

BENTLEY UNIVERSITY

**SUMMER 2015
SCHEDULE BOOK**

UNDERGRADUATE

Summer 2015 Academic Calendar

March

30 – Monday UG Evening Registration

April

6 - Monday Day UG Summer Registration
17 – Friday **Mandatory Pre-session** for UG Summer I, May Intensive 6:00-8:00 pm

May

11 - Monday – 15 Friday One-week intensive course (Session 1 week)
18 – Monday Summer I Classes begin
25 – Monday Memorial Day- No Classes
29 – Friday Monday class make-up for Memorial Day observation

June

11 – Thursday **Last day to withdraw from Summer I**, 6 week courses
(see Refund and Withdrawal Schedule for other part-of-term deadlines)
25 – Thursday Summer I classes end
29 – Monday Summer II classes begin

July

23 – Thursday **Last day to withdraw from Summer II**, 6 week courses
(see Refund and Withdrawal Schedule for other part-of-term deadlines)

August

6 - Thursday Summer II classes end

For more information, please visit the Academic Calendar on Bentley's website at
<http://www.bentley.edu/calendar/index.cfm>

REGISTRATION INFORMATION

UG Evening Registration begins on March 30, 2015 -- 9:00 AM

To Register:

New students must complete the “**Registration Form**” at the back of this Schedule Book.

Continuing students will register via **MyBentley**.
Detailed instructions follow.

Tuition and fees:

3 or 4 credit courses: \$2080.00
Deferred payment: \$ 25.00

Tuition Payment

Students will be billed for tuition and fees upon registration and a complete invoice can be found on MyBentley (click on the “Finances” tab, click on “Quick Links” “e-bill, e-payment set up authorized users” then click on the appropriate statement). Students are responsible for all tuition and fees as indicated in the following refund schedule. Payment may be made in full by personal check or credit card (Discover, MasterCard, or VISA). A deferred payment option allows students registered for full semester classes to pay in two installments. One-half of tuition and 100% of fees are due upon receipt of bill. Subsequent payments are required as follows:

Deferred Payment Option for 6 week courses ONLY:

Due upon registration: \$1040.00, 1/2 tuition + \$25 fees

Summer I: Final payment due by June 4
Summer II: Final payment due by July 16

Questions on registration

Registrar’s Office telephone: 781-891-2177

Office Hours: 8:30 to 4:30 Monday – Friday

Tuition refund and withdrawal schedule:

MAY One Week Intensive (Summer 1):

Course Change/Refund	Start date	End date
Drop, 100% refund	3/30	5/10
Drop, 80% refund	5/11	5/11
Withdrawal, No refund	5/12	5/13

6-week courses (Summer I):

Course Change/Refund	Start date	End date
Drop, 100% refund	4/30	5/19
Drop, 80% refund	5/20	5/25
Withdrawal, 60% refund	5/26	5/27
Withdrawal, 40% refund	5/28	6/1
Withdrawal, No refund	6/12	6/13

6-week courses (Summer II):

Course Change/Refund	Start date	End date
Drop, 100% refund	4/30	6/30
Drop, 80% refund	7/1	7/5
Withdrawal, 60% refund	7/6	7/7
Withdrawal, 40% refund	7/8	7/12
Withdrawal, No refund	7/13	7/14

Student Account Clearance

You will not be permitted to register for the semester unless your student account balance is cleared by either payment or pending financial aid. If you have any questions concerning your student account, please contact the **Student Financial Services Office, Rauch 132, 781/891-2162 or –2171.**

Students who are disputing tuition charges must complete an Academic Petition Form and submit it to the Registrar's Office no later than the end of the following semester. Petitions received after the deadline will be referred to Student Financial Services for review. All charges remain due until otherwise notified.

Course Pre- and Co-requisites

Students normally are not permitted to attend courses unless all prerequisites are satisfactorily completed, either through Bentley courses, transfer credit, or proficiency credit. Prerequisites must be satisfactorily completed prior to the start of the course; co-requisites (or concurrent prerequisites) must be completed prior to the course or may be taken during the same semester. Students may petition the appropriate department chairperson for a waiver of a pre- or co-requisite for a specific course.

Please note that, in addition to specific course prerequisites, many courses also have class standing prerequisites. See below.

Class Standing/"Window Policy"

For registration purposes only, Bentley utilizes a "Window Policy" to allow students to access courses if they are within 9 credits of the required class code:

To access:	Credits successfully Completed:
Sophomore-level courses (CC3):	21
Junior-level courses (CC5):	51
Senior-level courses (CC7):	81

Course Withdrawals

To officially withdraw from a course, students must withdraw through MyBentley or by filing a "Course Change Form" with the Registrar's Office. Non-attendance will not automatically withdraw you from a course or relieve you of financial obligation. See the "Refund and Withdrawal Schedule" on the previous page.

Class Cancellations

If a class is cancelled, every effort will be made to try and reach you either by telephone or e-mail. It is critical, therefore, that we have your accurate daytime telephone and e-mail address. Any changes to addresses or phone numbers should be made in writing to the Registrar's Office, RAU 111.

