

Undergraduate Programs Schedule Book Spring & Wintersession 2019



Spring registration: Nov 5, 8, 13, 14
Wintersession registration begins Nov 2 at 9 am
See page 4 for registration access times

Spring Academic Calendar at a Glance

Spring 2019	
Wednesday, January 2	University Reopens After Winter Break
Monday, January 7 – Friday, January 11	Wintersession Classes Meet
Saturday, January 12	Winter session Snow Make-Up
Sunday, January 13	Undergraduate Dorms Open for Returning Students
Monday, January 14	Spring Classes Begin
Monday, January 21	Martin Luther King Day: Administrative Offices Closed
Monday, February 18	President's Day: All Classes Meet/Most Administrative Offices Closed
Saturday, March 9 – Sunday, March 17	Spring Break
Monday, April 15	Patriot's Day: Administrative Offices Closed & No Classes Meet
Tuesday, April 16	All Monday Classes Meet No Tuesday Classes Meet
Friday, April 19	Pre-Session for "A" week May Intensive
Friday, April 26	Pre-Session for "B" week May Intensive
Wed, May 1, Thurs, May 2, Mon, May 6 & Tues, May 7	Graduate Exams/Last Class
Wednesday, May 1	Reading Day - No Undergraduate Courses
Thurs, May 2 – Thurs, May 9 Sat, May 4	Undergraduate Exams Undergraduate Common Exams
Saturday, May 18	Commencement

For a more detailed calendar go to <https://www.bentley.edu/calendar>

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For More Information
Visit our web site: www.bentley.edu/registrar
Under My Bentley Quick Links, click Registration Information

Useful Web Sites

Registrar's Office - www.bentley.edu/registrar

Academic Policies - www.bentley.edu/academic-services/policies-procedures.cfm

Address Change Form - www.bentley.edu/registrar/forms.cfm

Click on "Address Update"

Blackboard Information – <https://blackboard.bentley.edu/>

Bookstore Information –

<http://bentley.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=21552&catalogId=10001&langId=-1>

Dates & Deadlines - www.bentley.edu/registrar/dates_and_deadlines.cfm

Tuition, Fees and Payment Information - www.bentley.edu/sfs

Registration Instructions - www.bentley.edu/registrar/documents/my.bentley_directions.pdf

Registration Resources - www.bentley.edu/registrar/d_reg_times.cfm

Scroll down to **Spring 2019** and **Registration Resources** and click on the links for:

Topics & Experimental course descriptions

Elective Guidelines

LSM course listings

Focus requirement course listings

Course Descriptions - <https://www.bentley.edu/offices/registrar/undergraduate-courses>

Click on the department link to locate the course number

Prerequisite Requirements – [on my.bentley.edu main page](http://on.my.bentley.edu/main/page)

Click on the tab at the top that says course listing. Select Spring 2019, Undergraduate day/evening.

Click on the appropriate department to view the courses and its prerequisite(s)

Registration Dates & Availability

REGISTRATION HOLDS: You will **NOT** be able to register for courses if there is a **hold** on your Bentley account. Holds can be viewed in Banner Web under the Registration Status link in *Courses and Grades*. **It is the student's responsibility to have the hold removed. All applicable registration deadlines apply and no exceptions will be made.** Department chairpersons and faculty members are not able to permit registration after the deadlines if the student has, or had, a registration hold.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					UG DAY WINTERSESSION REGISTRATION BEGINS AT 9 AM	
					Wintersession registration will remain open until Dec 7 th at 4 pm	
4	5	6	7	8	9	10
	UG Spring REGISTRATION Group 1 SENIORS	Add/drop Group 1 only 5:00 p.m. - 11:59 p.m on Nov 7th.	Add/drop Group 1 5 PM on Nov 6 to 11:59 p.m on Nov 7th.	UG Spring REGISTRATION Group 2 only JUNIORS	Add/drop Group 1 & 2 5:00 p.m. -11:59 p.m on Nov 12th.	Add/drop Group 1 & 2 5:00 p.m. On Nov 9 -11:59 p.m on Nov 12th.
	Once you register you will be able to access the system for the rest of the day			Once you register you will be able to access the system for the rest of the day		
11	12	13	14	15	16	17
Add/drop Group 1 & 2 5:00 p.m. On Nov 9 -11:59 p.m on Nov 12th.	Add/drop Group 1 & 2 5:00 p.m. On Nov 9 -11:59 p.m on Nov 12th.	UG REGISTRATION Group 3 only SOPHOMORES	UG REGISTRATION Group 4 only FIRST YEAR	Add/drop All groups 5:00 p.m. On Nov 15 through the first week of classes on a 24 hour basis.	Waitlists open for most closed courses	
		Once you register you will be able to access the system for the rest of the day	Once you register you will be able to access the system for the rest of the day			
18	19	20	21	22	23	24

