

# Undergraduate Programs Schedule Book Fall 2019



## **Fall registration:**

See page 4 for registration access times

Tuesday, April 2

Wednesday, April 3

Tuesday, 9

## **Summer registration:**

Monday, April 1, at 9 am

## Fall 2019 Academic Calendar at a Glance

<b>Fall 2019</b>	
Wednesday, August 21	Convocation and Undergraduate New Student Orientation Begins
Sunday, August 25	Undergraduate Dorms Open for Returning Students
<b>Monday, August 26</b>	<b>Classes Begin: All Schools</b>
Monday, September 2	Labor Day: University Closed/No Classes
Monday, September 9	Last day to submit the pass/fail form
Tuesday, September 10	Withdrawal period begins
Sat., Oct., 12 through Tues., Oct., 15	Fall Mini-Break for All Schools: No Classes
Monday, October 14	Columbus Day: University and Administrative Offices Closed
Saturday, October 19	Saturday classes begin
Friday, November 8	Last day to withdraw
Wed., Nov., 27 through Sun., Dec., 1	Thanksgiving Break: University Closed: No Classes
Friday, December 6	Pre-Session for Wintersession
Tuesday, December 10	Reading Day: (Undergraduate classes only)
Wed., Dec 11, Thurs., Dec 12, Sat., Dec 14, Mon., Dec 16., Tues., Dec 17	Evening Undergraduate Exams/Last Class
Wed., Dec 11 through Fri., Dec 13	Day Undergraduate Exams
Sat., Dec 14	Undergraduate Common Exams
Mon., Dec 16 through Wed., Dec 18	Day Undergraduate Exams
Sunday, Dec., 15 and Thurs., Dec., 19	Snow Make-Up for All Schools
Tuesday, December 24 through Wednesday, January 1	Winter Break: University and Administrative Offices Closed

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

## Table of Contents

Academic Calendar	2
Registration Dates & Availability	4
Registration Problems & FAQs	5
Final Exam Schedules   Spring 19 and Fall 19	6
Student Responsibilities & Rights	7-9
• Academic Responsibilities	
• Code for Ethical Computer Use	
• Course Cancellation & Change Policies	
• FERPA Policy	
• Nondiscrimination	
• Student Financial Services Billing & Collection Policies	
Elective Guide	10
Semester Part-of-Term Codes & Service Learning .....	11

**For More Information**  
**Visit our web site: [www.bentley.edu/registrar](http://www.bentley.edu/registrar)**

## Useful Web Sites

**Registrar's Office** - [www.bentley.edu/registrar](http://www.bentley.edu/registrar)

**Academic Policies** - <https://www.bentley.edu/offices/registrar/academic-policies>

**Address Change Form** - <https://www.bentley.edu/offices/registrar/forms>

Click on "Address Update"

**Blackboard Information** - <https://blackboard.bentley.edu/>

**Bookstore Information** -

<https://bentley.bncollege.com> (copy link into browser)

**Dates & Deadlines** - <https://www.bentley.edu/offices/registrar/dates-and-deadlines>

**Tuition, Fees and Payment Information** - [www.bentley.edu/sfs](http://www.bentley.edu/sfs)

**Registration Instructions** - <https://www.bentley.edu/files/registrar/ug-mybentley-directions.pdf>

**Registration Resources** - <https://www.bentley.edu/offices/registrar/undergraduate-registration-information>

Scroll down to **fall 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 & Prerequisite Requirements** - <https://www.bentley.edu/offices/registrar/undergraduate-courses>

Click on the department link to locate the course number, once you do this you will see prerequisite(s) and description.

## 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.

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> <b>UG DAY</b> <b>Summer</b> <b>Registration begins at 9:00 am</b>	<b>2</b> <b>UG Fall Registration</b> <b>Group 1</b> only .  <b>Once you register you will be able to access the system until 11:59 pm</b>	<b>3</b> <b>UG Fall Registration</b> <b>Group 2</b> only  <b>Once you register you will be able to access the system until 11:59 pm</b> <b>Add/drop</b> <b>Group 1 can also access</b> only 5:00 pm - 11:59 pm	<b>4</b> <b>Add/drop</b> <b>Group 1 &amp; 2</b> only 5:00 pm - 11:59 pm	<b>5</b> <b>Add/drop</b> <b>Group 1 &amp; 2</b> only 5:00 pm - 11:59 pm	<b>6</b> <b>Add/drop</b> <b>Groups 1 &amp; 2</b> only 8:00 am - 11:59 pm through Monday, April 8
<b>7</b> <b>Add/drop</b> <b>Groups 1 &amp; 2</b> only	<b>8</b> <b>Add/drop for</b> <b>Groups 1 &amp; 2</b> closes at 11:59 pm	<b>9</b> <b>UG Fall Registration</b> <b>Group 3</b> only  <b>Once you register you will be able to access the system until 11:59 pm</b> <b>Add/drop</b> <b>All Groups</b> 5:00 pm - 11:59 pm	<b>10</b> <b>Add/drop</b> <b>ALL Groups</b> 5:00 pm - 11:59 pm	<b>11</b> <b>Add/drop</b> <b>ALL Groups</b> Add/drop opens on a 24 hour basis starting at 9:00 am (today) and closes, Friday, May 17 at 11:59 pm	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> <b>Patriot's Day,</b>  No Classes all schools; Administrative Offices Closed	<b>16</b> Class code 1-5 can add a 6th class with a GPA of a 2.7 or higher	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> <b>Spring Day</b>

