

BENTLEY UNIVERSITY

**SUMMER 2016
SCHEDULE BOOK**

UNDERGRADUATE

Summer 2016 Academic Calendar

March

28 – Monday UG Evening Registration

April

4 - Monday Day UG Summer Registration
15 – Friday **Mandatory Pre-session** for UG Summer I, May Intensive 6:00-8:00 pm.
Last day to add a May A week intensive

May

15-Sunday Last day for 100% refund for the May intensive
16 - Monday – 20 Friday One-week intensive course (Session 1 week)
16-Monday 80% refund for May intensive. No refund after this date for the May intensive
16-Monday Last day to declare a May intensive pass/fail
18-Wednesday Last day to withdraw May intensive

23 – Monday Summer first 6 week Classes begin
24-Tuesday Last day to add a summer first 6 week class
25-Wednesday Withdrawal period begins. 80% refund for first summer 6 week
30 – Monday Memorial Day- No Classes. Make-up on June 3
31-Tuesday 60% refund for summer first 6 week classes

June

2-Thursday 40% tuition refund for summer first 6 weeks. No refund after this date for summer first 6 weeks
3 – Friday Monday class make-up for Memorial Day observation
16 – Thursday **Last day to withdraw from Summer First** 6 week courses
16-Thursday Graduation petitions due for students completing requirements in the summer
30 – Thursday Summer First 6 week classes end

July

5 – Tuesday Summer Second 6 week classes begin
6-Wednesday Last day to add summer Second 6 week classes
8 – Friday Monday class make-up for July 4th observation
7-Thursday Withdrawal period begins. 80% refund for second summer 6 week
11-Monday 60% refund for summer second 6 week classes
13-Wednesday 40% tuition refund for summer second 6 weeks. No refund after this date for summer second 6 weeks
17-Sunday No refund after this date for summer second half classes
28 – Thursday **Last day to withdraw from Summer Second half** 6 week courses

August

11 - Thursday Summer Second 6 week 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 Student Registration for
summer classes begins on
March 28, 2016 -- 9:00 AM**

**Day Student Registration for summer
classes begins on April 4th at 9am**

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: \$2160.00
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: \$1080.00, 1/2 tuition + \$25 fees

Summer I: Final payment due by June 2
Summer II: Final payment due by July 24

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 5/16 – 5/20):

Course Change/Refund	Start date	End date
Drop, 100% refund	3/28	5/15
Drop, 80% refund	5/16	5/16
Withdrawal, No refund	5/17	5/18

6-week courses (Summer first six weeks 5/23 – 6/30):

Course Change/Refund	Start date	End date
Drop, 100% refund	3/28	5/24
Drop, 80% refund	5/25	5/30
Withdrawal, 60% refund	5/31	6/1
Withdrawal, 40% refund	6/2	6/6
Withdrawal, No refund	6/7	6/16

6-week courses (Summer second six weeks 7/5 – 8/11):

Course Change/Refund	Start date	End date
Drop, 100% refund	3/28	7/6
Drop, 80% refund	7/7	7/10
Withdrawal, 60% refund	7/11	7/12
Withdrawal, 40% refund	7/13	7/17
Withdrawal, No refund	7/18	7/28

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 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 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.

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 (twelve weeks) and end when the semester or summer term end(s).

Departmental Internship Coordinators:

Accountancy	Karen Osterheld	AAC 282	x2724
CIS/IPM	Dennis Anderson	SMI 402	x2238
Economics	Jeff Livingston	AAC 171	x2538
English & Media Studies	Liz Ledoux	LIN 34	X2961
Finance	Candy Bianco	AAC 270	x2445
IDCC	Michael Goldberg	MOR 295	x2548
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	Michael Tessler	MOR 237	x2216
Mathematical Sciences	David Oury	MOR 325	x2239
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 Policy

Student Financial Services is responsible for billing and collecting fees for tuition, housing, meal plans, health insurance, computers, parking violations and any other applicable charges.

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

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

Bentley University recognizes that employers may pay some costs 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 Bentley 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. Click [here](#) to view these terms and conditions.

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

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

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



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

*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



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 (first 6 weeks) **and L21** (second 6 weeks) 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 (first 6 weeks) **and R21** (second 6 weeks) 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 2016

Summer :

GB 410 R11 Global Strategy M/W 6 – 9:10 First 6 weeks

MK 361 L21 e-Marketing T/TH 6 – 9:10 second 6 weeks



Summer Intensives 2016

May 16 - 20

Mandatory Pre-session: Friday, April 15, 2016
6:00pm – 8:00 pm.

