Cross-Registration Guide
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Updated 4.14.15
Cross-Registration within Boston College

Doctoral
To cross-register for an elective in another school or department within Boston College obtain written permission from the course instructor and submit to Assistant Director, Academic & Student Services, Doctoral Program at least two weeks prior to the end of the registration period. The selected course must be related to the research interest of the student and be approved by the Chair of the Doctoral Program.

Listings of all courses at Boston College can be found in the University Catalog which can be downloaded at http://www.bc.edu/offices/stserv/academic/univcat.html. To obtain a hard copy of the University Catalog see Assistant Director Debbie Hogan, Academic & Student Services, Doctoral Program in McGuinn 119. Course schedules can be found at http://www.bc.edu/schools/gssw/academics/courses.html.

MSW
To cross-register for an elective in another school or department within Boston College, see Teresa Touhey Schirmer, Associate Dean, Academic & Student Services, in McGuinn 136.

Listings of all courses at Boston College can be found in the University Catalog which can be downloaded at http://www.bc.edu/offices/stserv/academic/univcat.html. Course schedules can be found at http://www.bc.edu/schools/gssw/academics/courses.html.

Updated 4.14.15
Cross-Registration in the Graduate Consortium

For Doctoral Students

With concurrence of the Chair of the Doctoral Program and Faculty Advisor a student may cross-register for one elective per semester in other graduate schools of the Consortium (Boston University, Brandeis and Tufts, and MIT Women’s Consortium).

*Note that cross-registration through the Consortium is not available during the summer session.

To cross-register follow the procedures below:

- Obtain the Cross-Registration form in Student Services (Lyons Hall, first floor) or McGuinn 136.
- Obtain authorization from Teresa Touhey Schirmer, Associate Dean of Academic and Student Services, by contacting Assistant Director of Academic and Student Services, Doctoral Program.
- Obtain signature of host university course instructor.
- Obtain signature of host university registrar. In most cases this is the main University Registrar but some Schools have their own registrar and require the signature of the School registrar.
- Return the completed form to Lyons 103 by the Drop/Add deadline for each semester. A complete form requires four signatures:
  - Teresa Touhey Schirmer, Associate Dean of Academic and Student Services.
  - Host University Instructor
  - Host University Registrar
  - Home University Registrar
- You will not receive credit for the class without returning the signed Cross-Registration Form.
- Only matriculated students are eligible for cross-registration.
- Students are charged by their home institution.

For MSW Students

With concurrence of the Advisor a student may cross-register for one Social Work-related elective per semester in other graduate schools of the Consortium (Boston University, Brandeis and Tufts).

* Note that cross-registration through the Consortium is not available during the summer session.

To cross-register follow the procedures below:

- Obtain the Cross-Registration form in Student Services (Lyons Hall, first floor) or McGuinn 136.
- Obtain authorization and signature Teresa Touhey Schirmer, Associate Dean of Academic and Student Services before going to the host university.
- Obtain signature of host university course instructor.
- Obtain signature of host university registrar. In most cases this is the main University Registrar but some Schools have their own registrar and require the signature of the School registrar.
- Return the completed form to Lyons 103 by Drop/Add deadline for each semester. A complete form requires four signatures:
  - Teresa Touhey Schirmer, Associate Dean of Academic and Student Services.
  - Host University Instructor
  - Host University Registrar
  - Home University Registrar
- You will not receive credit for the class without returning the signed Cross-Registration Form.
- Only matriculated students are eligible for cross-registration.
- Students are charged by their home institution.

Updated 4.14.15
Graduate Consortium Schools

Students may not register for LAW, MED (Medical School), SDM (School of Dental Medicine), or PDP (Physical Development Program) courses.

The signed Cross-Registration Petition must be submitted to the Boston University Registrar’s Office for official registration. Once registered, you will be mailed a part-time Boston University identification card.

A copy of the petition must be submitted to your home institution as well.

Grades will be forwarded from Boston University to the home institution.

