-up email to attend May 2024 Commencement Ceremony must submit a **diploma application prior to December 1, 2023**.
- Diploma Application**
- **Students will not be allowed to submit their thesis or attend May 2024 GMS Commencement Ceremony if a Diploma Application is not submitted by the deadline.**

For any additional information or questions, feel free to contact GMS Registrar's Office via GMSRegistrar@bu.edu