

**Tufts University School of Medicine**  
**Public Health and Professional Degree Programs**

**Cross Registration for PHPD Students**

In addition to courses offered at the Public Health and Professional Degree Programs, students may take graduate-level courses offered at Tufts University and the Boston Consortium (including Boston University, Brandeis University, or Boston College) on a space available basis during the Fall and Spring semester. The calendar and start dates of courses at other universities and at other schools within Tufts University are frequently different, and it *is the responsibility of the student to obtain this information and adhere to these schedules.*

To cross-register, students must obtain a [Cross Registration Form](#) from the Office of Student Services, obtain the required signatures (Course Instructor, Advisor, Home Registrar, Host Registrar, and Program Director or Concentration Leader if necessary), and return the form to the Registrar. Students may collect a course instructor's signatures via email. The email should be printed and attached to the cross-registration form.

The Office of Student Services maintains a list of courses in other schools of Tufts University which are approved for elective credit in the MPH program. To receive credit for Tufts courses **not** on that list, or for courses at any of the Boston Consortium schools, students must obtain permission from their Program Director or Concentration Leader.

PHPD students may not cross-register in the summer terms.

Students will be held to the drop and withdraw deadlines and rules for PHPD, regardless of the rules and deadlines of the Host Institution.

Grade Types (A-F, S/U, P/F, etc) for a cross-registered course will be determined by the Host Institution's rules. Credit value determination will be determined by the student's home institution.

**Within Tufts University**

To cross-register for a course at another school within Tufts you must obtain an authorized signature from that's school's registrar. *This must be an original signature; faxed signatures or emails giving permission cannot be accepted.*

Signatures can be obtained from:

Arts & Sciences: Janet Frasier – Dowling Hall, Medford Campus

Nutrition: Michelle Frankfort – Jaharis Building, Boston Campus

Fletcher: Mary Dulatre – Cabot Building, Medford Campus

Students wishing to cross-register into courses in the School of Arts & Sciences or the Friedman School of Nutrition Science and Policy should begin by seeking the permission of the instructor. For courses in the Fletcher School, first consult with the Registrar.

**Through the Boston Consortium**

Tufts students may cross-register during the **fall** and **spring** semester only at institutions in the Boston Consortium. Students may apply a **maximum** of two consortium credits toward the fulfillment of PHPD degree requirements. It is the responsibility of the students to contact the Registrar of the host institution for details.

Boston College: <http://www.bc.edu/offices/stserv/academic/>

Boston University: <http://www.bu.edu/reg/registration/crossreg.html>

Brandeis University: <http://www.brandeis.edu/registrar/>

**Cross-Registration Period**

The PHPD registrar will accept cross-registration forms for required courses from PHPD students during the online registration period through the add/drop period. Cross-registration forms for elective courses will be accepted on the first day of the semester through the add/drop period.

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**CROSS-REGISTRATION REQUEST FORM**

Cross-registration is available to matriculated students on a limited basis at the institutions listed below for the fall and spring terms only. Approved forms will be accepted in advance of the semester and during the first few weeks of the term according to the schedule of the host institution. Enrollment in any course is subject to prerequisites, attendance policies, and the academic calendar of the host institution.

This form is for use **by PHPD students only**. Students from other schools should consult their registrar's office to obtain the correct form.

*In order for your cross-registration form to be processed, please provide all information.*

\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*First*

\_\_\_\_\_  
*Middle*

\_\_\_\_\_  
*Student ID #*

**CROSS-REGISTRATION AT: (check one)**

**BOSTON CONSORTIUM**

\_\_ Boston College

\_\_ Boston University

\_\_ Brandeis University

**TUFTS UNIVERSITY**

\_\_ School of Arts and Sciences

\_\_ Friedman School of Nutrition Science and Policy

\_\_ School of Dental Medicine

\_\_ Fletcher School of Law and Diplomacy

\_\_ Sackler School of Graduate Biomedical Sciences

**COURSE INFORMATION**

**Semester/Year:** \_\_\_\_\_ / \_\_\_\_\_

**Department:** \_\_\_\_\_

**Course and Section Number (provided by Host Registrar) :** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Instructor's Name:** \_\_\_\_\_

**Credit Awarded by Host Institution:** \_\_\_\_

Is this *specific* course required by your program?      Yes     No

Will this course be substituted for a concentration requirement?    Yes       No

If yes, please indicate Tufts course title: \_\_\_\_\_

If not, does this course appear on the list of pre-approved courses for general elective credit?      Yes     No

**REQUIRED SIGNATURES**

\_\_\_\_\_  
*Student* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Advisor* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Instructor* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Host Registrar* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Registrar* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Concentration Leader* \_\_\_\_\_  
*Date*

(Signature indicates approval of general elective or substitution credit being granted for this course.)

\_\_\_\_\_  
*Bursar's Office (Students must obtain Financial Clearance prior to registration if online registration has closed)* \_\_\_\_\_  
*Date*

Copies to:  
Host Registrar  
Student's Registrar