### UG Day Fall 2019 Registration Date & Time Assignment Policy:

<b>Group 1: Current &amp; Rising Seniors</b> Total Credits (Spring 2019 registration + total earned) = <b>81+</b> Includes Official Class Codes of 8, 7, 6, 5	<b>Group 3:</b> (Spring 2019 registration + total earned) = <b>0 – 50.5</b> Includes Official Class Codes of 4, 3, 2, 1
<b>Group 2: Current &amp; Rising Juniors</b> Total Credits (Spring 2019 registration + total earned) = <b>51 – 80.5</b> Includes Official Class Codes of 6, 5, 4, 3	

### Registration Priority FAQs

- **Fall 2019 Alpha breakdown order:** *M-Q, R-Z, A-E, F-L*,
- **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 spring 2019 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.  
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 if you are a first-year student. Otherwise, consult Academic Services.**

## Registration Problems & FAQs

If:	Then:
<b>You have:</b> <ul style="list-style-type: none"> <li>▪ A registration hold</li> </ul>	1. Under the <i>Courses &amp; 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. <b>Holds must be cleared before registration can begin!</b>
<b>You are closed out of:</b> <ul style="list-style-type: none"> <li>▪ Any AC, AF, CS, EC, FI, GB 213, 215, 310, 320, 410, IDCC, IPM, LA, MA electives, MG, MK or PRS courses</li> </ul>	<b>AC, AF, CS, EC, FI, GB 213, 215, 310, 320, 410, IDCC, IPM, LA, MA electives, MG, MKT, PRS</b> will be using electronic waiting lists. Make sure to add yourself to the waiting list on-line. Select wait list from the drop down menu in registration and then submit. Priority on waiting lists is done by class code, 8 get highest priority. If a seat opens you will be notified by e-mail and will have 48 hours to add the class. After 48 hours you will be dropped and the system will automatically go to the next person on the list. <b>Waiting lists are not available for honors classes see Christian Rubio, Honors Program Director (crubio@bentley.edu).</b> Wait lists are only valid until Tuesday, May 14 <sup>th</sup> .
<b>You want:</b> <b>To take an honors course</b>	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 <b>Christian Rubio, Honors Program Director (crubio@bentley.edu)</b> .
<b>You need:</b> <ul style="list-style-type: none"> <li>▪ A prerequisite waiver</li> </ul>	1. Go to <a href="https://www.bentley.edu/files/2015/11/06/prereq-waiver-form.pdf">https://www.bentley.edu/files/2015/11/06/prereq-waiver-form.pdf</a> 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. <b>NOTE: Prerequisite waivers are granted at the discretion of the department.</b>
<b>You want:</b> <ul style="list-style-type: none"> <li>▪ To register for 18 credits</li> </ul>	<u>Class Code 6-8 students</u> with a <b>GPA of 2.0</b> 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 <b>Tuesday, April 16th at 9:00 a.m.</b> , Class Code 1-5 students with a <b>GPA of 2.7</b> will have their registration eligibility increased to 18 credits.
<b>You want:</b> <ul style="list-style-type: none"> <li>▪ To take a course pass/fail</li> </ul>	<b>If you have NOT already taken a course pass/fail:</b> read and fill out the pass/fail Declaration Form at <a href="https://www.bentley.edu/files/2016/01/22/pass-fail-form.pdf">https://www.bentley.edu/files/2016/01/22/pass-fail-form.pdf</a> . <b>If you have already taken a course pass/fail:</b> You are <u>NOT</u> eligible. (Only <b>one course</b> may be taken as pass/fail toward your degree.) The <u>deadline</u> to declare a course pass/fail for the Fall 2019 semester is Monday, September 9, 2019. Some courses cannot be taken pass/fail. Check the notes section on the course for information.
<b>You want:</b> <ul style="list-style-type: none"> <li>▪ To add or drop class(es)</li> </ul>	Add/drop is open every night after your initial registration. <b>Beginning on Thursday, April 11<sup>th</sup> it will open at 9 am with 24hr access.</b> See Registration Dates and Availability chart (page 2) for specific times. Fall 2019 registration will be closed from Friday, May 17 – through Sunday, June 16 <sup>th</sup> while we convert the student records over to Workday. The Registrar's Office reserves the right to limit access to the add/drop screens for all students in appropriate circumstances. <u>Students are responsible</u> 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 <b>submit your changes</b> 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.
<b>Workday</b>	<b>Beginning on Monday, June 17 at 9:00 am add/drop will re-open in Workday. Training sessions will be held prior to the end of this term. Workday will give you access to all of your information in one easy to use dashboard; no more hunting through mybentley to find your degree audit or your schedule. "Live Prerequisite" checking will be used in Workday. If you don't have the required prerequisite the system will not allow you to register for the class. Keep this in mind when trying to change your schedule beginning on Monday, June 17<sup>th</sup>.</b>

