

Fall 2013 Graduate School Registration

Beginning Thursday, July 17 at 4pm, please check MyBentley (Academics Tab) for your individual registration assignment time.

Students graduating at the end of the fall 2013 semester will have access on July 29 at 9 a.m. (the first day of registration). To be considered a graduating student you must be completing your final course(s) in the fall 2013 semester AND have filed a Petition to Graduate via MyBentley by July 14.

All non-graduating students will register on July 30. 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 as indicated on the application form upon admission to the graduate school.

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

Date:	Time:	Group:	May enroll in the maximum total number of credits:
July 29	Begins 9am for all Graduating Students	Graduating Students <i>(Must be completing final courses in fall 2013 & file graduation petition via MyBentley by July 14)</i>	12 credits
July 30	See MyBentley beginning July 17 for your individual access time	Round 1 for Non-Graduating students	Full-time - 9 credits Part-time - 6 credits
July 31	See MyBentley beginning July 17 for your individual access time	Round 2 for Non-Graduating students	DMBA, ELMBA & MSMB: 15 credits All others: Full-time - 12 credits All others: Part-time - 9 credits
August 1	Begins 9am	Open Registration Access for ALL Graduate Students	DMBA, ELMBA & MSMB: 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 July 29 at 9 a.m.

Non-Graduating students have access on July 30 (Round 1) from their assigned time to midnight – this is repeated on July 31 (Round 2) should the student need to pick up additional courses.

All graduate students will have 24 hour access beginning August 1 at 9 a.m.

How will I know my assigned registration time?

Beginning July 17 at 4pm 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 will not change due to 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.

What if I need help in selecting my classes?

Please contact the Graduate Student and Academic Services Office:

<http://www.bentley.edu/offices/graduate-student-and-academic-services/academic-advisers>