

**BENTLEY
UNIVERSITY**

**EVENING
SCHEDULE BOOK**

Fall 2015

**Registration begins
July 27 at 9 am**

Academic Calendar

FALL SEMESTER INFORMATION

Sept 8	Fall semester classes begin
Oct. 12 & 13	Mini Fall break. No UG day or eve classes
Nov. 11	Veteran' Day, all classes will be held
Nov. 20	Deadline for students to file for graduation if finishing in Dec. or during wintersession
Nov. 25- 29	Thanksgiving Break
Dec. 15, 16, 17, 21	Evening Undergrad Final Exam period
Dec. 20 & 23	Final exam snow make-up days (see exam schedule)

FULL SEMESTER CLASS DATES & DEADLINES

Sept 14	Last day to <u>add</u> full semester classes
Sept 21	Last day to <u>drop</u> full semester classes
	Last day to declare <u>PASS/FAIL</u> for full semester classes
Sept. 22	Withdrawal period begins
Nov. 13	Last day to <u>withdraw</u> from full semester classes

SX1 SEMESTER CLASS DATES & DEADLINES

Sep. 25	Last day to <u>add</u> SX1 Saturday classes
Sep. 26	SX1 Pre-session: MANDATORY 9-11a.m.
Oct. 3	SX1 classes begin
Oct. 10, 17	No SX1 classes
Oct. 23	Last day to declare <u>PASS/FAIL</u> for SX1 classes
	Last day to drop SX1 with no academic penalty
Oct. 24	Withdrawal period begins SX1
Nov. 6	Last day to <u>withdraw</u> from SX1 classes
Nov. 14	SX1 classes end

WINTERSESSION INFORMATION (tentative)

Nov. 30	Wintersession and Spring Registration begins
Dec. 10	Last day to add wintersession classes
Dec. 11	Wintersession Pre-session: MANDATORY 6 – 8 PM
Jan. 11-15	Wintersession

For more information, please visit the Academic Calendar on Bentley's web site at
www.bentley.edu/calendar/acad_calendar.cfm

REGISTRATION INFORMATION

**Registration begins on
July 27 -- 9:00 AM**

To Register

Visiting 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-credit courses: \$2160.00

*Evening students are generally restricted to nine (9) credits per semester. Accelerated enrollment may result in higher tuition charges. Students enrolling in 12 to 18 credits will be charged full-time day tuition.

Fees

Activity Fee \$25
Parking Permit \$25
Deferred Payment: \$25

Assessment of Prior Learning (Per credit): \$75

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:

For 15 week courses ONLY:

Due upon registration: \$1080.00, 1/2 tuition + \$25 fee
Second Payment: \$1080.00 October 23, 2015

To enroll in the deferred payment option, you must register on the through your MyBentley account: click on the “Finances” tab, click on “Quick Links” “e-bill, e-payment set up authorized users” then click on “Installment Payment Plans” and “Enroll in Fall Plan”.

Tuition refund and withdrawal schedule:

15-week courses: Classes begin September 8, 2015

Course Change/Refund	Through
100% refund	Monday, September 14
80% refund	Monday, September 21
60% refund	Monday, September 28
40% refund	Monday, October 5
20% refund	Monday, October 12
No refund	After October 12
Last Day to Withdraw	Friday, November 13

Fall 2015 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 HI LIT PS ART MC COM EMS
CIN MLCH MLFR MLIT MLJA MLSP
NASC NASE SO GLS PH

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

EC 251, 321, 331, 341, 343, 351, EC 299 Fall 15

HNR 445

Any ID except: 306, 350.

LA (100-level only) and LA 402, Fall 15

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 EMS
ART HI MLIT SO
CIN LIT MLJA PH
COM MLCH MLSP MC

EC 251, 321, 331, 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 PRS

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

EC 211, 224, 225, 232, 245, 271, 272, 273, 275, 311, 315, 333, 346, 361, 381, 391, 402, & 454

HNR 440

ID 306, 350

LA (200 or higher) except for LA 402, Fall 15

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, MK or PRS 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. PRS classes may fulfill MG or MK electives in the major.

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 my.bentley.edu. Select the course listing tab at the top.

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

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.

Waitlists

If an evening course is closed, students have the option of being put on a waitlist. Should a seat become available before the start of class, you will be contacted by your Bentley e-mail prior to the start of the class. As such, it is important that you monitor your Bentley e-mail.

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." There is a \$25.00 fee per semester.**

Parking regulations will be enforced beginning the second week of the semester. (Safety regulations, including handicapped parking and fire lanes, are enforced at all times.)

Academic Advising

All part-time evening students are encouraged to visit the Office of Academic Services in Lindsay 21 to meet with an academic advisor. Advisors are available to discuss program options, courses, transfer credits, and alternative sources of credit. To schedule an appointment, call 781.891.2803.

For returning students...