UG Day Spring 2019 Registration Date & Time Assignment Policy:

Group 1: Current & Rising Seniors Total Credits (Fall 2018 registration + total earned) = 81+ Includes Official Class Codes of 8, 7, 6, 5	Group 3: (Fall 2018 registration + total earned) = 21 – 50.5 Includes Official Class Codes of 4, 3, 2
Group 2: Current & Rising Juniors Total Credits (Fall 2018 registration + total earned) = 51 – 80.5 Includes Official Class Codes of 6, 5, 4, 3	Group 4 (Fall 2018 registration + total earned) = 0 – 20.5 Includes Official Class Codes of 2, 1

Registration Priority FAQs

- **Spring 2019 Alpha breakdown order; F-L, M-Q, R-Z, A-E**
- **How is my registration DAY determined?**
The day you register is determined by your number of **registration credits**, which is the total of **credits already earned + current semester enrolled credits**. See boxes above for details.
- **How is my registration TIME determined within my day?**
The highest **class year*** within a day will be assigned the earlier times. Within that class year, the alphabetic grouping is then given priority. Within the alphabetic grouping the assignments are randomly generated. **Class year (first year, 2nd year, 3rd year, and 4th year) is based on earned credits and does not include your current Fall 2018 registration credits.*

Course Selection Requirements & Responsibilities

No student will be permitted to stay enrolled in courses unless all **prerequisites, concurrent prerequisites** and **class standing requirements** have been satisfactorily fulfilled. Students who register for courses and do **NOT** meet all course requirements may be dropped from the course with or without notice. Prereqs are not checked during registration but after each registration day. Students will be e-mailed if they have any prereq violations..

Course prerequisites are listed in the schedule <https://my.bentley.edu/web/guest/course-listings>. Additional information can be found in the *Registration Information & Regulations* and *Academic & Curriculum Information* sections of this booklet.

If you have questions, please consult your advisor.

Registration Problems & FAQs

If:	Then:
You have: <ul style="list-style-type: none"> ▪ A registration hold 	1. Under the <i>Courses & Grades</i> tab in MyBentley, click the <u>Registration Status</u> link and then click <u>View Holds</u> at the bottom of the page. 2. Contact the department corresponding to the type of hold shown (e.g., Student Financial Services for a financial hold) to resolve the problem. Holds must be cleared before registration can begin!
You want: To take an honors course	Eligible non-honors students will be notified after the initial registration period regarding the process to register for honors courses. Honors students who are closed out of a course should contact Christian Rubio or Leslie Doolittle.
You need: <ul style="list-style-type: none"> ▪ A prerequisite waiver 	1. Go to www.bentley.edu/registrar/forms.cfm 2. Print out the <i>Undergraduate Prerequisite Waiver Form</i> 3. Fill out the form and submit it to the department chairperson for evaluation. (NOT to the faculty member teaching the class) 4. If approved, drop off the completed form at the Registrar's Office. NOTE: Prerequisite waivers are granted at the discretion of the department.
You want: <ul style="list-style-type: none"> ▪ To register for 18 credits 	<u>Class Code 6-8 students</u> with a GPA of 2.0 or better can register for 18 credits during the initial registration period. <u>Class Code 1-5 students</u> are limited to registering for 17.5 credits during the initial registration period. Beginning Monday, Nov 19 th at 9:00 a.m. , Class Code 1-5 students with a GPA of 2.7 will have their registration eligibility increased to 18 credits.
You want: <ul style="list-style-type: none"> ▪ To take a course pass/fail 	If you have NOT already taken a course Pass/Fail: read and fill out the Pass/Fail Declaration Form at www.bentley.edu/registrar/forms.cfm . If you have already taken a course Pass/Fail: You are NOT eligible. (Only one course may be taken as Pass/Fail toward your degree.) The <u>deadline</u> to declare a course Pass/Fail for the Spring 2019 Semester is January 28, 2019. Some courses cannot be taken pass/fail. Check the notes section on the course for information.
You want: <ul style="list-style-type: none"> ▪ To drop or add classes 	Beginning on Nov 15th at 5 pm, drop/add will open with 24hr access. See Registration Dates and Availability chart (page 2) for specific times. Spring 2019 registration will be closed from Jan 3 – 6 for new student registration. The Registrar's Office reserves the right to limit access to the drop/add screens for all students in appropriate circumstances. <u>Students are responsible for managing their schedules.</u> You are expected to know the appropriate deadlines and the impact on your semester schedule, your degree requirements, and your student financial account if you fail to meet the appropriate deadlines. When adding or dropping any course in Banner Web, you must <u>submit your changes</u> before exiting the form. Make sure to go back into your schedule and scroll to the bottom to view any errors and make sure all the courses are listed. Any mistakes made in Banner Web are your responsibility. Be sure to check any registration changes by viewing your revised schedule.
Wait list Availability	Waitlists will not be available during the initial registration. Beginning on Nov 16 at 9am, waitlist availability will open for most closed courses. You will be able to be registered in a class and be wait listed for a different section of the same class at this time. Being on a waiting list does not guarantee that you will be able to enroll in the class. The wait list will prioritize students by highest class code first.

