

# Registering for Courses via MyBentley

Go to [www.bentley.edu](http://www.bentley.edu) and on the “Current Students” tab, click on **MyBentley**

Click on the “Log in” button in the upper right-hand corner of the screen.

Log in using your username and password.

**Note: for help logging in or remembering your username/password please contact the Student Help Desk at 781-891-3122.**

- On the left-hand side of the screen, click on “Student Self-Service”
- Click on “Main Menu”
- Click on “Graduate Student Main Menu”
- Click on “Registration Menu”
- Click on “Add/Drop Classes”
- Select the appropriate term via the drop down button

*Note: wintersession and spring are two different terms, as are Summer I and Summer II*

In the boxes at the bottom of the worksheet, enter the CRN numbers of the courses you wish to enroll in, then click “Submit Changes”. Your schedule will appear.

Note: **CRN numbers** are 5 digit numbers that correspond to an individual course and section. For example, if you want to take MG 635 HB1 on Thursday nights at 7:30, then enter CRN 11085

11085	MG 635 HB1	2	Negotiating Hybrid Course	3.0	R	07:30PM - 09:50PM
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In the example below, the student was able to enroll in 1 of the 3 courses selected. This student was not permitted to register into GR 521 1DA as this course is restricted to students in a particular degree program (see “Degree Restriction” error message). The student was not able to enroll into AC 612 as it was closed (full). If the student wishes to place his/her name on the course’s waitlist, the student must choose “waitlist” from the dropdown box under “Action”, then click “Submit Changes”.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on October 25, 2010	None	90926	FI	645	100	Graduate	3.000	Standard		Derivatives

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 9.000  
Date: October 25, 2010 10:12 AM

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 3 Waitlisted	None	91003	AC	612	HB1	Graduate	3.000	Standard		Financial Acctg Problems II
Degree Restriction	None Waitlist	91044	GR	521	1DA	Graduate	3.000	Standard		Managerial Statistics

**Add Classes Worksheet**

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please note: you can also use the “Class Search” button to find open courses, using parameters that you enter such as: subject/course number, a specific instructor, a day of the week or time of day.

# Registration FAQ's

## How will I know my assigned registration time?

Your individual registration time will be posted on the Academics Tab of your MyBentley account one week prior to the registration date. You will receive an email when it has been posted.

## 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.

## Maximum credits allowed depend on my full-time or part-time status. How is that status determined?

It is based on your full-time/part-time status upon admission as stated on your admission application. Your full-time/part-time status for this purpose does not change based on your actual course load.

## What if I need to enroll in more credits than is allowed per my full-time/part-time status?

To apply for an exception to the overall maximum credit limit please send a formal request for review, in writing to Graduate Student and Academic Services Office at [gradvising@bentley.edu](mailto:gradvising@bentley.edu). Exceptions will not affect first day registration limits.

## 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. Contact information may be found at [gradvising@bentley.edu](mailto:gradvising@bentley.edu)

## What if the course I want is closed? Can I be placed on a waitlist?

If the graduate course that you want is fully enrolled (closed), you may put yourself on the waitlist via **MyBentley**.

Since there is no guarantee that you will be granted a seat in that course/section, you should also enroll in an alternative course that will fit into your schedule and satisfy requirements in your degree program. Please be sure that you have the required pre-requisites or co-requisites for the course.

You can be on up to two waitlists at any one time.

For most of the registration period, the waitlist will be automated – not manually monitored. Should a seat become available and you are next on the waitlist, you will receive an email notification at your **Bentley email address**. You then have **up to 48 hours** in which to log into MyBentley and register for the course. **If you do not log in and register by the indicated deadline, you will lose the opportunity to enroll in the course and be dropped from the waitlist.**

Please note that if you decide to accept the offer and enroll in the course, you may need to drop a conflicting course in order to register into the new one. For example: You are already enrolled in a course that meets at the same time, you are already enrolled in a different section of that course, or you are currently enrolled in the maximum number of credits allowed. In this case you would need to drop the conflicting course, and then enroll in the course that you are being offered.

Since you will be notified of an open seat via your Bentley email address, it is very important that you check it frequently or set up automatic forwarding to your home or office email.

You should also make sure that email from Bentley is not filtered out as spam.

**Waitlists are managed by the Graduate Student and Academic Services Office. If enrolling in this course is necessary for your degree completion or there is a compelling reason for you to receive priority, please email** an explanation of your circumstances to [gradvising@bentley.edu](mailto:gradvising@bentley.edu) with “waitlist for course \_\_\_\_\_” in the subject line.

***Please do NOT contact the instructor of a course as faculty cannot sign students into a closed course***