For important course information, check the Office of the University Registrar website at www.bu.edu/reg

*Students wishing to cross-register for a course in the Graduate School of Management (GSM) must meet with a GSM representative for accreditation verification and registration.

*Students wishing to cross-register for a course in the School of Public Health (SPH) must contact an SPH representative for registration approval.

Graduate and Professional Schools at Boston University

- **College of Communication**
  http://www.bu.edu/com/
  Office of Student Services, Room 123
  640 Commonwealth Avenue
  Boston, MA 02215
  Phone: 617-353-3450
  Fax: 617-353-3405
  E-mail: comugrad@bu.edu

- **College of Engineering**
  http://www.bu.edu/eng/
  44 Cummington Mall
  Boston, MA 02215
  Phone: 617-353-6447
  E-mail: engineering@bu.edu

- **College of Health & Rehabilitation Sciences (Sargent College)**
  http://www.bu.edu/sargent/
  635 Commonwealth Avenue
  Boston, MA 02215
  Phone: 617-353-2713
  E-mail: sarggrad@bu.edu

- **The Graduate School of Arts and Sciences**
  http://www.bu.edu/grs/
  705 Commonwealth Avenue, Room 112
  Phone: 617-353-2696
  E-mail: grs@bu.edu

- **School of Education**
  http://www.bu.edu/sed/
  Two Silber Way
  Boston, Massachusetts 02215
  Phone: 617-353-4233
  E-mail: bused@bu.edu

- **School of Hospitality Administration**
  http://www.bu.edu/hospitality/
  928 Commonwealth Avenue
  Boston, MA 02215
  Phone: 617-353-3261
  E-mail: busha@bu.edu

- **Questrom School of Business**
  www.bu.edu/questrom/
  595 Commonwealth Avenue
  Boston, MA 02215
  Phone: 617-353-9720
  E-mail: gpo@bu.edu

- **School of Public Health**
  http://sph.bu.edu/
  The Talbot Building, C 202
  715 Albany Street
  Boston, MA 02118
  Phone: 617-638-4640
  Fax: 617-638-5299
  E-mail: asksph@bu.edu

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To search the graduate course offerings go to [http://www.bu.edu/link](http://www.bu.edu/link)

Then follow the instructions below.

- Click on “Student Link”
- Click on "Academics"
- Click on "University Class Schedule"
- Select desired semester, e.g. SPRG 16 (Spring 2016)
- Select School Code: for example SSW for School of Social Work
- Under the option "Search by: Class Number" select GRS (the code for graduate school)
- Some larger schools such as the Graduate School of Arts & Sciences also require a department. For example, under "Dept" enter "SO" for Sociology. Then click "Go" to get a current listing of ongoing courses, times, days, etc.

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Office of the University Registrar
415 South Street
121 Kutz Hall
Waltham, MA 02453
Phone: 781.736.2010
Fax: 781.736.3485
Email: registrar@brandeis.edu

Graduate and Professional Schools at Brandeis

❖ Graduate School of Arts and Sciences
http://www.brandeis.edu/gsas/
GSAS
415 South Street
219 Kutz Hall
Waltham, MA 02453
Phone: 781-736-3410

❖ The Heller School for Social Policy and Management
http://www.heller.brandeis.edu/
415 South Street
Waltham, MA 02454
Phone: 781-736-3820
E-mail: helleradmissions@brandeis.edu

❖ International Business School
http://www.brandeis.edu/ibs/
415 South Street
Waltham, MA 02454
Phone: 781-736-2252

❖ Department of Near Eastern and Judaic Studies
http://www.brandeis.edu/departments/nejs/
415 South Street
Lown 211
Waltham, MA 02453
Office: Lown 211
Phone: 781-736-2950
Fax: 781-736-2070
E-mail: nejs@brandeis.edu

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Graduate and Professional Schools at Tufts

Office of Graduate Studies
The Office of Graduate Studies serves graduate students in both the Graduate School of Arts and Sciences and the School of Engineering, and coordinates activities that promote academic, research, and social interactions among all of them.

