



# Advising Guide for Transfer Students



Bentley University

Office of Academic Services :: Academic Advising Center

Lindsay 21 :: 781.891.2809



# Welcome



Congratulations on your decision to pursue your college education at Bentley University! The Undergraduate Academic Advising Center is here to assist you in making the most of your academic experience during your time at Bentley. Feel free to visit us in Lindsay 21 if you have questions about majors, pursuing a minor, studying abroad, or anything else of an academic nature.

As a college student, you are responsible for navigating your education, which includes knowing the requirements for your academic program. As such, this *Advising Guide for Transfer Students* is meant to answer questions that you may have between the time you enroll and the time you arrive on campus for Orientation. We look forward to meeting you during Transfer Registration Day and Orientation, and it is our hope that this guide helps you gain a better understanding of Bentley's curriculum and what to expect as you transition into the Bentley community.

# The Basics



- ❧ At Bentley, you will take classes during the Fall and Spring semesters. The Fall semester runs from September – December, and the Spring semester runs from January – May.
- ❧ Classes are typically 3 credit hours each. The majority of students will enroll in 5 classes (15 credit hours) each semester.
- ❧ To be a full-time student, you must enroll in at least 4 classes (12 credit hours) each semester.
- ❧ To graduate, most students must complete 47 classes (121 credit hours). The length of time it takes to earn the 121 credits is contingent upon the amount of transfer credits Bentley accepts from your previous institution(s).
- ❧ Most classes meet for 1 hour and 15 minutes, twice a week.



# Transfer Credit Policy (cont.)



## **Additional transfer credit policies stipulate:**

- ❧ Only two courses may transfer into a major.
- ❧ Only one course may transfer into a minor.
- ❧ Collegiate courses completed while in high school will require further review. Additional information may be needed.
- ❧ A maximum of 60 transfer credits may be awarded.

## **All credentials to be considered for transfer credit must be submitted by:**

- ❧ *October 15, 2015* for all new students enrolling in the fall term.  
*March 16, 2016* for all new students enrolling in the spring term.

# Transfer Credit Policy



All courses taken at other institutions will be evaluated to determine if comparable to the course work at Bentley. Most students who transfer to Bentley must complete a total of 47 courses (121 academic credits) in order to receive a diploma. Once you are accepted for admission, a tentative Transfer Credit Evaluation (TCE) is sent. This evaluation lists each course accepted to Bentley, along with identifying its equivalency and credit hours earned.

The transfer credit policy at Bentley will **not** award credit for:

- ❧ Courses where you have earned below a "C" grade or its equivalent
- ❧ Courses that are remedial or offered at the pre-collegiate level
- ❧ Courses that are designated with less than three credit hours
- ❧ Courses that are non-academic in nature (e.g., internships, recreational, etc.)
- ❧ Courses completed at a non-regionally accredited institution

# Transfer Credit Evaluation Sample

## BENTLEY UNIVERSITY TRANSFER CREDIT EVALUATION

*Listed below is your coursework from other institutions and its Bentley equivalent. A maximum of 60 credits may be transferred to Bentley.*

ID:  
Name:  
Semester Entering:  
Level:

Major: FI  
Student Type: Transfer

Course Number	Transferred Course Name	Bentley Equivalent	Bentley Credits	Bentley College Course Name
Transferring School:				
BLE214	Principles of Business Law	GB110	0.000	Duplicate Course; No Credit
BLE215	Business Ethics & Law	GB110	0.000	Course in Progress
ENG102	Freshman English II	EXP101	3.000	Expository Writing I
ENT280	Opportunity Recognition & Disc	MG335	3.000	Entrepreneurial Thinking
ISOM120	Info Tech and Productivity	IT101	0.000	Course in Progress
MATH130	Topics in Finite Mathematics	AS1100	4.000	Topics in Finite Mathematics
MKT210	Principles of Marketing	MK160	0.000	Course in Progress
P.AD201	Social Change	SO1100	3.000	Social Change
SIB101	Globalization	GLS101	3.000	Globalization
STATS250	Applied Statistics	GB213	0.000	Course in Progress
STATS250	Applied Statistics	BE1213	0.000	Course in Progress



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Signature: \_\_\_\_\_

*[Handwritten Signature]*

# Bentley Curriculum



The Bentley curriculum is comprised of four general areas based on the Bachelor of Science Degrees:

❧ **General Education (15 classes)**

Provides students the opportunity to take courses in a variety of disciplines. These courses help students become well-rounded professionals.

❧ **Business Core (9 classes)**

Provides students a solid foundation in business. Students gain a firm grounding in key areas of business including accounting, business information systems, finance, management, marketing, law, and statistics.

❧ **Major Courses (8 – 10 classes)**

The courses required to fulfill a particular major; majors require 8-10 courses.