## Final Exam Schedule

### Spring 2019 Undergraduate Final Exam Schedule

May 2019

		Thurs 2	Fri 3	Sat 4	Mon 6	Tues 7	Wed 8	Thurs 9
8:30 am - 10:30 am	Block	9	7	AC 311 & AC 312 common exam	4	5	10	8
11:00 am - 1:00 pm	Block	3	2	GB 112 & GB 212 common exam	16	15	11	1
1:30 pm - 3:30 pm	Block	12	9		12		12	14
Evening exams During class time		Thurs 2		common exams	Mon 6	Tues 7	Wed 8	

### Fall 2019 Undergraduate Final Exam Schedule

December 2019

		Wed 11	Thurs 12	Fri 13	Sat 14	Mon 16	Tues 17	Wed 18
8:00 a.m. - 10:00 a.m.	Block	4	6	5		8	7	10
11:30 a.m. - 1:30 p.m.	Block	1	3	16	AC 311 & AC 312 common exam	11	15	2
3:00 p.m. - 5:00 p.m.	Block	14	13	9	GB 112 & GB 212 common exam	12		
Evening exams During class time		Wed 11	Thurs 12		Common exams	Mon 16	Tues 17	

### 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 their 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: <https://www.bentley.edu/campus-life/student-life/division-student-affairs/the-student-handbook>.

### 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, eligible parents, or legal guardians receive notice of FERPA and their rights under FERPA through the electronic publication of the Student Handbook each academic year currently located at: <https://www.bentley.edu/campus-life/student-life/division-student-affairs/the-student-handbook>

#### Access/Amendment to Educational Records:

Students and eligible parents, or legal guardians 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 are 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 University (Information Desk, Registrar's Office, Deans' Offices, etc.) may release to the public student data considered "directory information". If a student requests that directory information not be released, it is their 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 eligible parents or legal guardians 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 eligible 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, eligible parents, or legal guardians to resolve outstanding balances. We understand that students and their families may experience financial difficulties and it is important for these 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, these plans are only available to students prior to the due date of their bill.

We URGE students, eligible parents, or legal guardians 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.

Bentley University does not accept foreign currency traveler's checks.

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 student account. This financial hold will prevent students from registering for classes, changing their course schedule, participating in senior week activities, participating in the graduation ceremony, and 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.

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.

The Student Financial Services credit balance refund policy can be viewed here: [Refund Policy](#)

Please note, students that default on their Bentley University Perkins loan are subject to the following consequences:

1. The loan 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. The student will not be eligible to obtain any title IV aid at any institution.
4. The student is not eligible to receive a transcript from Bentley University and/or return to the University until the debt is resolved in full.
5. Also, the loan could be assigned to the US Department of Education and subject to additional collection consequences such as: additional collection fees, wage garnishment, withholding of federal income tax refunds and litigation by the US Department of Justice.

## Fall 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:

<b>AN</b>	<b>HI</b>	<b>LIT</b>	<b>PS</b>
<b>ART</b>	<b>MLCH</b>	<b>MC</b>	<b>SO</b>
<b>CIN</b>	<b>MLFR</b>	<b>NASC</b>	
<b>COM</b>	<b>MLIT</b>	<b>NASE</b>	
<b>EMS</b>	<b>MLJA</b>	<b>PH</b>	
<b>GLS</b>	<b>MLSP</b>		

**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, Fall 19

**MA** (above 100-level)

### HUMANITIES/SOCIAL SCIENCE

The following course codes and courses can fulfill the Humanities/Social Science elective requirement:

<b>AN</b>	<b>GLS</b>	<b>MLFR</b>	<b>PS</b>	<b>EMS</b>
<b>ART</b>	<b>HI</b>	<b>MLIT</b>	<b>SO</b>	
<b>CIN</b>	<b>LIT</b>	<b>MLJA</b>	<b>PH</b>	
<b>COM</b>	<b>MLCH</b>	<b>MLSP</b>	<b>MC</b>	

**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:

<b>AC</b>	<b>IDCC</b>	<b>FI</b>	<b>MK</b>	
<b>AF</b>	<b>IPM</b>	<b>MG</b>	<b>OM</b>	<b>PRS</b>

**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, Fall 19

### 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), **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](http://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

Fall 2019

*MyBentley*

For the most up-to-date course availability go to [my.bentley.edu](http://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 2019 Semester Part of Term Codes

PTRM Code	Description	Dates
Part of Term 1	Full Semester – Does not include finals	Aug 26 – Dec 9
Part of Term 1A (evening classes)	Full Semester evening – includes finals	Aug 26 – Dec 18
Part of Term G	First 6 weeks	Aug 26 – Oct 7
Part of Term H	Second 6 weeks	Oct 21 – Dec 6

**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.

*“4<sup>th</sup>-Credit Option” service-learning courses*- If a course is designated “4<sup>th</sup>-credit,” the service-learning project is optional. Students who choose to undertake a 4<sup>th</sup>-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 4<sup>th</sup>-credit. The additional work includes service and related academic content.

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

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