

# ADVISING BRIEF

A bi-weekly newsletter from Undergraduate Academic Services

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## Spring 2021

### Academic Advising Drop-ins

weekdays

11am-3pm ET

Zoom Meeting ID: 210 770 506

## Spring 2021

### Programs & Events

Details can be found at:

[bentley.edu/offices/academic-services/programs-and-events](https://www.bentley.edu/offices/academic-services/programs-and-events)

## CDI 101 Reminder

If you are registered for a CDI 101 section that meets in the second half of the term, your seminar begins the week of March 15.

## Summer Registration Reminders

- Students eligible to take a 6th class this summer can add that class on March 19 at 9am ET. Please review the summer course overload policy to determine if you are eligible to take a 6th class:  
<https://www.bentley.edu/offices/registrar/undergraduate-registration-information>
- The last day to add yourself to the waitlist for a summer class is April 8 at 9am ET. Waitlists will be discontinued on April 13. If you are not offered a spot in a class via the waitlist process by April 12, you would utilize the typical add/swap process to try to enroll in a course if an opening becomes available.
- A reminder that add/swap/drop will be closed for all summer 2021 classes from April 8 at 9am ET to April 13 at 7am ET.

## Programs/Events Coming Up

*Café con Leche/Coffee Chats* are informal, group advising conversations available to all students on campus. During our coffee chats, you will be able to speak with an Academic Advisor and a staff member from another key office.

- Café con Leche/Coffee Chat: MCC
  - Tuesday, March 23, 2pm-3pm ET
  - Zoom ID: 993 8510 2401
- Café con Leche/Coffee Chat: Transfer Students
  - Wednesday, March 24, 2pm-3pm ET
  - Zoom ID: 993 8510 2401
- Café con Leche/Coffee Chat: CISS
  - Tuesday, March 30, 9am-10am, 2pm-3pm ET
  - Zoom ID: 975 192 760



CELEBRATING WOMXNS  
HERSTORY MONTH

# Advising 101:

## Degree Works Overview, What If, Look Ahead, click Process New

**Degree Works** is a web based, degree auditing tool that enables you to easily track your academic progress. You will be able to see how specific Bentley requirements have been met and which courses you can take to fulfill the requirements still remaining.

Familiarize yourself with your Degree Works audit (accessible via the Academics section of Workday)

When reviewing your Degree Works audit, please click **PROCESS NEW** at the top to ensure you're viewing the most current details.



**Process New**

Degree in Bachelor of Science		
Unmet conditions for this set of requirements: 122 credits are required. You currently have 50, you still need 72 more credits.		
You meet the minimum overall 2.00 Overall GPA requirement.		
<b>COURSE REQUIREMENTS</b>		
<input type="checkbox"/> General Education Requirements		Still Needed: See General Education Requirements section
<input type="checkbox"/> Business Core Requirements		Still Needed: See Business Core Requirements section
<input type="checkbox"/> Major Requirements		Still Needed: See Major in Marketing section
<input type="checkbox"/> Electives		Still Needed: See Electives section
<input type="checkbox"/> Optional Program(s)		Still Needed: See Optional Program(s) section
<input type="checkbox"/> Course Focus Requirements		Still Needed: See Course Focus Requirements section
General Education Requirements		
Unmet conditions for this set of requirements: 41 credits are required. You currently have 35, you still need 6 more credits.		
<input checked="" type="checkbox"/> Information Technology	IT 101	Information Technology and Computer S
<input checked="" type="checkbox"/> Expository Writing I	EXP 101L	Expository Writing I: Critical Thinking and
<input checked="" type="checkbox"/> Expository Writing II	EXP 201L	Expository Writing II: Advanced Inquiry #
<input checked="" type="checkbox"/> Literature	CIN 270	Introduction to Cinema Studies
<b>MATHEMATICAL SCIENCES</b>		
<input checked="" type="checkbox"/> Math I	MA 131	Calculus AB
	Satisfied by	AP CALC AB - Calculus AB - Advanced
<input checked="" type="checkbox"/> Math II	MA 139	Calculus II
<input checked="" type="checkbox"/> Natural Sciences	NASC 110	Human Biology
<input checked="" type="checkbox"/> Government	GLS 101	Globalization
<input type="checkbox"/> History		Still Needed: 3 Credits and 1 Class in HI
<input checked="" type="checkbox"/> Problems of Philosophy	PH 101	Problems of Philosophy

Use the **What If** feature to review potential major/minor course requirements. Please make sure to include your catalog year. Your catalog year is the term you enrolled at Bentley.

The **Look Ahead** feature allows you to select future courses to see how they would fulfill your degree requirements. Courses planned in "Look Ahead" may repeat or "double dip" in ways they will NOT when you register.

Workday changes can take at least 24-48 hours to be updated into Degree Works. These updates include changes to majors and minors, newly registered courses, and transfer credit.

The degree audit should be viewed at these times:

- before registering for courses
- after registration to ensure courses apply to program requirements
- after grades are posted for each semester
- after declaring major/minor
- prior to applying for program completion

If you have additional questions about degree requirements, please come to drop-ins or schedule an appointment with an academic advisor.

<b>Degree Audits</b>
Degree Audits
History
<b>What If (For Undergrad Students)</b>
What If History
<b>Look Ahead</b>
Financial Aid
Aid History
Athletic Eligibility
Athletic History

## Mark Your Calendar

Wednesday, March 10 is a student day off and no classes will be held.

Daylight Saving Time begins on March 14 at 2am ET, moving Eastern Time ahead one hour. Please be sure to note this change so you are not late to classes next week!