Department Administrator ST Screens

STNM  Student Name Search
ST01  Student Biographical Display
ST08  Student Locator
ST25  Register a Student
ST27  Course Credit Exceptions
ST30  Browse Grade Sheets
ST55  Student Search by Advisor
ST91  Print Student Courses
ST95  Major Drop/Add - by Dept

Department Registration Screens

ST25  Register a Student
ST27  Course Credit Exceptions
ST25 - Register a Student

1. Enter either the 4 digit index number (e.g. 4210 or the 5 digit course and section number (EN01001).
2. Check that there are no restrictions in the comment column.
3. If there are no restrictions type done and post with your password.
4. If the course requires a co-requisite, the index number(s) that fit the student’s schedule will display at the bottom of the screen. Select the index number and post with password.
5. Restrictions require a judgment. If the comment indicates that the course is closed and you want to override the student into the course type yes over the index number to remove the restriction, type done and post with password.
6. If the comment indicates that the course needs dept permission, or is restricted to majors and you wish to add the student do so by typing yes over the index number, type done and post with password.

Departments override closed, department permission and major restriction
Enter yes, type DONE and post with password.
<table>
<thead>
<tr>
<th>ENTRY</th>
<th>CR</th>
<th>TITLE</th>
<th>CR</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3601</td>
<td>BI13201</td>
<td>ANATOMY &amp; PHYSIOLOGY II</td>
<td>T TH 9*</td>
<td>HALPERN BI13300</td>
</tr>
<tr>
<td>3607</td>
<td>BI13306</td>
<td>ANATOMY &amp; PHYSIO LAB II</td>
<td>M 2-4</td>
<td>HALPERN BI13200</td>
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<tr>
<td>0024</td>
<td>NU08001</td>
<td>PATHOPHYSIOLOGY</td>
<td>MB-950/W9</td>
<td>FAIRCHIL</td>
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<tr>
<td>0025</td>
<td>NU12001</td>
<td>NSG HLTH ASSMNT/LIFE SPAN</td>
<td>M10-1150/W10-11</td>
<td>MOTT</td>
</tr>
<tr>
<td>0023</td>
<td>NU06001</td>
<td>PROFESSIONAL NURSING I</td>
<td>T TH 3*</td>
<td>BARONE</td>
</tr>
<tr>
<td>0026</td>
<td>NU12101</td>
<td>NSG HLTH ASSMNT/CLIN LAB</td>
<td>T TH, OR F 8-1</td>
<td>WOOD</td>
</tr>
<tr>
<td>4350</td>
<td>PO04203</td>
<td>FUNDAMENTALS/POLITICS II</td>
<td>M W 8 30*</td>
<td>&lt;CONFLICT: NU080</td>
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</tbody>
</table>

**TOTAL CREDITS: 20**

*TO ALLOW COURSE OVERLOAD,*
*ENTER "YES" IN INDEX COLUMN*

NUM 09:28:03 IBM-3278-2
## ST27 Update Course Credits/Exceptions

<table>
<thead>
<tr>
<th>CRED</th>
<th>EXCEPTION?</th>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>EXISTING</th>
<th>CR EXCEPTION</th>
<th>GR</th>
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<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>SW84101</td>
<td>PROGRAM EVALUATION</td>
<td>03</td>
<td></td>
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<tr>
<td>2</td>
<td></td>
<td>SW85506</td>
<td>CLIN PRAC:CHILD&amp;FAMILIES</td>
<td>03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>SW80601</td>
<td>GLOBAL POLICY ISS&amp;IMPLIC</td>
<td>03</td>
<td>P-PASS/FAIL</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>SW82901</td>
<td>SUSTAIN DEV&amp;RES/GLOBAL SW</td>
<td>03</td>
<td>P-PASS/FAIL</td>
<td></td>
</tr>
</tbody>
</table>

For the courses being audited, what is the tuition rate (FULL/HALF): **HALF**

* * * * * * * * * * * * MESSAGES * * * * * * * * * * * * * * * *

* TO POST, PLEASE ENTER YOUR PASSWORD NUM **11:27:36 IBM-3278-2**
Registration Dates:

http://www.bc.edu/content/bc/offices/stserv/academic/current/regcal.html

Academic Advisors

- Undergraduates must schedule appointments with their academic advisors prior to their registration appointment times.
- Undergraduates find their academic advisor information in the Agora portal.
- Academic advisors give degree audits and 4 digit access codes to their advisees.
- The only exception to this rule is CSOM. The classes of 2012 & 2013 pick up their registration materials in the department of their first major. The class of 2014 receives their degree audits from their academic advisors. The class of 2015 receives their degree audits from their Portico professors.

Degree Audits

- Computer generated analysis that enables the student and his/her advisor to access the student’s academic progress and unfulfilled requirements
- It is a valuable tool for academic planning because it matches the courses that the student has taken with the requirements of his/her degree program.

Special Needs Students

- Students with special needs in the classes of 2014 and 2015 may receive the accommodation of a priority registration appointment.
- Students should contact:
  Learning Disabilities – Contact Kathy Duggan, Connors Family Learning Center
  200 O’Neill Library, 2-8093
  Physical Disabilities - Contact Paulette Durrett, Assistant Dean for Students with Disabilities, #212 in Maloney Hall, 2-3470
Adding/Dropping a Major/Minor

- Changes to majors or minors are made in the academic departments for A&S and in the Dean’s offices for CSOM, LSOE and CSON.

- Student Services makes no changes with the exception of CSOM students adding an A&S major. Student submits Adjust Minor/Program of Study Form with approvals.

How to Register

- “Register for Courses” link under “My Services” in student’s Agora portal account (portal.bc.edu).

- Register on U-Dial at 617-552-8800.

- Register on U-View. Open a TN3270 session from the program menu.

- Registration system is available 7 days a week until 11PM on January 25, 2012. (Day 7 of semester and final day of the drop/add period.

- Students may add a sixth course on-line beginning the first day of the semester if they maintain a 3.0 GPA either in the prior semester or overall.

Who Needs to Register

- Students in degree programs must register each semester until graduation. The student information rolls the student’s data forward each semester until the student’s graduation term

What is the tuition cost?

- The student’s school determines the tuition.

http://www.bc.edu/content/bc/offices/stserv/financial/tuitionandfees.html