Photo ID

All registered students must have a Bentley identification card. To obtain an ID card, you must present your registration verification and Bentley ID number to Campus Police. Your ID is required to utilize the library, computer laboratories, admission to campus events, and the Dana Athletic Center.

Parking Permit

After you receive your registration confirmation, it is imperative that you apply for a parking permit. All registered students must have a valid Bentley parking decal displayed on their passenger side window. **In order to obtain a new parking decal for your vehicle, you must register your car via MyBentley. Chose "Student Self-Service on the left, click on "Personal Information" and then "Request a Parking Decal."**

For returning Students..... would you like to speak with an advisor before choosing your courses? Appointments are available in-person, by logging into Bentley link and scheduling an appointment, or arranging a phone appointment by calling the Office of Academic Services at 781-891-2803.

Admission

As Bentley University prepares to launch a new degree-completion program for adult students in Fall 2015, we will not be accepting new applications for admission to our current part-time evening bachelor's degree program.

Students currently enrolled at other institutions who wish to take courses as a **“visiting” student** and **post-baccalaureate students** who wish to pursue a concentration certificate in Accounting or Computer Information Systems or take courses for personal or professional development are welcome to enroll.

Students who are currently enrolled in the bachelor degree program or in the process of being admitted will be able to complete their degree programs. We encourage you to meet with an academic advisor.

Concentration Certificates*:

Accountancy

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: bentley.edu/academic-services/evening/disclosure.

For currently enrolled students.

Early Matriculation is based on your prior college work. Students who have completed a minimum of five courses at an accredited college with a minimum grade point average of 2.8 are eligible for early admission based on their prior college performance.

Standard Matriculation is based strictly on a student's performance at Bentley. Admission criteria are as follows:

Bachelor's degree: Completion of fifteen Bentley credits with a minimum grade point average of 2.5; satisfactory completion of expository writing and Mathematical Analysis I or its equivalent must be demonstrated through transfer credit or as part of the fifteen Bentley credits.

Certificate: For students who have already completed a bachelor's degree. Completion of two courses in the area of the certificate, with a minimum grade of 2.0.

Policy Reminders

Pass/Fail Option

As Bentley attracts more highly qualified students and offers a greater range of challenging courses, the pass/fail option has become a way for interested students to risk taking elective courses that are intellectually challenging without jeopardizing their GPA as long as they pass the course as defined below.

NOTE: Not all courses are eligible for the pass/fail option. See the “Notes” in the schedule book for exclusions.

Eligibility Requirements:

- Available for sophomores, juniors, and seniors (class codes 3-8);
- The pass/fail option can only be used for one (1) course in your Bentley curriculum.
- A pass/fail option can only be used for courses that are Business electives, Arts and Science electives, or Unrestricted electives.
- Students are not permitted to use pass/fail grades toward their General Education, Business Core and Major requirements.
- The pass/fail option may be used for course taken in a minor.
- The pass/fail option may not be used for Honors courses.
- Certain BA majors are not able to use the Pass/Fail option for the Business minor.
- 5-year students are restricted from taking pre-program required courses or courses for advanced credit standing as pass/fail.
- Students may not use the pass/fail option for courses taken in Bentley-sponsored education abroad programs.
- Students may not use the pass/fail option for internships, directed studies, tutorials, SL 120, SL 121, or study tour courses.

Grading Scale:

- Faculty will submit numerical grades that will be converted by the Registrar’s Office. The pass/fail designation will be updated after all grades are received.
- When converting numerical grades, students electing this option will receive a grade of “P”, “D”, or “F”.
 - A “P” (1.7 to 4.0) will earn academic credit and is not calculated in the term and cumulative GPA.
 - A “D” (0.7 to 1.3) will earn academic credit and is calculated in the term and cumulative GPA. A grade value of 1.0 will be used in calculating the term and cumulative GPA.
 - An “F” will not earn academic credit and is calculated in term and cumulative GPA.

Procedure:

- Students must complete and sign a Pass/Fail Declaration Form and submit it to the Registrar’s Office. Forms are available at the Registrar’s Office, the Office of Academic Services, and on-line at www.bentley.edu/registrar/forms.cfm
- The form must be received prior to the end of the add/drop period. No faculty member or department chair can waive this deadline.

The decision is irrevocable. Be sure to check the accuracy of your declaration. No changes will be permitted after the deadline.

Internships for Credit:**Student Eligibility** for *for-credit* internships:

- Junior-level or senior-level standing - **see department guidelines** for specific course prerequisites
- Minimum GPA of 3.0 (except for Finance which requires 2.7 and IDCC which requires 3.3)
- Approval of departmental internship coordinator *prior to* acceptance of internship

Tuition: All internships that are approved for credit will be assessed tuition. Internship courses are subject to all tuition refund deadlines as well as the deadline policies for add, drop, and withdrawal.

Course requirements vary by department, but usually include weekly journals, a term paper, and meetings with the internship coordinator. Minimum work hours are established by individual departments, ranging from a minimum of 12 hours per week for 12 weeks, to 35 hours per week for Fall, Spring, or Summer sessions. Internships last for one semester or through the entire summer academic session (Sessions I and II) and end when the semester or sessions end(s).

