

## Summer 2017 Graduate School Registration begins 3/27!

The schedule will be posted by the beginning of next week. On March 20 at 4pm your individual registration assignment time will be posted to the Academics Tab on your MyBentley page.

### **Are you taking your very last class in the Summer 2017 semester?**

**(note: one week intensive courses taught in May are SUMMER courses)**

If so, you will be eligible to receive your degree in October 2017. You will have the opportunity to request to participate in the May 2017 ceremony as a “walker” if you qualify.

**You will have access to register for summer courses on Monday, March 27 beginning at 9am, provided you have filed a Petition to Graduate by Friday March 17<sup>th</sup>.** 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 may be found here:

<http://www.bentley.edu/offices/registrar/graduate-school-business-graduation-information>

### **Registration dates/times for NON-GRADUATING STUDENTS**

You will register on Tuesday, March 28<sup>th</sup> beginning at your assigned registration time. Registration will be available to you until midnight on March 28<sup>th</sup>.

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

## **Summer 2017 Registration**

Registration Date:	Registration Time:	Group:	May enroll in the maximum total number of credits:
<b>Monday March 27</b>	Begins 9am for all Graduating Students	<b>Graduating Students</b> <i>Must complete final courses in Summer 2017 &amp; file a graduation petition via MyBentley by 3/17</i>	13 credits
<b>Tuesday March 28</b>	See MyBentley beginning 3/20 for your access time	<b>Non-Graduating Students</b>	ELMBA/MSMBA - 13 credits All Others: Full-time - 10 credits All Others: Part-time - 7 credits
<b>Wednesday March 29</b>	Open Access begins at 9am	<b>Open registration access for all graduate students</b>	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 3/27*

*Non-Graduating students have access from their assigned time to midnight on 3/28*

*All graduate students will have 24 hour access beginning 3/29 at 9am*

## **FAQ's**

### **How will I know my assigned registration time?**

Your individual registration time will be posted on your MyBentley account by March 20 at 4pm. 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.

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

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.

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

You may contact the Graduate Student and Academic Services Office to speak with an adviser. <http://www.bentley.edu/graduate/gsas/staff-and-appointments>

**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”. You will be contacted via your Bentley email account if a seat becomes available to you. For additional information: <http://www.bentley.edu/offices/registrar/graduate-school-waitlist>

**Below please find links to important documents that you should read prior to registration:**

**For important registration related policies and procedures:**

<http://www.bentley.edu/offices/registrar/registration-policies-and-information>

**Of particular interest to new students – how to register online:**

[http://www.bentley.edu/files//2015/03/06/GR%20MyBentley%20reg%20instruct\\_0.pdf](http://www.bentley.edu/files//2015/03/06/GR%20MyBentley%20reg%20instruct_0.pdf)