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For More Information
Visit our web site: www.bentley.edu/registrar
Under My Bentley Quick Links, click Registration Information

Useful Web Sites

Registrar's Office - www.bentley.edu/registrar

Academic Policies - www.bentley.edu/academic-services/policies-procedures.cfm

Address Change Form - www.bentley.edu/registrar/forms.cfm

Click on "Address Update"

Blackboard Information – blackboard.bentley.edu

Bookstore Information – bentley.bkstore.com

Dates & Deadlines - www.bentley.edu/registrar/dates_and_deadlines.cfm

Tuition, Fees and Payment Information - www.bentley.edu/sfs

Registration Instructions - www.bentley.edu/registrar/documents/my.bentley_directions.pdf

Registration Resources - www.bentley.edu/registrar/d_reg_times.cfm

Scroll down to **Fall 2012** and **Registration Resources** and click on the links for:

Elective Guidelines

LSM course listings

Focus requirement course listings

Course Descriptions - www.bentley.edu/academics-research/programs/descriptions_ug.cfm

Click on the department link to locate the course number

Prerequisite Requirements - www.bentley.edu/registrar/d_reg_times.cfm

Under Fall 2012 Information, click on *Course Offerings*

Click on the appropriate department to view the course and its prerequisite(s)

Registration Dates & Availability

REGISTRATION HOLDS: You will **NOT** be able to register for courses if there is a **hold** on your Bentley University account. Holds can be viewed in Banner Web under the [Registration Status](#) link in *Courses and Grades*. **It is the student's responsibility to have the hold removed. All applicable registration deadlines apply and no exceptions will be made.** Department chairpersons and faculty members are not able to permit registration after the deadlines if the student has, or had, a registration hold.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 8	9	10	11	12	13	14
	Day Summer Registration begins	UG REGISTRATION Group 1 only begins at 9:00 a.m.		Registrar's Office Walk-in Hours Group 1 only 9:00 a.m.-Noon & 2:30 p.m.- 4:00 p.m.	UG REGISTRATION Group 2 only begins at 9:00 a.m.	
	No Fall Registration Activity	Add/drop Group 1 only 9:00 p.m. -11:59 p.m.	Add/drop Group 1 only 9:00 p.m. -11:59 p.m.	Add/drop Group 1 only 9:00 p.m. -11:59 p.m.	Add/drop Groups 1 & 2 only 9:00 p.m. -11:59 p.m.	Add/drop Groups 1 & 2 only 9:00 p.m. -11:59 p.m.
15	16	17	18	19	20	21
	Patriot's Day		Registrar's Office Walk-in Hours Group 2 only 9:00 a.m.-Noon & 2:30 p.m.- 4:00 p.m.	UG REGISTRATION Group 3 only begins at 9:00 a.m.		
Add/drop Groups 1 & 2 only 9:00 p.m. -11:59 p.m.	Add/drop Groups 1 & 2 only 9:00 p.m. -11:59 p.m.	Add/drop Groups 1 & 2 only 9:00 p.m. -11:59 p.m.	Add/drop Groups 1 & 2 only 9:00 p.m. -11:59 p.m.	Add/drop ALL Groups only 9:00 p.m. -11:59 p.m.	Add/drop ALL Groups only 9:00 p.m. -11:59 p.m.	Add/drop ALL Groups only 9:00 p.m. -11:59 p.m.
22	23	24	25	26	27	28
	Registrar's Office Walk-in Hours Group 3 only 9:00 a.m.-Noon & 2:30 p.m.- 4:00 p.m.	Registrar's Office Walk-in Hours Group 3 only 9:00 a.m.-Noon & 2:30 p.m.- 4:00 p.m.				Registration limits for eligible students will be increased to 18 credits on Wed. April 25 at 9:00 a.m.
Add/drop ALL Groups only 9:00 p.m. -11:59 p.m.	Add/drop period for ALL Groups only 9:00 p.m. -11:59 p.m.	Add/drop period for ALL Groups only 9:00 p.m. -11:59 p.m.	Add/drop period for ALL Groups only 9:00 p.m. -11:59 p.m.	Add/drop period for ALL Groups only 9:00 p.m. -11:59 p.m.	Add/drop period for ALL Groups only begins at 9:00 a.m.	Add/drop period continues through the beginning of the Fall semester. Add/Drop will be closed from June 15 thru July 8 and a few days in August for new student registration.

