Fall 2012 Graduate School Registration period begins August 6

New Registration Process!
A new registration process for graduate students was introduced in summer 2012 and will continue for fall. Graduate student registration access will no longer be assigned by last name/alphabetic breakdown.

Beginning **July 30** please check MyBentley (Academics Tab) for **your individual registration assignment** time.

Our former system allowed some students to enroll in the maximum number of courses before others had registered for any courses. The new tiered system will allow every student the opportunity to obtain a set number of courses on the first day of registration before going back in on the second day and adding additional courses. Students should enroll in their most desired courses on the first registration day.

How will it work?
As was the case with the former system, all students graduating at the end of the fall semester will have access on the first day of registration, August 6. To be considered a graduating student you must be completing your final course(s) in the Fall 2012 semester AND have filed a Petition to Graduate via MyBentley by the July 30 deadline.

On August 7, all non-graduating students will register. 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 two different registration dates and the corresponding maximum credit limit for each day.

Date:	Time:	Who:	May enroll in the maximum total number of credits:
August 6	Begins 9am for all Graduating Students	**Graduating Students** (Must be completing final courses in Fall 2012 semester & file graduation petition via MyBentley by July 30)	12 credits
August 7	See MyBentley beginning July 30 for your access time	**Round 1 for Non-Graduating students**	Full-time - 9 credits Part-time - 6 credits
August 8	See MyBentley beginning July 30 for your access time	**Round 2 for Non-Graduating students**	Day MBA & MSMBA: 15 credits Emerging Leaders MBA: 15 credits All others: Full-time - 12 credits All others: Part-time - 9 credits
August 9	Begins 9am	**Open Registration Access for ALL Graduate Students**	Day MBA & MSMBA: 15 credits Emerging Leaders MBA: 15 credits All others: Full-time 12 credits All others: Part-time 9 credits

Notes:

Graduating students have 24 hour access to the registration form beginning August 6

Non-Graduating students have access from their assigned time to midnight on Round 1 (August 7); this is repeated for Round 2 (August 8)

All graduate students will have 24 hour access beginning August 9

How will I know my assigned registration time?
Beginning July 30 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 status for this purpose does not change based on your 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.

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.

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.