CRN	Course	Title	Faculty	Prereqs	Focus
50016	LIT 381 S11	Sitcom Nat:Amer Fam Fic/Film	Gillan	(Formerly LIT 335) Class meets 5/16 - 5/20.	C, D
50007	FI 305 S11	Prin of Accounting & Finance	Leabman	PREQ: GB 212 & MA I & (GB 213 CPR & EC 112 CPR). Class meets 5/16 - 5/20.	
50008	FI 306 S11	Financial Markets & Investment	Raman	PREQ: FI 305. Formerly FI 320. Class meets 5/16 - 5/20.	
50009	FI 351 S11	International Finance	TBA	PREQ: (FI 320 or FI 306) or (FI 380 or FI 307). Class meets 5/16 - 5/20.	C
50010	FI 352 S11	International Project Finance	Uhlmann	PREQ: FI 380 or FI 307. Formerly FI 392. COMBINED WITH FI787. Class meets 5/16 - 5/20.	
50011	FI 360 S11	Intro Professional Fin Plan	Milton	PRE or CO-REQ: (FI 380 or FI 307) or (FI 320 or FI 306). Formerly FI 340. Class meets 5/16 - 5/20.	
50012	GLS 102 S11	Comp Govt & Politics	Kotchikian	Class meets 5/16 - 5/20.	I
50013	HI 308 S11	Drugs Trades in World History	Andrews	Class meets 5/16 - 5/20.	I
50014	IDCC 370 S11	Web Design I:Info Design&Princ	Goldberg	PREQ:Expository Writing I. Class meets 5/16 - 5/20.	C
50015	LA 210 S11	Business Law I	Missirian	PREQ: GB 110. Class meets 5/16 - 5/20.	
50018	MG 360 S11	Negotiating	O'Halloran	PREQ: GB 215. Pass/Fail option not available on this course. Class meets 5/16 - 5/20.	C
50019	MK 342 S11	Advertising	Barsam	PREQ: GB 214. Class meets 5/16 - 5/20.	
50020	NASE 301 S11	Planetary Explor the Space Age	Fishman	Class meets 5/16 - 5/20.	
50063	NASE 314 S11	Coastal Biology of Cape Cod	Taylor	Cape Cod travel course. Course meets Sunday 5/15 - Thursday 5/19.	
50022	NASE 334 S11	Coastal Geology of Cape Cod	Oches	PREQ: Registration not available on the web. Instructor Permission Required - Contact Prof. Oches. Cape Cod travel course, meets Sunday morning 5/15 - Thursday evening 5/19.	
50023	PS 311 S11	Social Psychology	Hall	Class meets 5/16 - 5/20.	D
50024	SO 285 S11	Sociology of Sports	David	Class meets 5/16 - 5/20.	D

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	MLCH	MC	SO
CIN	MLFR	NASC	
COM	MLIT	NASE	
EMS	MLJA	PH	
GLS	MLSP		

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 16

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
PR			

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 16

SO 263;

MANAGEMENT AND MARKETING RELATED ELECTIVES

All **AC**, **AF**, **FI**, **IDCC**, **IPM**, **MG**, **MK** or **PR** courses not otherwise required; any **LA** course numbered 200 or higher except for **LA** 402, **ID** 350, and the above **EC** and **CS** business courses. **SO** 263 may also be used as a **MG** related elective. **PR** 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.

Bentley University

Schedule of Classes

Summer 2016

 **MyBentley**

For the most up-to-date course availability go to my.bentley.edu. Select the tab at the top that says course listing. Select the term, then undergraduate, then day/evening and choose the departments of interest.

Summer 2016 Part of Term Codes

<u>PTRM Code</u>	<u>Description</u>	<u>Dates</u>
Part of Term 1SA	May Intensive	May 16 - 20
Part of Term 1SU summer first 6 weeks	First 6 week– includes finals	May 23 – June 30. Make-up for Memorial Day, June 3 rd .
Part of Term 2SU summer second 6 weeks	Second 6 weeks- includes finals	July 5 – Aug 11. Make-up for July 4 th on July 8th

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

Summer 2016 UNDERGRADUATE REGISTRATION FORM

Visiting students only

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
Leslie Doolittle	Assistant Dean Director, Academic Support Services
PJ Dickson	Assistant Dean Director, Academic Advising Center
Valerie Como	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