Departmental Internship Coordinators:

Accountancy	Karen Osterheld	AAC 282	x2724
CIS/IPM	Dennis Anderson	SMI 402	x2238
Economics	Jeff Livingston	AAC 171	x2538
Finance	Candy Bianco	AAC 270	x2445
IDCC	Terry Skelton	SMI 308	x3482
Global Studies	Joel Deichmann	MOR 208	x2745
History	Marc Stern	AAC 127	x2814
Law	Bev Earle	MOR 280	x2915
Management	Fred Tuffile	AAC 286	x2431
Marketing	Ian Cross	MOR 238	x3188
Mathematical Sciences	Emmy Roth	MOR 377	x2990
Modern Languages	Jane Tchaicha	MOR 385	x3158
Natural & Applied Sciences	Rick Oches	JEN 100C	x2937
Psychology	Greg Hall	MOR 320	x2147
Public Policy	Jeff Gulati	MOR 275	X3177
Sociology	Gary David	MOR 179	x2698

Student Responsibilities and Rights Notices

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'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.

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'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 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 reserves the right to cancel courses or to reschedule courses in which registration is below an acceptable minimum. Bentley 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 does not guarantee choice of individual instructors.

Bentley 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 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

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 (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 will not sell or give directory information for commercial purposes to external vendors who are not affiliated with the institution. Bentley 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 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 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 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.

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 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 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 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.

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 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 recognizes that employers may pay college 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 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.

***For accurate information about academic policies and procedures,
as well as program requirements and offerings,
Visit the Office of Academic Services website at:***

www.bentley.edu/academic-services

Instructions for Registering Using MyBentley

Returning students register for courses using **Student Self-Service** accessed through **MyBentley**. This method provides on-line, real-time access for enrolling in courses or changing course registration. MyBentley may also be used to check your schedule, grades, student account information, and financial aid status.

Go to my.bentley.edu and click the "Log in" link in the top right corner. (Internet Explorer is Bentley's preferred browser)

1) Enter your Username

Your Username is your name as it appears in your Bentley email address before the '@bentley.edu'.

2) Enter your Password

Password: Your Password is your network password. This is the same password used to login to a Bentley computer, OWA (Bentley web email) and Blackboard.

Forgot your Password? Call the helpdesk at 781-891-3122 and ask for help with your e-mail account password.

Please be sure that your password is activated before registration. Bentley Administration may not be able to address your problems during the registration period.

3) Click the Login button, then:

- Click on the **ACADEMICS** tab
- Click on **Academic Student Self-Service** in the left navigation menu
- Click **Registration**
- Click **Add/Drop For Current Term**

Then:

- Select the term for which you are registering. Click on **Submit**
Instructions for adding or dropping courses are displayed on the web form.
- **Enter the CRNs for the courses you wish to register for and click on *Submit Changes*.**
- Scroll down to review your current schedule as well as any registration errors. Errors will be listed below the registered courses. **Note: Prerequisite violations do not automatically prevent course registration; students are responsible for knowing the required prerequisites for each course.** The Registrar's Office will notify students of prerequisite violations after they have registered. Students have 24 hours to rectify the situation before being automatically dropped from the course by the Registrar's Office.

To drop a registered course, use the drop-down list under the **Action** heading and click the **Submit Changes** button.

To search for available sections to add, click the **Class Search** button.

Remember to **logout** completely and close your browser after your session so that your personal information does not remain available on the computer you used.

Navigation Tips: Extra security precautions apply to this site which have implications for navigating within it. **Do not attempt to bookmark pages inside the secured area which deal with your personalized data.**

Other Questions? If you have problems accessing the web site please contact the Student Help Desk at 781-891-3122. Although this application was thoroughly tested, it is not possible to anticipate all software and hardware variations. Internet Explorer is the preferred browser. Users seeking remote access via AOL may have difficulty.

Announcing...On-Line Courses!



This summer, Bentley will be offering some of our undergraduate courses on-line, utilizing TWO formats:

1. **Hybrid courses**, in which students will have the option of attending in the classroom or from a remote location during the regularly scheduled class times

Courses designated with L11 (summer 1) and L21 (summer 2) are **HYBRID** classes which allow all enrolled students a choice in how they attend class:

- either by being physically present in a classroom on campus
- or by attending the class from a remote location

Students can choose to attend class in the classroom or online each week, or both depending on their schedule.

2. **Synchronous “remote” courses**, in which all students will attend on-line from a remote location during the regularly assigned class times

Courses designated with R11 (summer 1) and R21 (summer 2) will only meet **ONLINE**

And not have a physical classroom component. However, the classes meet on the same day and time during the summer session, just as students would during a regular on-the-ground class.

Online participants for both formats will use web conferencing software (Saba Meeting Virtual Classroom) that transmits video, two-way audio and real-time visuals. After registration you will receive information on training and testing your computer system internet before the start of the term.

NOTE: For both options, students must attend at the same time that the course is being conducted.

What you will need:

- Students are required to have an internet-enabled computer with headset or microphone/earphones
- A web camera while online. Technical requirements and other information can be found at <http://online.bentley.edu> If you have questions please e-mail: hybrid@bentley.edu.