- **Graduate Studies**
  - [http://gradstudy.tufts.edu/](http://gradstudy.tufts.edu/)
  - Phone (617) 627-3395
  - Fax: (617) 627-4079
  - E-mail: gradadmissions@tufts.edu

- **Graduate School of Arts and Sciences**
  - [http://gsas.tufts.edu/](http://gsas.tufts.edu/)
  - Tufts University
  - Ballou Hall
  - Medford, MA 02155
  - Phone: (617) 627-3106
  - Fax: (617) 627-3016
  - gradschool@ase.tufts.edu

- **School of Engineering**
  - [http://engineering.tufts.edu/](http://engineering.tufts.edu/)
  - 105 Anderson Hall, 200 College Ave.
  - Medford, MA 02155
  - Phone: (617) 627-3237
  - Fax: (617) 627-3819
  - E-Mail: engineeringdeanoffice@tufts.edu

- **The Fletcher School**
  - International Affairs
  - [http://fletcher.tufts.edu/](http://fletcher.tufts.edu/)
  - 160 Packard Ave, Tufts University
  - Medford, MA 02155
  - 160 Packard Avenue, Tufts University
  - Medford, MA 02155

- **Friedman School of Nutrition Science and Policy**
  - [http://nutrition.tufts.edu/](http://nutrition.tufts.edu/)
  - 150 Harrison Ave.
  - Boston, MA 02111
  - Phone: (617) 636-3777
  - Fax: (617) 636-3600
  - E-Mail: nutritionadmissions@tufts.edu

- **School of Dental Medicine**
  - [http://www.tufts.edu/dental/](http://www.tufts.edu/dental/)
  - One Kneeland Street
  - Boston, MA 02111
  - Phone: 617-636-6828

- **School of Medicine**
  - [http://www.tufts.edu/med/](http://www.tufts.edu/med/)
  - 145 Harrison Avenue
  - Boston, MA 02111
  - Phone: 617-636-7000
  - Fax: 617-636-0375
  - E-mail: med-info@tufts.edu

Updated 4.14.15
Graduate Consortium in Women’s Studies
http://web.mit.edu/gcws/

Seminars offer MIT graduate credit for students enrolled at participating institutions. Cross-registration and credit arrangements vary by institution. Students should consult with the Consortium staff and their academic advisors. Full participation in the seminar is expected of all students, regardless of credit status. Note that cross-registration through the GCWS is not available during the summer session.

Eligibility
Each Consortium seminar is limited to 15. Graduate students at participating institutions are eligible to apply. Doctoral students receive priority; master’s students and advanced undergraduates may be admitted if space permits. Auditors will not be admitted unless under the special permission of all faculty for the course.

Application Deadlines (see website)
Applications received after the priority deadline will be reviewed on a rolling admission basis until the seminar is filled. Those not admitted or put on a waiting list will be contacted by telephone immediately following the decision.

Application Process
Please fill out the online form at: http://web.mit.edu/gcws/courses/how-to-apply.html

Or contact:
Graduate Consortium in Women’s Studies
Massachusetts Institute of Technology
Building 14N-211
77 Massachusetts Avenue
Cambridge, MA 02139
TEL: (617) 324-2085
Email: gcws@mit.edu

Students' Procedures for Cross-Registration and Credit Transfer at Institutions Participating in the Graduate Consortium in Women's Studies at MIT (GCWS)

1. Consult with your graduate directors in advance regarding credit.
2. Final decision for credit at BC rests with the chairs of graduate committee in the student's department.
3. Complete BC cross-registration form, which requires signatures of relevant department and dean at BC and the GCWS registrar (Andi Sutton).
4. Complete the GCWS registration form, securing all signatures.
5. Copies of GCWS registration forms will be sent to the BC registrar by GCWS registrar.
6. After the close of the course, official MIT transcripts will be sent to the BC registrar for those students who will be seeking BC credit for the course.

Contact 617-324-2085 for more information or write gcws@mit.edu

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