UG Day Fall 2012 Registration Date & Time Assignment Policy:

Group 1: Current & Rising Seniors Total Credits (Spring 2012 registration + total earned) = 81+ Includes Official Class Codes of 8, 7, 6, 5	Group 3: Current & Rising Sophomores Total Credits (Spring 2012 registration + total earned) = 0 – 50.5 Includes Official Class Codes of 4, 3, 2, 1
Group 2: Current & Rising Juniors Total Credits (Spring 2012 registration + total earned) = 51 – 80.5 Includes Official Class Codes of 6, 5, 4, 3	

Registration Priority FAQs

- Fall 2012 Alpha breakdown order:** AE, FL, MQ, RZ
- How is my registration DAY determined?**
The day you register is determined by your number of **registration credits** which is the total of **credits already earned + current semester enrolled credits**. See boxes above for details.
- How is my registration TIME determined within my day?**
The highest **class code*** within a day will be assigned the earlier times. Within that class code, the alphabetic grouping is then given priority. Within the alphabetic grouping the assignments are randomly generated.
*Class code is based on earned credits and does not include your current Spring 2012 registration credits.

Course Selection Requirements & Responsibilities

No student will be permitted to enroll in courses unless all **prerequisites, concurrent prerequisites** and **class standing requirements** have been satisfactorily fulfilled. Students who register for courses and do **NOT** meet all course requirements may be dropped from the course with or without notice.

Course prerequisites are listed in the schedule at the end of this booklet. Additional information can be found on the Registrar's Website in the Fall 2012 Registration section.

Consult with an advisor in Academic Services if you have any questions regarding course selection.

Registration Problems & FAQs

If:	Then:
You have: <ul style="list-style-type: none"> ▪ A registration hold 	<ol style="list-style-type: none"> 1. Under the <i>Courses & Grades</i> tab in MyBentley, click the <u>Registration Status</u> link and then click <u>View Holds</u> at the bottom of the page. 2. Contact the department corresponding to the type of hold shown (e.g., Student Financial Services for a financial hold) to resolve the problem. <p>Holds must be cleared before registration can begin!</p>
You are closed out of: <ul style="list-style-type: none"> ▪ Any AC, AF, CS, FI, IDCC, IPM, LA, MG or MK course ▪ Any EC 200 or higher 	<p>See the appropriate department chairperson. If you are looking for a course other than what's listed to the left see below.</p>
You are closed out of any course OTHER THAN those listed above: Including: <ul style="list-style-type: none"> ▪ Any GB course 	<p>For students with scheduling issues sign-up on the web under purchase/register for events to schedule an appointment to come in during the following hours:</p> <ul style="list-style-type: none"> ▪ April 12 from 9:00 a.m. – Noon and 2:30 p.m. – 4:00 p.m. ▪ Appointment times for students with a registration date of April 10 ▪ April 18 from 9:00 a.m. – Noon and 2:30 p.m. – 4:00 p.m. ▪ Appointment times for students with a registration date of April 13 ▪ April 23 & 24 from 9:00 a.m. – Noon and 2:30 p.m. – 4:00 p.m. ▪ Appointment times for students with a registration date of April 19
You want: <ul style="list-style-type: none"> ▪ To take an honors course 	<p>Eligible non-honors students will be notified after the initial registration period regarding the process to register for honors courses. Honors students who are closed out of a course should contact Greg Hall.</p>
You need: <ul style="list-style-type: none"> ▪ A prerequisite waiver 	<ol style="list-style-type: none"> 1. Go to www.bentley.edu/registrar/forms.cfm 2. Print out the <i>Undergraduate Prerequisite Waiver Form</i> 3. Fill out the form and submit it to the department chairperson for evaluation. (NOT to the faculty member teaching the class) 4. If approved, drop off the completed form at the Registrar's Office. <p>NOTE: Prerequisite waivers are granted at the discretion of the department.</p>
You want: <ul style="list-style-type: none"> ▪ To register for an Evening Division course 	<p>Full-Time Undergraduate Day students may register for Evening division courses during their assigned registration access times. After July 2, Day students will no longer be permitted to register for Evening division courses until August 24 at 9:00 a.m.</p>
You want: <ul style="list-style-type: none"> ▪ To register for 18 credits 	<p><u>Class Code 6-8 students</u> with a GPA of 2.0 or better can register for 18 credits during the initial registration period.</p> <p><u>Class Code 1-5 students</u> are limited to registering for 17.5 credits during the initial registration period. Beginning Wednesday, April 25 at 9:00 a.m., Class Code 1-5 students with a GPA of 2.7 will have their registration eligibility increased to 18 credits.</p>
You want: <ul style="list-style-type: none"> ▪ To take a course pass/fail 	<p>If you have NOT already taken a course Pass/Fail: read and fill out the Pass/Fail Declaration Form at www.bentley.edu/registrar/forms.cfm.</p> <p>If you have already taken a course Pass/Fail: You are NOT eligible.</p> <p>(Only one course may be taken as Pass/Fail toward your degree.)</p> <p>The <u>deadline</u> to declare a course Pass/Fail for the Fall 2012 Semester is September 17, 2012.</p>
You want: <ul style="list-style-type: none"> ▪ To drop or add classes 	<p>Drop/add opens for everyone on April 19, 2012 at 9:00 p.m. See Registration Dates and Availability chart (page 2) for specific times. Fall 2012 registration will be closed from June 15 thru July 15 and also a few days in August for new student registration. The Registrar's Office reserves the right to limit access to the drop/add screens for all students in appropriate circumstances.</p> <p><u>Students are responsible for managing their schedules.</u> You are expected to know the appropriate deadlines and the impact on your semester schedule, your degree requirements, and your student financial account if you fail to meet the appropriate deadlines. When adding or dropping any course in Banner Web, you must submit your changes before exiting the form. Make sure to go back into your schedule and scroll to the bottom to view any errors and make sure all the courses are listed. Any mistakes made in Banner Web are your responsibility. Be sure to check any registration changes by viewing your revised schedule.</p>