ON-LINE COURSES SUMMER 2015

Summer I:

CS 150	Intro Data & Info Management
IT 101	Info Tech and Computer System
GB 410	Global Strategy
MG 250	Human Resource Management
MK 400	Marketing Management
SO 295	Film & Society

Summer II:

CIN 370	Horror/Sci-Fi Film & TV
MC 345	The Music Industry
MK 361	e-Marketing

Please refer to the Course Descriptions section of this book for a more detailed description.

Summer Intensives 2015

May 11 - 15

Mandatory Pre-session: Friday, April 17, 2015
6:00pm – 8:00 pm.

CRN	Course	Title	Instructor	Prerequisites	Focus
51122	COM 311 S11	Money, Power, Communication	Nichols	PREQ: Expository Writing I MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	C, D
51163	FI 305 S11	Prin of Accounting & Finance	Leabman	PREQ: (GB 202 or GB 212) & GB 213 CPR & EC 112 CPR). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	
51166	FI 320 S11	Financial Markets and Invest	Raman	PREQ: FI 305. MANDATORY Pre-session; Friday, April 17, 6 - 8 pm	
51168	FI 340 S11	Intro to Prof Financial Plan	Milton	PRE or CO-REQ: FI 380 or FI 320 & (CC5 or WP). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm	
51170	FI 351 S11	International Finance	Sultan	PREQ: FI 320 or FI 380 & (CC7 or WP). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm	C
51172	FI 380 S11	Advanced Managerial Finance	Shang	PREQ: FI 305. MANDATORY Pre-session; Friday, April 17, 6 - 8 pm	
51173	FI 392 S11	International Project Finance	Uhlmann	(Formerly FI 402) PREQ: FI 320 & (CC5 or WP). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm. Combined Grad/UG classes.	I
51175	FI 402B S11	Invest Prof Prac,Stand & Ethic	Cicchetti	PREQ: FI 320 & (CC5 or WP). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	
51138	GLS 102 S11	Comp Govt & Politics	Resende-Santos	MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	I
51140	HI 315 S11	Fashion Film & Food in So Asia	Jhala	MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	I
51142	IDCC 399 S11	Innovative Consumer PR	Cross	PREQ: Expository Writing I. MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	C
51145	MC 342 S11	Media Industry Convergence	Gillan	Formerly MC 300. MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	C
51148	MG 360 S11	Negotiating	O'Halloran	PREQ: (GB 102 or GB 215). Pass/Fail option not available on this course. MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	C
51149	MK 344 S11	Retailing	Moore	PREQ: (MK 160 or GB 301 or GB 214). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	
51152	NASE 303 S11	Life in the Universe	Fishman	MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	
51153	NASE 309 S11	The Science & Bus of Biotech	Arenella	PREQ: GB 112. Course may not be taken pass/fail. MANDATORY pre-session; Friday, April 17, 6-8 pm. Can be used as a MA/NS elect, Art/Science elective or Finance elective.	C
51158	PS 311 S11	Social Psychology	Hall	MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	D
51159	SO 285 S11	Sociology of Sports	David	MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	D

Bentley University

Undergraduate Summer Programs Summer Session I 2015

Semester Course Dates:	M/W Classes	May 18 - June 24	Memorial day make-up scheduled for May 29th.
	T/TH Classes	May 19 - June 25	
	A One Week	May 11 - 15	***Mandatory Pre-session, April 17, 8-8 PM

Accountancy

CN	Course	CoR	Pr	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51117	AC 311 E11				Financial Acc. and Reporting I	MW	06:00pm-09:10pm	Freed	PREQ: GB 202 or GB 212	
51118	AC 332 E11				Fraud Examination	TR	06:00pm-09:10pm	McConville	PREQ: GB 202 or GB 212	
51119	AC 340 E11				Accounting Information Systems	MW	06:00pm-09:10pm	Gupta	PREQ: (AC 311 (CPR) or AC 211) & (Pre or Co-req GB 100)	C
51120	AC 350 E11				Federal Taxation	TR	06:00pm-09:10pm	Nixon	PREQ: GB 202 or GB 212.	
51231	AC 421 001				Internship in Accountancy			Osterheld	PREQ: GB 202 or AC 122; 10.5 cr. in AC and IP. May not register on the web. See Internship coordinator.	

Computer Information Systems

CN	Course	CoR	Pr	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51123	CS 150 L11				Intro Data & Info Mgmt	TR	06:00pm-09:10pm	Ahmed	PREQ: IT 101. Hybrid class.	
51143	IT 101 L11				Info Tech and Computer System	MW	06:00pm-09:10pm	VanderClock	Hybrid class.	

Economics

CN	Course	CoR	Pr	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51124	EC 111 E11				Principles of Microeconomics	MW	06:00pm-09:10pm	Scholten	PREQ: 3 credits of MA 100 level.	
51125	EC 224 E11				Intermediate Price Theory	TR	06:00pm-09:10pm	Livingston	PREQ: EC 111 & EC 112.	
51126	EC 391 E11				Monetary Economics	TR	06:00pm-09:10pm	Jackson	PREQ: FI 305 & FI 320 & EC 225 & (EC7 or WP). Open to EP or FI major, to others with Dept. Chair Approval; not available to those with credit for EC 211.	C

CoR – Courses with a ** in the CoR field are Cluster courses (consequents).