Final Exam Schedule

Spring 2019 Undergraduate Final Exam Schedule

		THUR 5/2	FRI 5/3	SAT 5/4	MON 5/6	TUE 5/7	WED 5/8	THUR 5/9
8:30 a.m. - 10:30 a.m.	Block	6	7	AC 311 & AC 312 common exam	4	5	10	8
11:00 a.m. - 1:00 p.m.	Block	3	2	GB 112 & GB 212 common exam	16	15	11	1
1:30 p.m. - 3:30 p.m.	Block	13	9		12			14
Evening exams		THUR 5/2		common exams	MON 5/6	TUE 5/7	Wed 5/8	

Fall 2018 Undergraduate Final Exam Schedule

		WED 12/12	THUR 12/13	FRI 12/14	SAT 12/15	MON 12/17	TUE 12/18	WED 12/19
8:30 a.m. - 10:30 a.m.	Block	4	6	5	AC 311 & AC 312 common exam	8	7	10
11:00 a.m. - 1:00 p.m.	Block	1	3	16	GB 112 & GB 212 common exam	11	15	2
1:30 p.m. - 3:30 p.m.	Block	14	13	9		12		
Evening exams		WED 12/12	THUR 12/13		Common exams	MON 12/17	TUES 12/18	

Block Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:20	1	2	1	3	2
9:30 - 10:50	4	5	4	3	5
11:00 - 12:20	6	7	10	6	7
12:30 - 1:50	8	9	10	8	9
2:00 - 3:20	11	Act Period	Act Period	11	16
3:30 - 4:50	12	13	12	13	16
5:00 - 6:20	14	15	14	15	

Student Responsibilities & Rights

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 University's grading and course repeat policies. Students who fail to comply with these policies, procedures and requirements do so at their own risk. The DegreeWorks Audit Summary 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 audit.

Students are responsible for managing their schedules. You are expected to know the appropriate deadlines and the impact on your semester schedule, your degree requirements, and your student financial account if you fail to meet the appropriate deadlines. When adding or dropping any course in Banner Web, you must **submit your changes** before exiting the form. Make sure to go back into your schedule and scroll to the bottom to view any errors and make sure all the courses are listed. Any mistakes made in Banner Web are your responsibility. Be sure to check any registration changes by viewing your revised schedule.

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

Bentley University 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 and Parents 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 Dean 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.

Student Responsibilities & Rights (continued)

Directory Information:

Unless otherwise requested by the student, Bentley University (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 University will not sell or give directory information for commercial purposes to external vendors who are not affiliated with the institution. Bentley University 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 University 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 University 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 University 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 the 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.

Student Responsibilities & Rights (continued)

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.

