

Wintersession/Spring 2016 Graduate School Registration begins 11/30!

On November 23 at 4pm your individual registration assignment time will be posted to the Academics Tab on your MyBentley page.

Are you taking your very last class in the Wintersession 2016 semester?

If so, your graduation date will be February 26, 2016. If you haven't already done so, you must file a petition to graduate via MyBentley for February 2016 immediately. To obtain registration access for your final course in Wintersession, please contact the registrar's office at GA_Grad_Registrars_Office@bentley.edu. You will register on Monday, November 30 with graduating students.

Are you taking your very last class in the Spring 2016 semester?

If so, your graduation date will be May 21, 2016. You will have access to register for fall courses on Monday, November 30 beginning at 9am, provided you have filed a Petition to Graduate by Friday, November 20. 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 2016 semester?

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

If so, you will be eligible to receive your degree in October 2016 and will register for spring courses on December 1 as a non-graduating student (see below). You will file a petition to graduate for October degree conferral beginning March 1, and will have the opportunity to request to participate in the May 2016 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 1 beginning at your assigned registration time. Registration will be available to you until midnight on December 1. On this day, you will be able to enroll in the maximum number of credits as displayed in the chart below. You will be able to enroll in additional credits beginning at 9am on December 2.

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

Wintersession & Spring 2016 Registration

Registration Date:	Registration Time:	Group:	May enroll in the maximum total number of credits:
Monday November 30	Begins 9am for all May 2016 Graduating Students	Graduating Students <i>Must complete final courses in Spring 2016 & file a graduation petition via MyBentley by 11/20 (Note: May one week intensives are SUMMER courses, not spring courses.)</i>	13 credits
Tuesday December 1	See MyBentley beginning 11/23 at 4pm for your access time	Non-Graduating students	ELMBA/MSMBA - 13 credits All Others: Full-time - 10 credits All Others: Part-time - 7 credits
Wednesday December 2	Open Access begins at 9am for all graduate students	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 11/30 at 9am

Non-Graduating students have access from their assigned time to midnight on 12/1

All graduate students will have 24 hour access beginning 12/2 at 9am

FAQ's

How will I know my assigned registration time?

Your individual registration time will be posted on your MyBentley account on the date listed in the chart above. At that time you may click on the Academics Tab to view your registration time.

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. 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.

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>

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

Yes. Enter the course CRN number in MyBentley, as if to register. If the course is closed you will have an option via a dropdown to select "waitlist". You will be contacted via your Bentley email account if a seat becomes available to you.