Final Exam Schedules

Spring 2012 Day Undergraduate Final Exam Schedule

		WED 5/2	THU 5/3	FRI 5/4	SAT 5/5	MON 5/7	TUE 5/8	WED 5/9	THU 5/10
8:30 a.m. - 10:30 a.m.	Block	4	8		AC 311 & AC 312 common				
9:00 a.m. - 11:00 a.m.	Block			2		6	12	13	5
11:00 a.m. - 1:00 p.m.	Block	3	11		GB 212 common				
11:30 a.m. - 1:30 p.m.	Block								
1:00 p.m. - 3:00 p.m.	Block			9		14	7	16	
2:00 p.m. - 4:00 p.m.	Block	10	15		GB 401 common				

Notes: Evening Undergraduate and Graduate exams are held during the last class meeting.

Fall 2012 Day Undergraduate Final Exam Schedule

		WED 12/12	THU 12/13	FRI 12/14	SAT 12/15	MON 12/17	TUE 12/18	WED 12/19	THURS 12/20
8:30 a.m. - 10:30 a.m.	Block	3			AC311 & AC 312 common exam				
9:00 a.m. - 11:00 a.m.	Block		5	6		12	8	4	7
11:00 a.m. - 1:00 p.m.	Block	2							
11:30 a.m. - 1:30 p.m.	Block				GB 112 common exam				
1:00 p.m. - 3:00 p.m.	Block		9	16		14	10	15	13
2:00 p.m. - 4:00 p.m.	Block	11			GB 410 common exam				

Notes: Snow make-up for UG Eve, Day UG & Grad finals will be on Sunday, December 16 for any exam between Dec.11-15. Snow make-up for exams on Dec 17 - 20 will be Friday, Dec. 21. Evening Undergraduate and Graduate exams are held during the last class meeting (see Academic Calendar for specific dates).

Block Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:45	1A	2	3	2	3
9:55 - 11:10	6	4	5	4	5
11:20 - 12:35	7	8	7	6	8
12:45 - 2:00	9	10	Activity Period	9	10
2:10 - 3:25	Activity Period	12	11	12	11
3:35 - 4:50	13	14	13	14	17F
5:00 - 6:15	15	16	15	16	

Student Responsibilities & Rights

Academic Responsibilities

Students are responsible for understanding all institutional policies, procedures, and requirements. These include, but are not limited to, degree and major course requirements, course prerequisite requirements, minimum residency and honors requirements, and Bentley University's grading and course repeat policies. Students who fail to comply with these policies, procedures and requirements do so at their own risk. The Degree Audit Summary (DAS) or the Degree Requirement Summary (DRS) is provided to you to be used as a guideline for your major requirements. Each student shares the responsibility for the accuracy of his or her DAS or DRS. A *DAS Discrepancy Form* is available from the Registrar's Office to report any inaccuracies.

