

SUMMER Registration Procedures for Boston College Students

MCAS

- 1) Course Approval Form: either download or pick-up from the Dean's office
- 2) If the summer course is counting for major, core, minor, language proficiency or pre-Med students first need the course approved by the appropriate department. If an elective, skip this step.
- 3) Bring the ready form to the A&S Dean's Office - For MCAS Freshmen (i.e., rising sophomores) it's the Academic Advising Center in Stokes 140 South. All other classes, Gasson 109.
- 4) The dean will review the course and determine whether the course will be approved 'for credit' or 'for enrichment'
- 5) Once signed, the form is scanned and e-mailed to the student by the MCAS Dean's staff with text outlining what was approved and next steps
- 6) Students who are taking courses at BC in the summer register after their registration date at Student Services.

CSOM

- 1) Course Approval Form: either download or pick-up from the CSOM Dean's office
- 2) NO CSOM classes can be taken in the summer
- 3) If the summer course is counting for core or language proficiency students need to first get it approved by the appropriate department. If it is an MCAS elective, skip this step
- 4) After the department signs the form please bring to Fulton 315 for approval
- 5) The Dean's office will check the box for either credit or enrichment
- 6) Students can register for summer classes after their registration date at Student Services

CSON

- 1) Course Approval Form: either download or pick-up from the Dean's office; fill out the form
- 2) If the summer course is counting for nursing, students need approval from Associate Dean Sean Clarke
- 3) If the summer course is counting for core:
 - a) if the course will be taken OUTSIDE of BC, students need approval from the department **and** from Associate Dean Sean Clarke
 - b) if the course is a BC Summer Session course, students need approval only from Associate Dean Sean Clarke (not from a department)
- 4) Students will bring the form to Maloney 218 for Associate Dean Sean Clarke's signature and they will be notified when it is ready for pick-up
- 5) Students who are taking courses at BC in the summer register after their registration date at Student Services

LSOE

- 1) Course Approval Form: either download or pick-up from Campion 104.
- 2) Students need a signature from either Assistant Dean Audrey Friedman or Associate Director Maureen Raymond (Campion 104)
- 3) No ONLINE courses for credit; **students interested in enrolling in a hybrid course need approval.**
- 4) Students can register for summer classes after their registration date at Student Services