❧ **Elective Courses (6 – 8 classes)**

Provide students with choices to round out and broaden their education.

Students choose courses of interest in the following areas:

❧ Business

❧ Arts & Science (includes a variety of disciplines)

❧ Unrestricted (students fulfill unrestricted electives with any course that is of interest to them)

**\* Links to detailed information regarding all Bachelor of Science and Bachelor of Arts degrees will be provided in upcoming slides.**



# Bentley Curriculum



## Course Abbreviations

EC - Economics	MA - Mathematical Sciences
EXP - Expository Writing	ML - Modern Language
FS - First Year Seminar	NASC - Natural Science with Lab
GB - General Business	NASE - Natural Science Elective
GLS - Global Studies	PH - Philosophy
HI - History	PS - Psychology
IT - Information Technology	SO - Sociology
LIT - Literature	TS - Transfer Seminar



# Degree Audit Summary (DAS)


for an Undeclared Bachelor of Science



UB

**DEGREE REQUIREMENT SUMMARY  
FOR A BACHELOR OF SCIENCE DEGREE**

Class of 2013 and Later



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**GENERAL EDUCATION REQUIREMENTS**

<input type="checkbox"/>	IT 101	Information Technology
<input type="checkbox"/>	EXP _____	Expository Writing I <sup>1</sup>
<input type="checkbox"/>	EXP _____	Expository Writing II <sup>1</sup>
<input type="checkbox"/>	LIT/CIN _____	Literature
<input type="checkbox"/>	MA _____	Mathematical Science I <sup>2</sup>
<input type="checkbox"/>	MA _____	Mathematical Science II <sup>2</sup>
<input type="checkbox"/>	NASC _____	Natural Science (4cr) <sup>3</sup>
<input type="checkbox"/>	MA/NASE _____	Math or Natural Science elective <sup>4</sup>
<input type="checkbox"/>	GLS _____	Global Studies 100, 102, or 105
<input type="checkbox"/>	HI _____	History
<input type="checkbox"/>	PH 101	Problems of Philosophy
<input type="checkbox"/>	PS/SO _____	Behavioral Science
<input type="checkbox"/>	_____	Humanities/Social Science elective <sup>5</sup>
<input type="checkbox"/>	EC 111	Principles of Microeconomics
<input type="checkbox"/>	EC 112	Principles of Macroeconomics
<input type="checkbox"/>	FS 111	First Year Seminar (1cr) (Day Students only)

**BUSINESS CORE REQUIREMENTS**

<input type="checkbox"/>	GB 110	Legal and Ethical Environment of Business
<input type="checkbox"/>	GB 112	Tools & Concepts in Accounting & Finance
<input type="checkbox"/>	GB 212	Practice & App. in Accounting & Finance
<input type="checkbox"/>	GB 213	Statistical Analysis of Business Data
<input type="checkbox"/>	GB 214	Marketing-Operations Fundamentals
<input type="checkbox"/>	GB 215	Human Behavior and Organizations
<input type="checkbox"/>	GB 310	Business Processes and Systems
<input type="checkbox"/>	GB 320	General Business Field Project
<input type="checkbox"/>	GB 410	Global Strategy

**MAJOR REQUIREMENTS <sup>7</sup>**

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

**BUSINESS RELATED ELECTIVES (3 credits) <sup>1, 7</sup>**

☐ \_\_\_\_\_

**ARTS AND SCIENCE ELECTIVES (15 credits) <sup>1, 7</sup>**

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

**UNRESTRICTED ELECTIVES (6 credits) <sup>1, 6, 7</sup>**

☐ \_\_\_\_\_

☐ \_\_\_\_\_

**COURSE FOCUS REQUIREMENTS**

☐ U.S. Diversity Intensive (D)

☐ International Intensive (I)

☐ Communication Intensive (C)

☐ Communication Intensive/Major

This Degree Requirement Summary (DRS) provides an overview of the courses you will take while at Bentley.

## Course Focus Requirements

Transfer students who bring in less than 30 credits from previous college course work or advanced standing credit (AP or IB) must complete a course work that addresses each of the following competencies:

-  U.S. Diversity (D)
-  International (I)
-  Communication (C)
-  Communication in a major course

# Bentley Curriculum

(or, what courses do I need to take to earn my degree?)