Students are responsible for managing their schedules. You are expected to know the appropriate deadlines and the impact on your semester schedule, your degree requirements, and your student financial account if you fail to meet the appropriate deadlines. When adding or dropping any course in Banner Web, you must **submit your changes** before exiting the form. Make sure to go back into your schedule and scroll to the bottom to view any errors and make sure all the courses are listed. Any mistakes made in Banner Web are your responsibility. Be sure to check any registration changes by viewing your revised schedule.

Code for Ethical Computer Use

All members of the Bentley community make use of computers in the pursuit of their primary endeavors at Bentley University.

Such use must be performed in a legal context that ensures that the use of these resources fosters the achievement of the individual user's goals, consistent with Bentley University's educational and research objectives.

This context requires that computing resources not be abused, wasted, or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company, within or outside the Bentley community. All members of the community are obliged to act responsibly in the use of computer hardware and software, data, and computer outputs.

The use of computing resources must be in compliance with state and federal laws and Bentley University policies (e.g., sexual harassment, discrimination, etc.).

All members of the Bentley community are responsible for understanding the full policy and its implications. For detailed information, please refer to the postings in any computer lab or in the Student Handbook available on the web at www.bentley.edu/computing-use/index.cfm.

Course Cancellations, Schedule Revisions, Instructor Changes

Bentley University reserves the right to cancel courses or to reschedule courses in which registration is below an acceptable minimum. Bentley University makes every effort to inform students already registered of such changes. The faculty names listed in the registration information are tentative and subject to change. Bentley University does not guarantee choice of individual instructors.

Bentley University Policy regarding Family Educational Rights and Privacy Act (FERPA)

This policy is issued in compliance with the regulations established by the Department of Education, 20 C.F.R. Part 99.6, for the University's implementation of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, also known as FERPA. This policy is also guided by the laws in the Commonwealth of Massachusetts concerning privacy. The University has established strong policy guidelines that support its adherence to the FERPA and protect the rights of students, except under certain circumstances stated in the statute and its regulations and as noted below.

Notice:

Students and Parents receive notice of FERPA and their rights under FERPA through the electronic publication of the Student Handbook each academic year currently located at: www.bentley.edu/shandbook/index.cfm

Student Responsibilities & Rights (continued)

Access/Amendment To Educational Records:

Students and eligible parents have the right to access to the student's educational records upon written request to the Office of Student Affairs. An exception to this policy is made for requests from students or others for transcripts and degree information which may be made directly to the Office of the Registrar. Requests for disclosure of educational records may be made by electronic signature when available. Each Department/Division of the University will determine if it will assess fees for copies of an educational record or transmission of an educational record to another party. All requests for changes to a student's educational record must be made in writing to the Vice President of Student Affairs.

Location of Educational Records:

Educational records may be kept by the Registrar, each Committee, Board and Department of the University, and by faculty and staff of the University in paper or electronic form.

Directory Information:

Unless otherwise requested by the student, Bentley University (Information Desk, Registrar's Office, deans' offices, etc.) may release to the public student data considered "directory information." If a student desires that directory information not be released, it is his or her responsibility to notify the Registrar's Office in writing. Please note that students do not have the flexibility of choosing to release or not release particular items defined as directory information.

Bentley University will not sell or give directory information for commercial purposes to external vendors who are not affiliated with the institution. Bentley University may use all student data for its official operations of any student organizations or other university-sponsored functions. Directory information, as defined by the Family Educational Rights and Privacy Act of 1974, includes the following information relating to a student: name, address, e-mail address, telephone number, date and place of birth, class, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honors, degrees and awards received, and the most recent previous educational agency or institution attended.

Disclosure Without Consent

Statutory Exceptions:

The Statute provides that under a number of circumstances, the University will disclose educational record information to other person/entities without seeking prior consent or notice to a student or eligible parent. Such examples include but are not limited to: grand jury subpoenas, accrediting organizations, requests in connection with a student's application for financial aid, requests from state or local police/court authorities, and disclosure to other Bentley University personnel who "have legitimate educational interests" in the information and records.

University personnel includes the officers and directors of the University, all members of the University administration, faculty, staff, persons serving on judicial, promotion and academic boards and committees, and any professional providing assistance to the University (such as lawyers, accountants, law enforcement personnel, medical personnel).

The University has determined that there are certain persons who have the right to review a student's educational records and personally identifiable information in every case: Officers of the University, Provost and the Deans. Other Bentley University personnel will have access to educational records and personally identifiable information in circumstances where the Vice President of Student Affairs, or their designee, concludes based upon the information available to them at the time of the decision, that the disclosure of the records and/or information will assist the University in making decisions concerning a student's academic status or standing at the University or the health, safety or well-being of a student or other members of the University community.

