



Evergreen Course Selection and Instructor Approval



Fall 2024

In this tutorial, we will outline how to view available courses, search for courses that interest you, and receive instructor permission to audit a course.

Please note that not all courses offered by the university are open to audit students. The following course/department exclusions apply: CPE, ENG (Engineering), GMS, HUB, KHC, LAW, MED, PDP, SDM, SPH; Creative Writing; Food & Wine courses; any non-credit certificate courses; any online courses; any Film Production courses; any CFA courses not open to BU Public.

Instructors may also choose to limit enrollment, and some courses have a portion of seats reserved for students in specific degree programs.

Step 1. Finding a Course

- To access the **MyBU Class Search**, open a web browser and go to: <https://public.mybustudent.bu.edu/>
- From this page, select the “**Class Search**” option from the red menu on the left side of the screen. This will bring you to the search page.
- Once on the search page, you can select the semester you’re interested in from the “**Term**” drop-down menu. Once you have a semester selected, search for courses by branch of the college, subject, key word or topic.
 - For example, you may have a subject type you are interested in – such as “**literature**”, “**history**”, or “**business**”. If you have a more specific idea of the course you are looking for, you can try specific topic search terms, like “**Spanish**”, “**Shakespeare**”, or “**Japan**”. Once you have a search term you would like to search for, select the semester you want to enroll in, then click the red “**Search**” button.
- This general search will likely result in multiple course options related to the topic you are interested in. To view the description of a course, click on its Section name in the search results. This will expand the course details.
 - Course details will show the meeting time and location, instructor name, and available seats.
 - If there is a  symbol next to the class seats number, this means some or all of the seats in that class have been reserved. Hover over the  for further information.
- You will need the course code from the MyBU Class Search to request instructor approval and submit that to our team – there are four parts to course codes;
 - The branch of BU (3 letters) – ex. CAS, CFA
 - The department (2 letters) – ex. CS, LI
 - The course number (3 digits) – ex. 112, 235
 - The section number (1 letter, 1 digit) – ex. A1, B2
 - The class number (4-5 digits) – ex, 15746, 1233
 - **Example:** MET CS 200 A1 (11789), Introduction to CIS
- As Evergreen audit registration is conditional based on seats being available in a given course and instructor approval, we recommend selecting 1-2 alternative courses you may be interested in, in case we are not able to enroll you in your first choice.

- Please be aware that instructor approval does not guarantee you a seat in the course of your choice – your registration in the class is not finalized by our office until the week that classes begin.

Step 2. Getting Instructor Approval

- If the instructor for your course does not have information linked to their name in the MyBU Class Search, you can search for the information in the BU Directory at <https://www.bu.edu/directory/>.
 - Once you are on this page, you can search for the professor's name.
 - If the search populates multiple results, you may need to check which department the instructor works in under the "Affiliation" section on their result.
 - Once you have confirmed this is the instructor you will need to contact, select their name to be brought to their profile. This profile should include the instructor's email address so you can contact them for approval.
 - If you encounter any issues in finding the instructor for your course's contact information, please reach out to our office directly at evergrn@bu.edu for assistance.
- Now that you have the instructor's contact information, we ask that you email them directly to request permission. Please be sure to include your full name, that you are an Evergreen student seeking to join the class (if there is available space), and the full class code, name, and section/class number.
 - Instructors have the right to restrict access to their courses from Evergreen students, and some departments do not allow for audit students to enroll.
 - If the instructor is not able or willing to approve you to take the course, we recommend reaching out to the instructors of any alternate courses you are interested in.
 - If the instructor approves you to join their course, please forward the email message to us directly at evergrn@bu.edu. Once we have received this, we will save your approval for our records and confirm that we have received the approval.

Next Steps

- Once you have provided us with your class selection, instructor approvals, and submitted your enrollment fee and EVA101 Intent to Audit on our website, we have all the documents we will need to attempt to enroll you in your selected classes at the beginning of the semester.
- Please be aware that the above steps, including instructor approval, do not guarantee you a seat in the course – we are only able to register you to audit courses during the Add period at the start of the semester if all of the following is true:
 - There are seats available in the course
 - The course has not been cancelled
 - The course has not been marked as Closed or Restricted by the department offering it.

Thank you for reading. If you encounter any issues, please reach out to our office directly at:

evergrn@bu.edu

617-358-1350