



November 3, 2009

MEMO TO: Division of Graduate Medical Sciences Students

FROM: Susan Wilcox
Director, Graduate Medical Sciences

SUBJECT: Spring 2010 Registration

Registration: Registration for the Spring 2010 Semester will begin on Wednesday, November 4, 2009. The Spring 2010 Division of Graduate Medical Sciences Schedule of Classes, registration form, and a full-time certification form may be downloaded from the GMS website:

<http://www.bumc.bu.edu/gms/registration/>

These forms may also be obtained from the slots located outside the GMS Office, L-315. Completed forms should be turned into Ms. Millie Agosto, GMS Registrar, in Room L-315 for processing.

Note: As a full-time student, if you are registered for fewer than 12 credits or registered for no credits as a “full-time continuing student,” you must fill out and submit a *Certificate of Full-Time Participation in a Graduate Program* along with your completed registration form.

University and GMS Compliance Regulations: If you have not met the University’s compliance regulations, you will not be permitted to register. The Student Link, www.bu.edu/studentlink, outlines the requirements for compliance. If you are not in compliance, I urge you to comply with the University’s requirements so you may enroll for the Spring semester.

In addition, please be aware that if you have not settled your account for the Fall semester, you will not be eligible to register until your account has been cleared. If you have any questions about your scholarship awards, please be sure to consult with Ms. Sherill Ashe for assistance.

Also, if you began your studies at GMS this fall and have not yet supplied us with a final official transcript indicating your degree has been awarded, we need to receive this documentation before you may register. The list of people whose transcripts have not been received is posted outside the Division Office (L-315).

Registration and Payment Deadlines: Please be sure to register by **December 1, 2009**.

It is important that any student who has a loan in process or who is on the BU payroll register by this time, since failure to register will hold up payment of your graduate stipend. The Spring 2010 payment/settlement deadline is December 17, 2009. If you have not settled your account by this deadline, you will be assessed late registration and/or payment fees.

If you are receiving a scholarship, please check with Ms. Sherill Ashe (L-317, 638-5216) for verification that your account has been credited accordingly.

January and May 2010 Degree Candidates - Registration Requirements/Diploma Applications and Deadlines: If you had planned to complete all degree requirements in the Fall semester to graduate in January 2010, but now realize that you will be unable to meet the graduation completion deadline of December 10, 2009, you need to register as a continuing student for the Spring 2010 semester.

Diploma applications for January 2010 degree candidates are due in the GMS office no later than November 2, 2009. Approved and signed theses and dissertations are due December 10, 2009.

If you expect to complete all degree requirements for the May 2010 graduation, please be sure to submit a diploma application as soon as possible, but no later than January 25, 2010. The May 2010 deadline for submission of thesis and dissertations is April 8, 2010.

[M.A./M.S. Diploma Application](#)

[Ph.D. Diploma Application](#)

Please do not hesitate to stop by the Division Office and see me if you have any questions or concerns.

CC: Department Chairs/Graduate Directors/Department Administrators