The vice president for Student Affairs or their designee reserves the right to contact parents of a dependent student when it has been determined that the student's success is at risk. Students have the right to file a complaint with the Family Educational Rights and Privacy Office concerning any alleged failure on the part of Bentley University to comply with the Family Educational Rights and Privacy Act of 1974.

Drug and Alcohol Violations:

The University may inform parents or legal guardians of a student under the age of 21 of the student's violation of federal state and local laws and University rules and regulations concerning drug and alcohol use and possession.

Student Responsibilities & Rights (continued)

Health and Safety Emergencies:

The University may disclose educational records and personally identifiable information to members of the Bentley community, professionals assisting the University and law enforcement personnel when it determines, based upon the information available at the time, that there is a health and safety emergency and that the disclosure will aid the University in protecting the health and safety of the University community or a student

Results of Disciplinary Proceedings:

The University informs victims of any crime of violence or non-forcible sex offense of the final results of a disciplinary proceeding and the action taken against the perpetrator student when the proceeding finds a violation.

Nondiscrimination

Bentley University does not discriminate in admission or access to, or treatment or employment in, any of its educational programs or activities including scholarships, loans, and athletics, on the basis of race, color, sex, marital or parental status, age, national or ethnic origin, religion, handicap or disability. Bentley University complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act and Revenue Procedure 75-50 prohibiting such discrimination. Anyone believing that he or she has experienced adverse treatment may register a complaint with Earl Avery, Special Assistant to the President, at 781-891-2907.

Student Financial Services Billing and Collection Policies

Student Financial Services is responsible for billing and collecting fees for tuition, housing, meal plans, health insurance, computers, parking violations and any other applicable fees. Please refer to http://www.bentley.edu/sfs/bill_due_date.cfm#Dayn for a schedule of payment dates.

Our goal is to work with students and parents to resolve outstanding balances. We understand that students and their families may experience financial difficulties and it is important for those types of issues to be communicated to our office at an early stage. Bentley University offers payment plans to assist with the budgeting of the cost of education. However, those plans are only available to students prior to the due date of their bill.

We URGE students and/or parents to contact our office prior to the due date of the bill to discuss any financial concerns that they may have. The earlier the issue is discussed, the more tools we have to assist students in resolving the situation.

Bentley University recognizes that employers may pay university fees on behalf of students/employees. These agreements are made between the student and their employer and are not contractual agreements with the university. We do not bill companies/employers for student tuition unless we receive a purchase order that states the company will pay upon receipt of the Bentley University bill.

We are unable to process foreign checks in amounts less than \$250.

If the balance is not resolved by the due date, a **financial hold** will be placed on the account. This financial hold will prevent students from registering for classes, changing their course schedule, participating in the housing lottery or senior week activities and from obtaining transcripts. If applicable, the student may also be required to move out of housing.

Also, accounts with unresolved balances are subject to late payment fees of \$100.00 each.

If a balance remains unpaid, the account will be assigned to the Bentley University Collection Department. If an acceptable payment arrangement cannot be reached, the account will be assigned to a collection agency. There are several consequences that accompany that action:

- 1) The account will be reported in a default/collection agency status to the credit bureau. This may prevent the student from obtaining credit in the future.
- 2) The student will be assessed collection fees between 25% and 50% and possible legal fees in addition to the outstanding balance owed to Bentley University.
- 3) Any future classes that the student plans on taking at Bentley University must be prepaid (in full) via certified funds

Fall 2012 Elective Guide

ARTS & SCIENCE COURSES/ELECTIVES

Arts & Science courses are any courses that are not business courses. The following course codes and courses are considered Arts & Science:

AN	GLS	MLFR	NASC	PS
ART	HI	MLIT	NASE	SO
CIN	LIT	MLJA	PH	
COM	MLCH	MLSP	MC	

CS 150, 180, 213, 220, 221, 230, 234, 240, 280, 367, 376, 380, 420, 480 & 454

EC 251, 261, 321, 323, 331, 335, 341, 343, 351

HNR 445

Any ID except: 306, 350.

LA (100-level only)

MA (above 100-level)

ST 242

HUMANITIES/SOCIAL SCIENCE

The following course codes and courses can fulfill the Humanities/Social Science elective requirement:

AN	GLS	MLFR	PS
ART	HI	MLIT	SO
CIN	LIT	MLJA	PH
COM	MLCH	MLSP	MC

EC 251, 261, 321, 323, 331, 335, 341, 343, & 351.