Pr – All courses are Fall semester unless otherwise indicated.

Cr – All courses are 3 credit hours unless otherwise indicated.

CCP or WP – By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the window policy.

(CC1) = Sophomore standing, 21 credits complete

(CC2) = Junior standing, 51 credits complete

(CC3) = Senior standing, 84 credits complete

(CC4) – Concurrent prerequisite.

IP – Instructor permission is required, course not available through Banner/CRS.

D – Diversity

I – International

C – Communication intensive sections.

FOR UP-TO-DATE COURSE AVAILABILITY, GO TO <http://www.bentley.edu/register/>

Bentley University

Undergraduate Summer Programs Summer Session I 2015

English & Media Studies

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51121	COM 210 E11				Effective Speaking	TR	06:00pm 09:10pm	Harriet-Solider	PREQ: Expository Writing I, Fulfill A&S or HUM/SS elective, not LIT elective.	C
51122	COM 311 S11		A		Money, Power, Communication	MTWRF	09:00am 05:00pm	Nichole	PREQ: Expository Writing I MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	C, D
51145	MC 342 S11		A		Media Industry Convergence	MTWRF	09:00am 05:00pm	Gillian	Formerly MC 300. MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	C

Finance

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51178	FI 100 001			0	Finance Preparation Module			Milton		
51162	FI 305 E11				Prin of Accounting & Finance	TR	06:00pm 09:10pm	TSA	PREQ: (GB 202 or GB 212) & GB 213 CPR & EC 112 CPR).	
51163	FI 305 S11		A		Prin of Accounting & Finance	MTWRF	09:00am 05:00pm	Leibman	PREQ: (GB 202 or GB 212) & GB 213 CPR & EC 112 CPR). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	
51164	FI 318 E11				R/E Investment Decisions	TR	06:00pm 09:10pm	Hamell	PRE or CO-REQ: FI 380 or FI 320 & (CCS or WP).	
51165	FI 320 E11				Financial Markets and Invest	MW	06:00pm 09:10pm	Constantino	PREQ: FI 305.	
51166	FI 320 S11		A		Financial Markets and Invest	MTWRF	09:00am 05:00pm	Raman	PREQ: FI 305. MANDATORY Pre-session; Friday, April 17, 6 - 8 pm	
51167	FI 327 E11				Insurance and Risk Management	TR	06:00pm 09:10pm	Swymer	PRE or CO-REQ: FI 380 or FI 320 & (CCS or WP).	
51168	FI 340 S11		A		Intro to Prof Financial Plan	MTWRF	09:00am 05:00pm	Milton	PRE or CO-REQ: FI 380 or FI 320 & (CCS or WP). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm	
51169	FI 351 E11				International Finance	MW	06:00pm 09:10pm	Uhlmann	PREQ: FI 320 or FI 380 & (CC7 or WP).	C
51170	FI 351 S11		A		International Finance	MTWR	09:00am 05:00pm	Sultan	PREQ: FI 320 or FI 380 & (CC7 or WP). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm	C

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Cr – All courses are 3 credit hours unless otherwise indicated.	C – Communication intensive sections.
CCP or WP – By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the window policy.	
CC1 = Sophomore standing, 31 credits complete	
CC2 = Junior standing, 51 credits complete	
CC3 = Senior standing, 84 credits complete	
CCPR – Concurrent prerequisite.	
IP – Instructor permission is required, course not available through Banner/CRK.	FOR UP-TO-DATE COURSE AVAILABILITY, GO TO http://www.bentley.edu/register/

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Undergraduate Summer Programs Summer Session I 2015

CRM	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51171	FI 380 E11				Advanced Managerial Finance	TR	06:00pm 09:10pm	Gupta	PREQ: FI 305.	
51172	FI 380 S11		A		Advanced Managerial Finance	MTWR	09:00am 05:00pm	Sheng	PREQ: FI 305. MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	
51173	FI 392 S11		A		International Project Finance	MTWR	09:00am 05:00pm	Uhlmann	(Formerly FI 480) PREQ: FI 320 & (CCS or WP). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm. Combined Grad/UG classes.	I
51175	FI 402B S11		A		Invest Prof Prac/Stand & Ethic	MTWRF	09:00am 05:00pm	Ciochetti	PREQ: FI 320 & (CCS or WP). MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	
51229	FI 421 001				Internship in Finance			Blanco	PREQ: Senior-level standing and at least 9 hours of FI courses earned before beginning the internship. Maynot register on the web. See internship coordinator. Instructor permission required. Registration not available on the web.	