Spring 2019 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	MLCH	MC	SO
CIN	MLFR	NASC	
COM	MLIT	NASE	
EMS	MLJA	PH	
GLS	MLSP		

CS 150, 180, 213, 230, 240, 280, 380, 480

EC 245, 251, 321, 331, 341, 343, 351, **EC** 370

HNR 445

Any **ID** except: 306

LA (100-level only) and **LA** 402 Fall 18

MA (above 100-level)

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 245, 251, 321, 331, 341, 343, 351

Any **ID** except: 306.

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

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 350, 360, 401, 402, 421, 440, & 460.

EC 224, 225, 232, 270, 271, 272, 273, 275, 311, 315,
333, 346, 361, 381, 391, 402, & 454

HNR 440

ID 306

LA (200 or higher) except for **LA** 402 Fall 18

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 (except for **LA** 402 Fall 18), **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.

Wintersession 2019

January 7 – 11, 9:00am to 5:00pm

UNDERGRADUATE MANDATORY PRE-SESSION - (see course syllabus for specifics)

FRIDAY, DECEMBER 7, 2017 – 6:00 TO 8:00 PM

Wintersession courses are very intensive and require substantial preparation in advance of the start of the class.
If you do not meet the prerequisites you will be dropped from the class.

Tuition: \$4,818.00 per 3 credit course

Registration dates: November 2 – December 7. Registration begins at 9:00 am on November 2nd. No registration is possible after the mandatory pre-session. Faculty have the right to cancel students from the class for failure to attend the pre-session. Space is limited so register early. Electronic waitlists are available for closed courses.

Refund/Withdrawal Schedule for Wintersession courses

Through January 6	January 7	After January 7	January 9
100% cancellation	80%	No refund	Last day to withdraw

*In case of a snow cancellation, the designated make-up day is Saturday, Jan. 12

Course	Title	Instructor	Prerequisites	Focus
LIT 216 W01	Short Story	Mueller, L.		D
MC 222 W01	Digital Photography	Hayward, C.		
FI 305 W01	Prin of Accounting & Finance	Chinca, A.	Pre-Req: GB 212 & MA I & EC 111 & (GB 213 CPR & EC 112 CPR).	
FI 306 W01	Financial Markets & Investment	Uhlmann, P.	Pre-Req: FI 305. Formerly FI 320.	
GLS 116 W01	International Relations	McDonald, S.		I
HI 381 W01	The Civil War	Putney, C.		D
IDCC 250 W01	Pub Relations Theory&Practice	Moore, S.	Pre-Req:Expository Writing I.	C
LA 105 W01	Race and the Law	Pierre-Louis, K.	Pre-Req: GB 110.	D
MK 344 W01	Retailing	Moore, K.	Pre-Req: GB 214.	
NASE 309 W01	The Science & Bus of Biotech	Arenella, L.	Pre-Req: GB 112	C
PS 311 W01	Social Psychology	Hall, G.		D

Bentley University Schedule of Classes Spring 2019



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.

Fall 2018 Semester Part of Term Codes

<u>PTRM Code</u>	<u>Description</u>	<u>Dates</u>
Part of Term 1	Full Semester – Does not include finals	Jan 14 – April 30, 2019
Part of Term 1A (evening classes)	Full Semester evening– includes finals	Jan 14 – May 8
Part of Term G	First 7 weeks	Jan 14 – Feb 22
Part of Term H	Second 7 weeks	March 18 – April 30
Part of Term 9	5 Saturdays	Mandatory Pre-session March 2, 9-11 am. Class meets March 23 – April 20 th , 9 – 5 pm

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

Service-Learning Courses

A number of courses offered each semester provide a service-learning project. Some projects are required and some are not.

“Embedded” service-learning courses - If a course is designated “embedded,” the service-learning project may be required or all students within the course (listed simply as *Embedded Service-Learning* under prerequisites) or may be offered as one of several assignment from which the instructor allows students to choose (listed as *Embedded Service-Learning Optional*). In both instances, however, the project is considered as one of the regular class deliverables, requiring no more or less work than is required in any 3-credit course.

“4th-Credit Option” service-learning courses—If a course is designated “4th-credit,” the service-learning project is optional. Students who choose to undertake a 4th-credit project agree to assume approximately 30 hours of additional course work over and above the work required of students in the class who do not opt for the 4th-credit. The additional work includes service and related academic content.

For more information on the Service Learning Program, please contact:

Shawn Hauserman

Morison 101A

shauserman@bentley.edu

781-891-2977