## GENERAL EDUCATION REQUIREMENTS

(. . .)	IT 101	Information Technology
(. . .)	EXP _____	Expository Writing I <sup>1</sup>
(. . .)	EXP _____	Expository Writing II <sup>1</sup>
(. . .)	LIT/CIN _____	Literature
(. . .)	MA _____	Mathematical Science I <sup>2</sup>
(. . .)	MA _____	Mathematical Science II <sup>2</sup>
(. . .)	NASC _____	Natural Science (4cr) <sup>3</sup>
(. . .)	MA/NASE _____	Math or Natural Science elective <sup>4</sup>
(. . .)	GLS _____	Global Studies 100, 102, or 105
(. . .)	HI _____	History
(. . .)	PH 101	Problems of Philosophy
(. . .)	PS/SO _____	Behavioral Science
(. . .)	_____	Humanities/Social Science elective <sup>5</sup>
(. . .)	EC 111	Principles of Microeconomics
(. . .)	EC 112	Principles of Macroeconomics
(. . .)	FS 111	First Year Seminar (1cr) (Day Students only)

- ✧ The **General Education Requirements** are meant to provide you with a broad background in a variety of academic disciplines, helping you obtain a well-rounded education.
- ✧ Traditional students usually complete the requirements in **red** during their first year at Bentley.
- ✧ Some transfer students will have transfer credit applied to some or all of the required **red** courses. Those who do not will complete them in their first and, if necessary, second semesters.
- ✧ First Year Seminar may be required for some transfer students.

# Bentley Curriculum

(or, what courses do I need to take to earn my degree?)



## BUSINESS CORE REQUIREMENTS

(...)	GB 110	Legal and Ethical Environment of Business
(...)	GB 112	Tools & Concepts in Accounting & Finance
(...)	GB 212	Practice & App. in Accounting & Finance
(...)	GB 213	Statistical Analysis of Business Data
(...)	GB 214	Marketing-Operations Fundamentals
(...)	GB 215	Human Behavior and Organizations
(...)	GB 310	Business Processes and Systems
(...)	GB 320	General Business Field Project
(...)	GB 410	Global Strategy

Most students will register for **GB 110, 112 & 212** during your **first year** at Bentley.

Some transfer students will bring in transfer credit from their previous school for one or more of the GB courses.

☞ Most students take their General Business courses sequentially; however transfer students may be advised to take them out of order based on incoming credits.

- ☞ GB110, 112, 212 – in your **first year**
- ☞ GB213, 214, 215 in your second year
- ☞ GB310, 320, 410 in your junior and senior years



# Bentley Curriculum

(or, what courses do I need to take to earn my degree?)



## MAJOR REQUIREMENTS<sup>7</sup>

( )	( _ . _ )	_____
( )	( _ . _ )	_____
( )	( _ . _ )	_____
( )	( _ . _ )	_____
( )	( _ . _ )	_____
( )	( _ . _ )	_____
( )	( _ . _ )	_____
( )	( _ . _ )	_____

To find out what courses are required for a particular major, click on the following link:

[Information on Majors and Minors](#)

- ❧ A major consists of 8-10 required courses. Along with academic advisors, faculty members will serve as mentors and provide information about internships, career options and networking opportunities.
- ❧ In most cases, you will not begin taking courses in your major until the appropriate prerequisite courses have been completed. This will be dependent on the specific courses and the amount of courses you transfer into your Bentley curriculum.

# Bentley Curriculum

(or, what courses do I need to take to earn my degree?)



## BUSINESS RELATED ELECTIVES <sup>5,7</sup>

( ) ( \_ . ) \_\_\_\_\_

## ARTS AND SCIENCE ELECTIVES <sup>5,7</sup>

( ) ( \_ . ) \_\_\_\_\_

( ) ( \_ . ) \_\_\_\_\_

( ) ( \_ . ) \_\_\_\_\_

( ) ( \_ . ) \_\_\_\_\_

( ) ( \_ . ) \_\_\_\_\_

## UNRESTRICTED ELECTIVES <sup>5,6,7</sup>

( ) ( \_ . ) \_\_\_\_\_

( ) ( \_ . ) \_\_\_\_\_

## Elective Requirements

Electives provide you with the opportunity to take courses of interest to you outside of the major.

The amount and type of electives will differ for a Bachelor of Science and Bachelor of Arts degree.

- ☞ All B.S. majors require one business electives and 5 Arts & Science electives. Your major may or may not require Unrestricted Electives as this is dependent upon how many credits are required for the major you choose to pursue.
- ☞ If you are interested in pursuing a minor (a series of four courses in a particular discipline), the courses for your minor will count toward your elective requirements.

# Exploring Majors!

## Majors Available at Bentley University



- ☞ We recognize that while some of you may have an idea regarding what you want to major in, many of you are not yet sure. That's okay!
- ☞ However, understanding various majors and their requirements is a good way to start thinking about a possible major, or exploring a major in which you are interested.
- ☞ The next page will provide you with instructions on how to access information about majors and minors available at Bentley.

