

## **Summer 2015 Graduate School Registration begins March 30 !**

Your individual registration assignment time will be posted to the Academics Tab on your MyBentley page on **March 23 at 4pm**.  
The summer schedule of courses will be posted on the Registrar's website the **week of March 16**.

**IMPORTANT CHANGE** – A new waitlist system will be implemented during this registration period.  
To find out how the waitlists will operate click [HERE](#)

### **Are you taking your very last course(s) in this summer?**

If so, please note that your graduation date will be October 30, 2015. You will be able to register for your final course(s) on March 30, provided you have filed a Petition to Graduate no later than March 18. 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. Additional information regarding graduation and the Graduation Petition may be found [HERE](#)

### **Registration dates/times for NON-GRADUATING STUDENTS**

You will register on March 31 beginning at your assigned registration time. The assignment time will be posted on your MyBentley Academics Tab by 4pm on March 23. You will be able to enroll in the maximum number of credits as displayed in the chart below.

## **Summer 2015 Registration**

<b>Registration Date:</b>	<b>Registration Time:</b>	<b>Group:</b>	<b>May enroll in the maximum total number of credits:</b>
<b>Monday March 30</b>	Registration begins at 9am for all Graduating Students	<b>Graduating Students</b> <i>Must complete final courses in Summer 2015 &amp; file a graduation petition via MyBentley by 3/18</i>	13 credits
<b>Tuesday March 31</b>	See MyBentley beginning 3/23 for your access time	<b>Non-Graduating students</b>	ELMBA/MSMBA - 13 credits All Others: Full-time - 10 credits All Others: Part-time - 7 credits
<b>Wednesday April 1</b>	Open Access Begins at 9am for all Graduate students	<b>Open Registration Access for ALL Graduate Students</b>	ELMBA/MSMBA - 16 credits All Others: Full-time - 13 credits All Others: Part-time - 10 credits

### **Notes:**

*Graduating students have 24 hour access to registration beginning 3/30*  
*Non-Graduating students have access from their assigned time to midnight on March 31*  
*All graduate students will have 24 hour access beginning 4/1 at 9am*

## **FAQ's**

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

Your individual registration time will be posted on your MyBentley account by March 23 at 4pm. Click on the Academics Tab.

### **How is my assigned registration time determined?**

Your time assignment is based on a calculation of degree completion percentage that includes current registered courses. As you earn credits and move closer to completing your degree, your assignment time will begin to move up to an earlier slot.

### **Maximum credits allowed depend on my full-time or part-time status. How is that status 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 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.

### **What if I am not available 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.

### **How do I register for course? What is a CRN number?**

For information on how to register and CRN numbers, please click [HERE](#)

### **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. Contact Info maybe found [HERE](#)

### **What if the course I want is closed? Can I be placed on a waitlist?**

If the graduate course that you want is fully enrolled (closed), you may put yourself on the waitlist via MyBentley.

Since there is no guarantee that you will be granted a seat in that course/section, you should also enroll in an alternative course that will fit into your schedule and satisfy requirements in your degree program. Please be sure that you have the required pre-requisites or co-requisites for the course. You can be on up to two waitlists at any one time.

For most of the registration period, the waitlist will be automated – not manually monitored. Should a seat become available and you are next on the waitlist, you will receive an email notification at your Bentley email address. You then have up to 48 hours in which to log into MyBentley and register for the course. If you do not log in and register by the indicated deadline, you will lose the opportunity to enroll in the course and be dropped from the waitlist.

Please note that if you decide to accept the offer and enroll in the course, you may need to drop a conflicting course in order to register into the new one. For example: You are already enrolled in a course that meets at the same time, you are already enrolled in a different section of that course, or you are currently enrolled in the maximum number of credits allowed. In this case you would need to drop the conflicting course, and then enroll in the course that you are being offered.

Since you will be notified of an open seat via your Bentley email address, it is very important that you check it frequently or set up automatic forwarding to your home or office email. You should also make sure that email from Bentley is not filtered out as spam.

Waitlists are managed by the **Graduate Student and Academic Services Office**. If enrolling in this course is necessary for your degree completion or there is a compelling reason for you to receive priority, please email an explanation of your circumstances to [gradvising@bentley.edu](mailto:gradvising@bentley.edu) with “waitlist for course \_\_\_\_\_” in the subject line.

***Please do NOT contact the instructor of a course as faculty cannot sign students into a closed course***