

## **Fall 2014 Graduate School Registration begins 7/28!**

Beginning July 17 please check MyBentley (Academics Tab) for  
**your individual registration assignment time.**

**GRADUATING STUDENTS:** Students who are taking their final courses in fall 2014 will have access to register for their courses on Monday, July 28 beginning at 9am, provided they have filed their Petition to Graduate by July 16.

The Petition to Graduate is accessed by logging in to MyBentley. If you are completing more than one degree/certificate you must file a separate petition for each one.

**NON-GRADUATING STUDENTS:** All non-graduating students will register on Tuesday, July 29 (and again on July 30 if necessary). Each non-graduating student will be assigned a specific registration time based on a degree completion percentage that includes current registered courses. Students are allowed to register for varying credit limits on each day based on their full-time/part-time status upon admission.

Please refer to the chart below for your registration dates and the corresponding maximum credit limit for each day:

<b>Fall 2014 Graduate School Registration</b>			
<b>Registration Date:</b>	<b>Registration Time:</b>	<b>Group:</b>	<b>May enroll in the maximum total number of credits:</b>
<b>Mon., July 28</b>	Begins at 9am for all fall 2014 Graduating Students	<b>Graduating Students:</b> Must be taking final course in fall 2014 and file a graduation petition by 7/15	13 credits
<b>Tues, July 29</b>	See MyBentley Academics Tab beginning July 17 for your individual access time	Round 1 for Non-Graduating Students	ELMBA/MSMBA - 10 credits All Others: Full-time - 10 credits All Others: Part-time - 7 credits
<b>Wed., July 30</b>	See MyBentley Academics Tab beginning July 17 for your individual access time	Round 2 for Non-Graduating Students	ELMBA/MSMBA - 16 credits All Others: Full-time - 13 credits All Others: Part-time - 9 credits
<b>Thurs, July 31</b>	Open Access for all Graduate Students begins at 9am	Open registration access for ALL Graduate Students	ELMBA/MSMBA - 16 credits All Others: Full-time - 13 credits All Others: Part-time - 10 credits

### **How will I know my assigned registration time?**

Beginning July 17 you may log in to MyBentley where you will find your assignment time listed in the Academics Tab. Your individual assignment time will be the same time on both day 2 and 3. Ex. If your assigned time is 11am then you will be able to register at any point between 11am and midnight on both days.

### **Will my assignment time change each semester?**

As you earn credits and move closer to completing your degree, your assignment time will begin to move up to a slot earlier in the day.

### **What if I need to enroll in more credits than is allowed per my full-time/part-time status?**

To apply for an exception to the overall maximum credit limit please send a formal request for review, in writing to Graduate Student and Academic Services Office at [gradvising@bentley.edu](mailto:gradvising@bentley.edu).

Exceptions will not affect first day registration limits.

### **How will a student's full-time/part-time status be determined?**

It is based on your full-time/part-time status upon admission as stated on your admission application. Your full-time/part-time status for this purpose does not change based on your actual course load.

**What if I am unavailable to register during my assignment time as I will be in a meeting or otherwise engaged?**

If your assignment time is 11am then you will have access from 11am to midnight on that day.

You can log in and register when you are able, after 11am.

**Who should I contact if I need help in selecting a course?**

You may contact the Graduate Student and Academic Services Office to speak with an adviser.

<http://www.bentley.edu/offices/graduate-student-and-academic-services/academic-advisers>