

Wintersession/Spring 2014 Graduate School Registration begins 12/2 !

Beginning November 25 please check MyBentley (your Academics Tab) for **your individual registration assignment time**.

GRADUATING STUDENTS: Students who are taking their final courses in spring 2014 will have access to register for fall courses on Monday, December 2 beginning at 9am, provided they have filed their Petition to Graduate. The deadline for filing your Petition to Graduate for spring 2014 graduation is Friday, November 15. The Petition to Graduate is accessed by logging in to MyBentley. If you are completing more than one degree/certificate you must file a separate petition for each one. If your final course will be a one week intensive course in May, please note that this is a summer course and you are not considered a graduating student in spring.

NON-GRADUATING STUDENTS: All non-graduating students will register on Tuesday, December 3 (and again on December 4 if necessary). 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 registration dates and the corresponding maximum credit limit for each day:

Wintersession & Spring 2014 Registration

Registration Date:	Registration Time:	Group:	May enroll in the maximum total number of credits:
Monday December 2	Begins 9am for all Graduating Students	Graduating Students <i>Must complete final courses in Spring 2014 & file a graduation petition via MyBentley by 11/15 (Note: May one week intensives are SUMMER courses, not spring courses.)</i>	12 credits
Tuesday December 3	See MyBentley beginning 11/25 for your access time	Round 1 for Non-Graduating students	ELMBA/MSMBA - 9 credits All Others: Full-time - 9 credits All Others: Part-time - 6 credits
Wednesday December 4	See MyBentley beginning 11/25 for your access time	Round 2 for Non-Graduating students	ELMBA/MSMBA - 15 credits All Others: Full-time - 12 credits All Others: Part-time - 9 credits
Thursday December 5	Open Access Begins 9am	Open Registration Access for ALL Graduate Students	ELMBA/MSMBA - 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 12/2

Non-Graduating students have access from their assigned time to midnight on Round 1 (12/3); this is repeated for Round 2 (12/4)

All graduate students will have 24 hour access beginning 12/5

How will I know my assigned registration time?

Beginning November 25 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 full-time/part-time status for this purpose does not change based on your actual 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 to an earlier slot.

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.

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>