Any ID except: 306 & 350.

LA (100-level only)

PH (except 101)

MATH/NATURAL SCIENCE

The MA/NS elective requirement courses are:

MA courses 200 or higher (except MA 249)
that do not duplicate material presented
in any previously taken MA course,

NASE

ST 242

BEHAVIORAL SCIENCE

The Behavioral Science elective requirement is fulfilled by any **PS** or **SO** course.

BUSINESS COURSES/ELECTIVES

The following course codes and courses are considered business courses and fulfill business electives:

AC	IDCC	FI	MK
AF	IPM	MG	OM

CS 340, 350, 359, 360, 401, 402, 421, 440, 450, 460 & 476

EC 211, 224, 225, 231, 232, 233, 245, 270, 271, 272, 311, 314, 315, 333, 346, 361, 371, 381, 391 & 402

HNR 440

ID 306, 350

LA (200 or higher)

SO 263;

Note: AC majors may only take 3 credits of AC in addition to their major courses

MANAGEMENT AND MARKETING RELATED ELECTIVES

All **AC**, **AF**, **FI**, **IDCC**, **IPM**, **MG**, or **MK** courses not otherwise required; any **LA** course numbered 200 or higher, **ID** 350, and the above **EC** and **CS** business courses. **SO** 263 may also be used as a **MG** related elective.

DIVERSITY, INTERNATIONAL, & COMMUNICATION INTENSIVE FOCUS COURSE REQUIREMENTS

Before graduating, all Bentley students matriculating on or after Fall semester 1999 must satisfy the *Special Focus Course Requirements* by selecting courses from a list of approved courses that have diversity, international studies, and communications-intensive material as their focus. In order to graduate students are required to take and pass:

- one 3-credit diversity-focused course,
- one 3-credit international-focused course, &
- two 3-credit communication-intensive courses, one in the major and one outside the major course of study.

Courses that satisfy the communication-intensive, diversity and international focus requirement are printed in the *Course Schedule* section of this booklet and are designated with *C*, *D*, and/or *I* in the focus section for each course and are available online at www.bentley.edu/registrar/d_reg_times.cfm.

Transfer students entering Bentley with 30 or more transfer credits are waived from these course focus requirements.

Bentley University
Schedule of Classes
Fall 2012



Go to: http://www.bentley.edu/registrar/documents/my.bentley_directions.pdf

**For up-to-date course information go to:
www.bentley.edu/registrar/d_reg_times.cfm**

Fall 2012 Semester Part of Term Codes

<u>PTRM Code</u>	<u>Description</u>	<u>Dates</u>
Part of Term 1 & 1A	Full Semester	Sept. 4 to Dec. 10, 2012 Eve UG exams Dec 11, 12, 13, 15, 17 Day UG exams Dec 12, 13, 14, 15, 17, 18, 19, 20
Part of Term 7	First Half Five Saturdays (SX1)	Pre-session October 13, 2012 Class meets October 20 – November 17

**Bentley University reserves the right to make changes in course time,
instructors, and enrollment limits.**

Service Learning Courses

A number of courses offered each semester provide a service-learning project. Some projects are required and some are not.

“Embedded” service-learning courses—If a course is designated “embedded,” the service-learning project may be required of all students within the course or may be offered as one of several assignments from which the instructor allows students to choose. In both instances, however, the project is considered as one of the regular class deliverables, requiring no more or less work than is required in any 3-credit course.

“4th Credit Option” service-learning courses—If a course is designated “4th-credit,” the service-learning project is optional. Students who choose to undertake a 4th-credit project agree to assume approximately 30 hours of additional course work over and above the work required of students in the class who do not opt for the 4th-credit. The 30 hours should be broken up as 20 hours of service and 10 hours of academic reflection on/analysis of the service

Students who wish to drop the service-learning 4th-credit option must do so through my.bentley by October 12th in order to have the option removed from the student’s transcript without a ‘W’. Students who withdraw after October 12th and before November 10, 2012 will receive a ‘W’ on their transcript. Students who do not withdraw by November 9, 2012 will receive an ‘F’ for the service-learning 4th-credit option.

For more information on the Service Learning Program, please contact:

BSLC
Morison 101
Bentley University
175 Forest Street
Waltham, MA 02452-4705

Phone: 781.891.2170 e-mail: service-learning@bentley.edu