Would you like to speak with an advisor before
choosing your courses?

Appointments are available!

In Person *or* On the Phone

Hours: 8:30 am – 4:30 pm (M-F)

Evening Appointments Available Wednesday

**4:00 to 6:00 by
Appointment**

Please arrange your advising session by calling
781.891.2803

Admission

As Bentley University prepares to launch a new degree-completion program for adult students in Spring 2016, 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** or take courses for personal or professional development are welcome to enroll.

Students who are currently enrolled matriculated into the bachelor degree program will be able to complete their degree programs. We encourage you to meet with an academic advisor.

McCallum Graduate School of Graduate Programs

The McCallum Graduate School of Business prepares individuals to be business specialists through highly focused MBA and Master of Science (MS) programs that offer concentrations in key business disciplines. Securing

competitive advantage in today's global and technology-driven marketplace requires a mix of skills unheard of even five years ago — for companies and for individuals. At Bentley, students gain the specialized expertise and broad perspectives on business that are critical to professional success. Innovative academic programs, a first-rate faculty, state-of-the-art facilities, and opportunities for hands-on experience combine to hone students' skills in a range of important areas. Well versed in decision-making, communication, leadership and teamwork, Bentley graduates are positioned to meet the escalating demands of today's business environment.

The McCallum Graduate School of Business offers graduate business programs that are flexible to fit your schedule, streamlined to build on your personal background and easily customized to meet the demands of your career. In other words, a graduate business degree just the way you want it. Our MBA and 7 Master of Science (MS) programs integrate business, technology, ethics and global understanding, focused through experiential learning, so you'll be fluent in the principles and practices that drive corporate decision-making today.

MBA Programs

The McCallum Graduate School of Business offers 3 MBA program options:

The Emerging Leader MBA is designed for pre-experienced students; the Evening MBA is for working professionals with at least 3 years of work experience; and the Bentley MBA is a new 11 month intensive program for experienced professionals with 5 or more years of work experience. For more information on the specifics of these individual programs visit the Bentley website at www.bentley.edu/graduate

Master of Science Programs

Compared with MBA programs, these specialized master's degrees provide greater depth in the area of study and include less general business breadth in the curriculum. They allow students to focus and develop a comprehensive understanding of the theory and tools critical to a specific discipline, enabling graduates to make valuable corporate and professional contributions in their chosen fields.

- Master of Science in Accountancy (MSA)
- Master of Science in Finance (MSF)
- Master of Science in Financial Planning (MSFP)
- Master of Science in Human Factors in Information Design (MSHFID)
- Master of Science Marketing Analytics (MSMA)
- Master of Science in Information Technology (MSIT)
- Master of Science in Taxation (MST)

For more information on any of the graduate programs at the McCallum Graduate School of Business at Bentley University, please contact 781.891.2108 or visit bentley.edu/graduate

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.

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, ID 120, ID 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" (.3 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.

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 personal, 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 University 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. Students are expected to pay the balance due at the time of registration or by the due date for the semester.



Bentley University does not accept foreign checks under \$250.

It is the student's responsibility to update the University of Address Changes.

Each semester, all students are required to agree to the 'Terms and Conditions of Payment Obligation' form prior to registering for classes through MyBentley.

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, the graduation ceremony and from obtaining diplomas/transcripts. If applicable, the student may also be required to move out of housing.

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

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 33% and 50% and possible legal fees in addition to the outstanding balance owed to Bentley.
3. Any future classes that the student plans on taking at Bentley must be prepaid (in full) via certified funds.

***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.

FALL 2015 PART-TIME EVENING STUDENT UNDERGRADUATE REGISTRATION FORM

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

By mail: Registrar's Office, Rauch Building, Room 111, 175 Forest Street, Waltham MA 02452

By fax: Send to 781-891-3428.

By email: ga_registrars_office@bentley.edu

Do not submit duplicate forms

**For office use:
Bentley ID#**

Name: _____	Email: _____
Address: _____	City/State/Zip: _____
Employer: _____	City/State/Zip: _____
Telephone (work): _____	Telephone (home) _____

REQUIRED INFORMATION

Do you have a bachelor's degree? Yes No Visiting Student, transfer credit back to: _____

U.S. Citizen (if no, and you have a permanent visa, submit a copy): Yes No Visa Numbers: _____

ACADEMIC HISTORY (required)

High School: _____ State: _____ Graduation Date: _____

Or GED: _____ State: _____ Date: _____

Have you attended Bentley in the past? Y ____ N ____ 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.

EVENING 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 Bentley Academic together!

Our advising team is:

Cathy Carlson	Associate Dean
Gerry Stenerson	Associate Dean
PJ Dickson	Assistant Dean Director, Academic Advising Center
Leslie Doolittle	Assistant Dean Director, Academic Support Services
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

Evening Appointments
are available by request
Wednesdays from
4:30 – 6:00 pm

Summer

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