General Business

CRM	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51127	GB 112 E11				Tools & Concepts in AC & FI	TR	06:00pm 09:10pm	O'Leary		
51128	GB 213 E11				Business Statistics	MW	06:00pm 09:10pm	Anderson	PRE or COREQ: MA II PREQ: IT 301 & GB 112 & (CCS or WP).	
51129	GB 214 E11				Marketing-Operations Fundament	TR	06:00pm 09:10pm	Bravo	PREQ: (CCS or WP). Marketing instructor is Kristin Elwell.	
51132	GB 310 E11				Business Processes & Systems	TR	06:00pm 09:10pm	Anderson	PREQ: GB 212, GB 213 & GB 214 & (CCS or WP).	
51133	GB 320 E11				Integrated Business Project	MW	06:00pm 09:10pm	Yeoh	PREQ: GB 212 & GB 213 & GB 214 & GB 215 & (CCS or WP). Taught with John Shephard and Louis Chin	
51134	GB 320 E12				Integrated Business Project	MW	06:00pm 09:10pm	Shepherd	PREQ: GB 212 & GB 213 & GB 214 & GB 215 & (CCS or WP). Taught with Poh-Lin Yeoh and Louis Chin	
51135	GB 320 E13				Integrated Business Project	MW	06:00pm 09:10pm	Chin	PREQ: GB 212 & GB 213 & GB 214 & GB 215 & (CCS or WP). Taught with Poh-Lin Yeoh and John Shephard	
51137	GB 410 E11				Global Strategy	TR	06:00pm 09:10pm	Chin	PREQ: (All 100 and 200 level GB courses & GB	

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Cr — All courses are 3 credit hours unless otherwise indicated.	C — Communication intensive sections.
CCS or WP — By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the waiver policy.	
(CCS) = Sophomore standing, 21 credits complete	
(CCS) = Junior standing, 51 credits complete	
(CCS) = Senior standing, 84 credits complete	
(COP) — Concurrent prerequisite.	FOR UP-TO-DATE COURSE AVAILABILITY, GO TO http://www.bentley.edu/register/
(P) — Instructor permission is required, course not available through Intercon@B.	

Bentley University

Undergraduate Summer Programs

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CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
									310) and GB 33B CPR & (CC7 or WP). Remote class.	

Global Studies

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51138	GLS 302 S11		A		Comp Govt & Politics	MTWRF	09:00am 05:00pm	Rosendo-Santos	MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	I
51139	GLS 116 E11				International Relations	TR	06:00pm 09:10pm	McDonald		I
58002	GLS 285 TR1				China in Transition			Zhang	Travel course. Registration closed.	

History

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51140	HI 315 S11		A		Fashion Film & Food in So Asia	MTWRF	09:00am 05:00pm	Jhala	MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	I
51141	HI 340 E11				Modern US History 1920-Present	TR	06:00pm 09:10pm	Putney		D

Info Design and Corporate Comm

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51142	IDCC 399 S11		A		Innovative Consumer PR	MTWRF	09:00am 05:00pm	Cross	PRDQ: Expository Writing I. MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	C

Law, Tax & Financial Planning

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51144	LA 302 E11				Environmental Law	TR	06:00pm 09:10pm	TBA	PRDQ: GB 110.	

Management

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Cr -- All courses are 3 credit hours unless otherwise indicated.	C -- Communication intensive sections.
CCF or WP -- By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the waiver policy.	
CC1 -- Sophomore standing, 21 credits complete	
CC2 -- Junior standing, 51 credits complete	
CC3 -- Senior standing, 84 credits complete	
CC4 -- Concurrent prerequisite.	
IP -- Instructor permission is required, course not available through Banner/SL.	
	FOR UP-TO-DATE COURSE AVAILABILITY, GO TO: http://www.bentley.edu/register/

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Undergraduate Summer Programs

Summer Session I 2015

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51146	MG 240 E11				Interpersonal Relations in Mgt	MW	09:00pm 09:10pm	Lombardi	PRDQ: (GB 102 or GB 215).	C
51147	MG 250 R11				Human Resource Management	TR	09:00pm 09:10pm	Walker	PRDQ: (GB 102 or GB 215). Remote class.	
51148	MG 360 S11		A		Negotiating	MTWRF	09:00am 05:00pm	O'Halloran	PRDQ: (GB 102 or GB 215). Pass/fail option not available on this course. MANDATORY Pre-session; Friday, April 17, 8 - 8 pm.	C

Marketing

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51149	MK 344 S11		A		Retailing	MTWRF	09:00am 05:00pm	Moore	PRDQ: (MK 160 or GB 301 or GB 214). MANDATORY Pre-session; Friday, April 17, 8 - 8 pm.	
51150	MK 400 L11				Marketing Management	TR	09:00pm 09:10pm	Pollant	PRDQ: (MK 160 or GB 301 or GB 214) & 2 other Marketing courses & (CC7 or WP). Hybrid class.	C
51151	MK 411 E11				Marketing Project	MW	09:00pm 09:10pm	Poulakopoulos	PRDQ: ((MK160 or GB 301 or GB 214) & (CC7 or WP)) or IP.	

Mathematical Sciences

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51177	MA 126 E11				Applied Calculus for Bus II	TR	09:00pm 09:10pm	Hamden	PRDQ: MA 123 or MA 123L.	

