

GRADUATE REGISTRATION CHECKLIST



Winter & Spring 2024 Registration: **Monday, November 6th & Tuesday, November 7th**
Winter & Spring 2024 courses are now posted in Workday.



Check your holds in Workday- Past Due Balance, Leave of Absence, Vaccination, and Health holds will prevent you from being able to register for courses in Workday. Make sure you clear your holds prior to registration.



Review Degree Audit- Log in to Degree Works to make sure that all of the courses you have taken and still need to take are being reflected. Be sure to click "Process New" to refresh your audit. Contact us if your audit needs adjusting.



Add Courses to Saved Schedule in Workday - Knowing which courses you want to register for will save you time during the registration process.

IMPORTANT: You will need to log in into Workday > Academics > Saved Schedule and click REGISTER during your registration appointment time to successfully enroll in the course(s).



Meet with an Graduate Academic Advisor - If you need assistance with course planning or have any questions, you may schedule an appointment with an academic advisor.

Alicia Haley - Advisor for Students last name A-G
Christina Harrick - Advisor for students last name H-O
Nicole Black - Advisor for students last name P-Z



PEER ADVISOR DROP-IN HOURS.
NO APPOINTMENT NEEDED. SIMPLY DROP IN PERSON
(JENNISON 336), ON ZOOM, OR BY PHONE (781.891.2348)
FROM 11-4PM ON TUESDAYS, WEDNESDAYS & THURSDAYS.



Apply for Program Completion- If you plan to complete your degree in the Winter/ Spring, please apply for program completion by no later than **October 29, 2023** in Workday. Please adjust your expected completion date to **May 18, 2024** in Workday. Directions on how to Apply for Program Completion can be found here.

REGISTRAR'S OFFICE

registrar@bentley.edu
781.891.2177

If you have any
question/ concerns,
feel free to contact us

**GRADUATE ACADEMIC ADVISING
AND ENGAGEMENT OFFICE**

ga_gradadvising@bentley.edu
781.891.2348