The following are very important **ITEMS** to know about scheduling.

1. **READ** THE PILOT!
2. MUST meet with BOTH academic advisors each semester
3. You can NOT have holds on your account to schedule.
4. You MUST be familiar with the Registrar’s website! **READ:**
   a. ALL LINKS under STUDENT RESOURCES/General Education Requirements
   b. Review Academic Calendar
   c. Review general requirements & compare to & FOLLOW the program sheet
   d. Look at distribution requirements & compare to & FOLLOW the program sheet
5. Students can only schedule five 3 credit courses during assigned scheduling day: can schedule more [up to] 18 credits after all students have scheduled
6. Choose alternative courses and sections not just five 3 credit courses [In-case courses you want are closed!]
7. Can NOT schedule more than 18 credits without Chair or Dean approval
8. Must have following on all email correspondences for advisor to assist you with scheduling:
   a. Name
   b. 6 digit BU ID #
   c. Course Name
   d. Course Department
   e. Course Number and Section #
9. First semester students can NOT drop or add courses without advisors’ permission.
10. Do NOT take scheduling advice from friends, roommates, and others.

    **When you have questions about scheduling, ASK your advisor!!!!**

**THERE ARE TUTORIAL VIDEOS ON ISIS THAT SHOW STEP BY STEP HOW TO ADD/DROP/ and SWAP classes. Watch them!**