Natural & Applied Sciences

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50001	NASC 130 TR1			4	Principles of Geology			Ackert	Travel course to Iceland. Registration closed.	
51152	NASE 303 S11		A		Life in the Universe	MTWRF	09:00am 05:00pm	Fishman	MANDATORY Pre-session; Friday, April 17, 8 - 8 pm.	
51153	NASE 309 S11		A		The Science & Bus of Biotech	MTWRF	09:00am 05:00pm	Arenella	PRDQ: GB 112. Course may not be taken pass/fail. MANDATORY pre-session; Friday, April 17, 8-8 pm. Can be used as a MA/NS elect, Art/Science elective or Finance elective.	C

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Cr -- All courses are 3 credit hours unless otherwise indicated.	C -- Communication intensive sections.
CC7 or WP -- By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the window policy.	
CC3) = Sophomore standing, 31 credits complete	
CC5) = Junior standing, 51 credits complete	
CC7) = Senior standing, 84 credits complete	
CC9) -- Concurrent prerequisite.	
IP -- Instructor permission is required, course not available through Banner/SL.	
	FOR UP-TO-DATE COURSE AVAILABILITY, GO TO http://www.bentley.edu/register/

Bentley University

Undergraduate Summer Programs

Summer Session I 2015

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51154	NASE 314 F11				Coastal Biology of Cape Cod	UMTWR		Taylor	Course meets on Cape Cod, Sunday 5/10 - Thursday 5/14. Additional Course Fee Required. MANDATORY pre-session; Friday, April 17, 6 - 8 pm.	
51155	NASE 315 E11				Human Health & Disease	MW	06:00pm 09:10pm	Simons		
51156	NASE 334 F11				Coastal Geology of Cape Cod	UMTWR		Oches	PRDQ: Registration not available on the web. Instructor Permission Required - contact Prof. Oches for admission. Course meets on Cape Cod Sunday 5/10 - Thursday 5/14. Additional Course Fee Required. Mandatory pre-session; Friday, April 17, 6-8 pm.	
51157	PS 230 E11				Sports Psychology	TR	06:00pm 09:10pm	Freeman-Young		
51158	PS 311 S11		A		Social Psychology	MTWRF	09:00am 03:00pm	Hall	MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	D

Sociology

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
51159	SD 285 S11		A		Sociology of Sports	MTWRF	09:00am 03:00pm	David	MANDATORY Pre-session; Friday, April 17, 6 - 8 pm.	D
51160	SD 295 L11				Film & Society	MW	06:00pm 09:10pm	Hauserman	Hybrid class.	D

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Cr – All courses are 3 credit hours unless otherwise indicated.	C – Communication intensive sections.
CoR or WP – By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the waiver policy.	
S21 – Sophomore standing, 31 credits complete	
S25 – Junior standing, 51 credits complete	
S27 – Senior standing, 64 credits complete	
PRQ – Concurrent prerequisite.	FOR UP-TO-DATE COURSE AVAILABILITY, GO TO http://www.bentley.edu/register/
IP – Instructor permission is required, course not available through Select155 .	

Bentley University
Undergraduate Summer Programs
Summer Session II 2015

Semester Course Dates:	M/W Classes	June 29 - August 5	All courses are 3 credits unless otherwise noted.
	T/TH Classes	June 30 - August 6	

Accountancy

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70001	AC 312 E21				Financial Acc. and Reporting II	MW	06:00pm 09:10pm	Freed	PREQ: (AC 211 or AC 311).	

Economics

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70017	EC 111 E21				Principles of Microeconomics	MW	06:00pm 09:10pm	Snyder	PREQ: 3 credits of MA 100 level.	
70003	EC 112 E21				Principles of Macroeconomics	MW	06:00pm 09:10pm	Shepherd	PREQ: EC 111.	
70004	EC 225 E21				Intermed Macroeconomics	TR	06:00pm 09:10pm	Jackson	PREQ: EC 111 & EC 112.	

English & Media Studies

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70002	CIN 370 L21				Horror/Sci-Fi in Film & TV	MW	06:00pm 09:10pm	LeDoux	Fulfills LIT requirement or A&S elec. Hybrid class.	
70005	EXP 101L ST1				Expository Writing I with Lab	MW, MW	08:00am 12:00pm, 01:00pm 02:00pm	Davi	STEP Program ONLY.	
70010	MC 345 R21				The Music Industry	MW	06:00pm 09:10pm	Aslinger	Remote class.	

Finance

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70018	FI 402A E21				Venture Capital	MW	06:00pm 09:10pm	Hanover	PREQ: FI 320 & (CC5 or WP).	

General Business

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70006	GB 212 E21				Practice & Applic in AC & FI	TR	06:00pm 09:10pm	O'Leary	PREQ: GB 112	

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CC# or WP == By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the waiver policy.	
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CC5) = Junior standing, 51 credits complete	
CC7) = Senior standing, 84 credits complete	
(CPR) == Concurrent prerequisite.	
IP == Instructor permission is required, course not available through BannerWEB.	
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Bentley University
Undergraduate Summer Programs
Summer Session II 2015

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70016	GB 213 E21				Business Statistics	TR	06:00pm 09:10pm	Harnden	PRE or COREQ: MA II PREQ: IT 101 & GB 112 & (CC3 or WP).	
70007	GB 215 E21				Human Behavior & Organizations	MW	06:00pm 09:10pm	Marron	PREQ: (CC3 or WP).	
70008	GB 410 E21				Global Strategy	TR	06:00pm 09:10pm	Ledoux	PREQ: (All 100 and 200 level GB courses & GB 310) and GB 320 CPR & (CC7 or WP).	