### **Bachelor of Science:**

Accountancy  
Actuarial Science  
Computer Information Systems  
Corporate Finance and Accounting  
Creative Industries  
Economics/Finance  
Finance  
Information Design and Corporate Communication  
Information Systems Audit and Control Management  
Managerial Economics  
Marketing  
Mathematical Sciences  
Professional Sales

### **Bachelor of Arts:**

English  
Health Studies  
History  
Global Studies  
Liberal Arts  
Media and Culture  
Philosophy  
Public Policy  
Spanish Studies  
Sustainability Sciences



# Exploring Majors!



- ❧ Click [here](#) to be taken to the Majors & Minors website. Spend a few minutes reviewing the various majors and minors available to students at Bentley.
- ❧ Next, click on the link for a major that is of interest to you. Review the various requirements for the major.
- ❧ Then, choose the link at the top of the page that says **DRS**. This link will take you to the Degree Requirement Summary for that particular major. This page should look familiar, as we reviewed a generic version earlier in this guide. Spend some time reviewing this document, as it summarizes all of the requirements you will need to complete in order to graduate from Bentley.
- ❧ Repeat this process for other majors in which you are interested.
- ❧ **TIP:** Visit the [Course Descriptions link](#) to find specific information about each course.

# What is the LSM & the BSM?



## What is the LSM and the BSM?

The *Liberal Studies Major* and the *Business Studies Major* are optional second majors available to students. The LSM is for students pursuing a business major or for students pursuing a bachelor of arts with a required business minor. The BSM is for students pursuing a Bachelor of Arts degree. The LSM and the BSM allows you to leverage your required courses to provide added value to your education – no additional courses necessary!

## Why should I pursue the LSM or the BSM?

Sharpen your competitive edge with prospective employers – show them that you are not only well-versed in the latest business practices and state-of-the-art technology, but that you can also think analytically and creatively.

## What are some examples of LSM that are offered?

A wide range of topics are offered – from Global Perspectives to Ethics & Social Responsibility. To view the complete list of LSMs offered and for more information, visit the following link: [Liberal Studies Major Information](#)

## How do I find out more information or start planning for the LSM or the BSM?

During your first year at Bentley, schedule an appointment with an Academic Advisor in the Academic Advising Center in Lindsay 21.

## PLEASE NOTE:

*Due to the nature of your transfer status, some programs (such as the LSM or BSM) may be difficult to participate in. All students should attend informational workshops, visit specific departments and offices of specific interests, and speak their assigned academic advisor regarding academic planning. The ability to declare a LSM or BSM will be contingent upon the amount of your incoming credit. You should talk with an advisor as soon as possible if you are interested in pursuing a LSM or BSM.*



# Frequently Asked Questions



## ❧ Does Bentley accept Advanced Placement (AP) or International Baccalaureate (IB) credit?

Many students can accelerate their college program by earning advanced standing through AP and IB credit in high school. Students who receive scores of 4 or 5 on Bentley approved AP subject tests may receive college credit. Credit is awarded to students who receive a score of 5 or higher on any IB subject test, taken at the higher level. IB exams taken at the standard level are not eligible for credit. **It is important that all official test results be submitted directly to the Office of Undergraduate Admission. Your AP or IB scores will NOT transfer from your previous school.**

## ❧ How will I know that all my credits have transferred?

It is important for you to carefully read your personalized Transfer Credit Evaluation (TCE). Information on your TCE will let you know which classes have been accepted for credit. In addition, the TCE will also indicate if more information is needed to review the class for credit; for example, if a syllabus is needed or a if a course description needed. It is your responsibility to forward all documentation necessary for evaluation.

## ❧ When do I need to declare my major?

Transfer students have been asked to indicate their intended major during the application process. If you wish to change your major, please meet with your academic advisor to discuss any impact this may have on your academic progress and intended graduation date.



# Transfer Registration Day



Tuesday, August 11, 2015

- ❧ Transfer registration day is an *optional* on-campus academic advising and registration session. This is a one-day event; therefore is no housing available during this program.
- ❧ If you can not attend, the Registrar's Office will create a schedule for you. When you arrive on campus in late August for the start of the fall semester, you will have an opportunity to meet with an academic advisor to review your schedule.
- ❧ For those who can not attend, you will meet your academic advisor in your First Year or Transfer Seminar class during the first week of classes.

# Transfer Orientation



September 4 -5, 2015

During Orientation, you will attend additional educational workshops and programs designed to connect you to the Bentley campus. You also will obtain your computer and attend a mandatory computer training session; exchange students will have their laptops reimaged. Resident students will move in at this time. There will also be optional excursions and activities throughout the rest of the weekend prior to classes starting. We look forward to seeing you in August!

# Keep in Touch & Stay Informed



- ☞ Stay connected on Twitter [@BentleyTransfer](#)
- ☞ Be sure to check your MyBentley account and your Bentley email account for important information about Registration Day and Transfer Orientation. You will be able to register for these events on Monday, July 13, 2015.
- ☞ If you need additional academic information, please feel free to view the [Office of Academic Services website](#) and our specific page just for [transfer students](#).