

Summer 2016 Graduate School Registration begins March 28 !

Your individual registration time will be posted to the Academics Tab on your MyBentley page on March 21 at 4pm. The summer schedule of courses will be posted on the Registrar's website the week of March 7.

Are you taking your very last course in the Summer 2016 semester?

Note: Summer classes include one week intensive and Study Tour courses offered in May. If so, your degree will be awarded October 28, 2016. You will have access to register for summer courses on Monday, March 28 beginning at 9am, provided you have filed a Petition to Graduate by Wednesday, March 16. 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.

Registration dates/time for students who are NOT taking their final courses in Summer 2016

You will register on March 29 beginning at your assigned registration time. The assignment time will be posted on your MyBentley Academics Tab by 4pm on Monday, March 21. You will be able to enroll in the maximum number of credits as displayed in the chart below. 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:

Summer 2016 Registration

Registration Date:	Registration Time:	Group:	May enroll in the maximum total number of credits:
Monday March 28	Begins 9am for all Graduating Students	Graduating Students <i>Must complete final courses in Summer 2016 & file a graduation petition via MyBentley by 3/16</i>	13 credits
Tuesday March 29	See MyBentley beginning 3/21 for your access time	Non-Graduating Students	ELMBA/MSMBA - 13 credits All Others: Full-time - 10 credits All Others: Part-time - 7 credits
Wednesday March 30	Open Access 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

Graduating students have 24 hour access to the registration form beginning 3/28

Non-Graduating students have access from their assigned time to midnight on 3/29

All graduate students will have 24 hour access beginning 3/30 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 21 at 4pm. Click on the Academics Tab.

How is my registration assignment time determined?

Your assignment time 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/part-time status upon admission as stated on your admission application. Your full/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 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.

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.

Their contact information may be found here: <http://www.bentley.edu/graduate/gsas/staff-and-appointments>

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

For that information please click here:

http://www.bentley.edu/files//2015/03/06/GR%20MyBentley%20reg%20instruct_0.pdf

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

Waitlists are managed by the Graduate Student and Academic Services Office.

For information concerning closed courses and waitlists please click here: <http://www.bentley.edu/offices/registrar/graduate-school-waitlist>