

Wintersession/Spring 2015 Graduate School Registration begins 12/1 !

Beginning November 24 please check MyBentley (your Academics Tab) for **your individual registration assignment time**.

Are you taking your very last class in the Spring 2015 semester?

If so, your graduation date will be May 16, 2015. You will have access to register for fall courses on Monday, December 1 beginning at 9am, provided you have filed a Petition to Graduate by Wednesday, November 19. The Petition to Graduate is accessed by logging into MyBentley. If you are completing more than one degree/certificate you must file a separate petition for each one.

Are you taking your very last class in the Summer 2015 semester?

(note: one week intensive courses taught in May are SUMMER courses)

If so, you will be eligible to receive your degree in October 2015 and will register for spring courses on December 2 as a non-graduating student (see below). You will file a petition to graduate for October degree conferral beginning Feb 1, and will have the opportunity to request to participate in the May 2015 ceremony as a "walker" if you qualify.

Additional information regarding graduation may be found here:

<http://www.bentley.edu/offices/registrar/mccallum-graduate-school-business-graduation-information>

Registration dates/times for NON-GRADUATING STUDENTS

You will register on Tuesday, December 2 for two or three courses (as per the chart below). If you need to enroll in additional courses, you will log in again at your assigned time on December 2. Students are allowed to register for varying credit limits on each day based on their full-time/part-time status upon admission. Non-graduating students will be assigned a specific registration time based on a degree completion percentage that includes current registered courses.

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

Wintersession & Spring 2015 Registration

Registration Date:	Registration Time:	Group:	May enroll in the maximum total number of credits:
Monday December 1	Begins 9am for all Graduating Students	Graduating Students <i>Must complete final courses in Spring 2015 & file a graduation petition via MyBentley by 11/19 (Note: May one week intensives are SUMMER courses, not spring courses.)</i>	13 credits
Tuesday December 2	See MyBentley beginning 11/24 for your access time	Round 1 for Non-Graduating students	ELMBA/MSMBA - 10 credits All Others: Full-time - 10 credits All Others: Part-time - 7 credits
Wednesday December 3	See MyBentley beginning 11/24 for your access time	Round 2 for Non-Graduating students	ELMBA/MSMBA - 16 credits All Others: Full-time - 13 credits All Others: Part-time - 10 credits
Thursday December 4	Open Access Begins 9am	Open Registration Access for ALL Graduate Students	ELMBA/MSMBA - 16 credits All Others: Full-time - 13 credits All Others: Part-time - 10 credits

Notes:

Graduating students have 24 hour access to the registration form beginning 12/1

Non-Graduating students have access from their assigned time to midnight on Round 1 (12/2); this is repeated for Round 2 (12/3)

All graduate students will have 24 hour access beginning 12/4

How will I know my assigned registration time?

Beginning November 24 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.

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, you will have access from 11am to midnight on that day. You can register at any point after 11am.

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 an earlier slot.

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. Exceptions will not affect first day registration limits.

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>