History

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70009	HI 355 E21				American Environmental History	TR	06:00pm 09:10pm	Alpert	(Formerly HI 255)	

Management

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70011	MG 241 E21				Leadership, Power and Politics	TR	06:00pm 09:10pm	Payne	PREQ: (GB 102 or GB 215).	
70012	MG 343 E21				Project Management	MW	06:00pm 09:10pm	Spitulnik	PREQ: (GB 102 or GB 215).	

Marketing

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70013	MK 361 L21				e-Marketing	TR	06:00pm 09:10pm	Pellant	PREQ: (MK 160 or GB 301 or GB 214). Hybrid class.	

Sociology

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70014	SO 132 E21				Issues & Investigations in Soc	TR	06:00pm 09:10pm	Holden		

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CC# or WP == By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the window policy.	
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(CC5) = Junior standing, 51 credits complete	
(CC7) = Senior standing, 84 credits complete	
(CPR) == Concurrent prerequisite.	
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Summer 2015 EVENING UNDERGRADUATE REGISTRATION FORM

For All New Undergraduate Students

HOW TO REGISTER: Use this form to register for undergraduate courses only.

By mail: Registrar's Office, Rauch Room 111, 175 Forest Street, Waltham MA 02452 **Fax: 781-891-3428**



For office use:
Bentley ID#

Name: _____ Email: _____
Address: _____ City/State/Zip: _____
Employer: _____ City/State/Zip: _____
Phone (w): _____ Phone (h): _____ Phone (c): _____

REQUIRED INFORMATION

Do you have a bachelor's degree? ☐ Yes ☐ No Visiting Student, transfer credit back to: _____
Date of Birth (MM/DD/YYYY): _____
U.S. Citizen (if no, and you have a permanent visa, submit a copy): Yes No Visa Numbers: _____

OPTIONAL INFORMATION

Gender*(circle one): Female Male Marital Status*(circle one): Single Married Other
Ethnic Origin* _____ A Asian or Pacific B Black/non-Hispanic C White/non-Hispanic H Hispanic I American Indian N Non-Resident O Other*
*For demographic reporting

ACADEMIC HISTORY (required)

High School: _____ State: _____ Graduation Date: _____
Or GED: _____ State: _____ Date: _____
College most recently attended: _____ State: _____ Dates attended/degree/major: _____
Other Colleges attended: _____ State: _____ Dates attended/degree/major: _____
_____ State: _____ Dates attended/degree/major: _____

COURSE REGISTRATION

CRN #	Course # / Section	Meeting Day and Times

Signature: _____ Date: _____

Your completed registration represents a contract with Bentley University. You are responsible for understanding all the policies governing course registration, student enrollment and policies governing computers and network resources.

STUDENT ADDRESS UPDATE FORM

Student ID#: @ _____ Date: _____ Student Level: Undergraduate: _____

Name: _____ Post baccalaureate: _____

Are you an international student attending classes on a VISA? (please circle): Yes No

If you attended Bentley under another name, please list your former name: _____

New Permanent Address (PR)

Your primary address when NOT attending classes (e.g. your parent or guardian's home address). **International students** must include their foreign address as a permanent address to comply with INS regulations

Street: _____

City/State/Zip: _____

Country: _____

Phone: _____

Address Effective date: From: _____ To: _____

New Local Address (LO)

This is only updated if you are an international student or if you have a different permanent address when not attending school

Street: _____

City/State/Zip: _____

Phone: _____

Address Effective date: From: _____ To: _____

New Business Address (BU)

No official mailings from the university will be sent to this address

Street: _____

City/State/Zip: _____

Phone: _____

Address Effective date: From: _____ To: _____

Please return to: Bentley University, The Office of the Registrar, Rauch 111, 175 Forest St., Waltham, MA 02452
Fax: 781.891.3428

Office of Academic Services

OAS is the central advising and administrative office for undergraduate evening students.

Our professional advisors can help you fit all of the pieces of your Bentley Academic needs together!

Our advising team is:

Cathy Carlson	Associate Dean
Gerry Stenerson	Associate Dean
Leslie Doolittle	Assistant Dean Director, Academic Support Services
PJ Dickson	Assistant Dean Director, Academic Advising Center
Henrietta Genfi	Assistant Director, Advising Center
Melissa Jenkins	Assistant Director, Advising Center
Meghan Charbonneau	Senior Academic Advisor
Amy Weber	Academic Advisor

Meet regularly with an advisor for:

- ✓ A complete review of your degree requirements
- ✓ Help with course selection and long range planning
- ✓ Selecting a major or minor

bentley.edu/offices/academic-services/

Location

21 Lindsay
781.891.2803

Office Hours

Academic Year

Monday through
Friday
8:30 am – 4:30 pm

Summer

Monday through
Thursday
8:00 am – 5:30 pm