

Wintersession/Spring 2017 Graduate School Registration begins November 28!

The schedule of courses has been posted to the Registrar's Office website [HERE](#)

Your individual registration assignment time will be posted to the Academics Tab on your MyBentley page [by 5pm on November 21.](#)



Are you taking your very last course(s) during the Wintersession 2017 semester?

Your graduation date will be February 24, 2017. However, since some wintersession courses involve a final project, you should speak with the instructor to make sure that your final grade can be submitted in time to graduate in February (i.e. no later than February 10, 2017). You should have already filed a Graduation Petition for February. If not, please do so immediately. You will register on Monday, 11/28. The Petition to Graduate is accessed by logging into MyBentley. If you are completing more than one degree/certificate you must file a separate petition for each one. Additional information regarding graduation and the Graduation Petition may be found [HERE](#).



Are you taking your very last course(s) during the Spring 2017 semester?

Your graduation date will be May 20, 2017. You will be able to register for your final course(s) on 11/28, provided you have filed a Petition to Graduate no later than 11/18. The Petition to Graduate is accessed by logging into MyBentley. If you are completing more than one degree/certificate you must file a separate petition for each one. Additional information regarding graduation and the Graduation Petition may be found [HERE](#).



Are you taking your very last course(s) during the Summer 2017 semester?

Your graduation date will be October 27, 2017 and you will register for wintersession/spring on 11/29. Note: Students who take a one-week Intensive course in May or a Study Tour Course in May as their final course are NOT eligible to graduate in May. As an October graduate you will have first day registration access in your final (i.e Summer) semester. You will file an OCTOBER Graduation Petition when it is available, on February 1. If you are planning to attend the May 2017 Commencement Ceremony as a WALKER (i.e. as an October graduate), you will be able to note that on the OCTOBER Graduation Petition. Information concerning eligibility to participate in the May ceremony as a WALKER can be found [HERE](#)

Registration dates/times for NON-GRADUATING STUDENTS

You will register on November 29, beginning at your assigned registration time. The assignment time will be posted on your MyBentley Academics Tab by 5pm on November 21. You will be able to enroll in the maximum number of credits as displayed in the chart below.

BMBA Students: Please note that you will automatically be enrolled into your courses.

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

Wintersession & Spring 2017 Registration Access

Registration Date:	Registration Time:	Group:	May enroll in the maximum total number of credits:
Monday November 28	Begins 9am for all Graduating Students	Graduating Students <i>Must complete final courses in Wintersession or Spring 2017 & file a graduation petition via MyBentley by 11/18</i>	13 credits
Tuesday November 29	See MyBentley beginning 5pm on 11/21 for your access time	Non-Graduating Students	ELMBA/MSMBA - 13 credits All Others: Full-time - 10 credits All Others: Part-time - 7 credits
Wednesday November 30	Open Access begins at 9am	Open registration access for all graduate students	ELMBA/MSMBA - 16 credits All Others: Full-time - 13 credits All Others: Part-time - 10 credits

Graduating students have 24 hour access to the registration form beginning 11/28

Non-Graduating students have access from their assigned time to midnight on 11/29

All graduate students will have 24 hour access beginning 11/30 at 9am

FAQ's

How will I know my assigned registration time?

Your individual registration time will be posted on your MyBentley account by 5pm on November 21. Log in and click on the Academics Tab.

How is my assigned registration time determined?

Your time assignment is based on a calculation of degree completion percentage that includes current registered courses. As you earn credits and move closer to completing your degree, your assignment time will begin to move up to an earlier slot.

Maximum credits allowed depend on my full-time or part-time status. How is that status determined?

It is based on your full-time/part-time status upon admission as stated on your admission application. Your full-time/part-time status for this purpose does not change based on your actual course load.

What if I need to enroll in more credits than is allowed per my full-time/part-time status?

To apply for an exception to the overall maximum credit limit please send a formal request for review, in writing to Graduate Student and Academic Services Office at gradvising@bentley.edu. Exceptions will not take effect until open access day (November 30).

What if I am not available to register during my assignment time as I will be in a meeting or otherwise engaged?

Ex. If your assignment time is 11am, you will have access from 11am to midnight on that day. You can register at any point after 11am.

How do I register for course? What is a CRN number?

For information on how to register and CRN numbers, please click [HERE](#)

Who should I contact if I need help in selecting a course?

You may contact the Graduate Student and Academic Services Office to speak with an adviser. Click [HERE](#) for contact information.

What if the course I want is closed? Can I be placed on a waitlist?

Yes. Enter the course CRN number in MyBentley, as if to register. If the course is closed you will have an option via a dropdown to select "waitlist". To learn how waitlists are managed, please click [HERE](#)