



November 3, 2009

MEMO TO: M.D./Ph.D. Students in Graduate Years

FROM: Susan Wilcox
Director, Graduate Medical Sciences

SUBJECT: Spring 2010 Registration

Graduate School 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, Full-time Certification Form, and MD/PhD Transition Form may be downloaded from the GMS website:

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

These forms may also be obtained from Ms. Jesse Macomber in the Division Office. Please submit completed forms to Ms. Jesse Macomber, MD/PhD Administrative Assistant (Room L-317) for processing.

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 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 MD/PhD scholarship awards, please be sure to consult with Ms. Sherill Ashe for assistance.

Biomedical Engineering Students: Biomedical Engineering students should submit their registration forms to Ms. Renee Smith, Room 406, 44 Cummington Street. Her telephone number is 353-7609.

Transitioning Students: If you will be transitioning from the medical school curriculum to graduate school or from graduate school to the medical school curriculum, please be sure to turn in a completed MD/PhD Transition Form to Ms. Jesse Macomber.

Students Continuing Spring Semester in Medical School Curriculum: If you are continuing the medical school curriculum in either BUSM I, BUSM II, BUSM III, or BUSM IV, the Office of the Medical School Registrar will automatically register you. You do not need to

submit a registration form.

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.** Please verify with Ms. Sherill Ashe that we have received your graduate tuition voucher from your graduate department/program. If you have not settled your account by this deadline, you will be assessed late registration and/or payment fees.

Expected Date of Graduation and Program: Please be sure to consult your account on the Student Link (www.bu.edu/link) and verify your tentative graduation date and program. Since your projected graduation date may affect your financial aid deferment, please be sure to see Ms. Sherill Ashe as soon as possible if any modifications are needed.

May 2010 Degree Candidates - Registration Requirements/Diploma Applications and Deadlines: If you expect to complete all degree requirements for the May 2010 graduation, please be sure to submit a graduation application as soon as possible, but no later than January 25, 2010. Biomedical Engineering students will need to turn in their graduate diploma application to Ms. Renee Smith at ENG. As a dual degree candidate, you will also need to submit a graduation application to the Medical School Registrar.

[Ph.D. Diploma Application](#)

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

CC: Department Chairs/Graduate Directors/Department Administrators
Jesse Macomber, MD/PhD Administrative Coordinator
Stephanie Lee, MD, PhD
Renee Smith, Biomedical Engineering
Ben Wolozin, MD, PhD