



BENTLEY
UNIVERSITY

WELCOME TO BENTLEY UNIVERSITY!

*A Pre-Orientation Guide:
Academic Advising for the
Bachelor of Science Majors*

Office of Academic Services – Academic Advising Center
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Congratulations!

Congratulations on your decision to pursue your college education at Bentley University! The Office of Academic Services/Academic Advising Center is here to assist you in making the most of your academic experience during your time at Bentley.

As a college student, you are responsible for navigating your education, which includes knowing the requirements for your academic program. As such, this Pre-Orientation Advising Guide 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 your Orientation session, and it is our hope that this guide helps you gain a better understanding of Bentley's curriculum and what to expect when you come to Orientation.



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. In the first semester, the majority of students will enroll in 6 classes one of which is the First Year Seminar class (16 credit hours total).
- To be a full-time student, students must enroll in at least 4 courses (12 credit hours) each semester. ***Please Note: Visa requirements for international students requires students to be a full-time with no less than 12 credits at all times during the semester.***
- To graduate, you must accumulate 122 credit hours. Over four years, this averages out to 5 classes (15 credit hours) each semester, except during two semesters when you will enroll in 16 credit hours (those semesters in which you are enrolled in First Year Seminar & your lab science).
- Most classes meet for 1 hour and 20 minutes, twice a week..



Bentley Curriculum

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

The Bentley curriculum for a B.S. degree is comprised of four areas:

- **General Education (15 classes & First Year Seminar)**

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. The amount of major courses vary depending on the chosen major.

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

Provides 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 you)



Bentley Curriculum

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

Course Abbreviations

CIN – Cinema

COM – Communications

EC – Economics

EMS – English & Media Studies

EXP – Expository Writing

FS – First Year Seminar

GB – General Business

GLS – Global Studies

HI – History

IT – Information Technology

LIT – Literature

MA – Math

MC – Media and Culture

ML – Modern Language

NASC – Natural Science with Lab

NASE – Natural Science elective

PH – Philosophy

PS – Psychology

SO – Sociology



Bentley Curriculum

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

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

UB

2015-2016 DEGREE REQUIREMENT SUMMARY FOR A BACHELOR OF SCIENCE DEGREE



GENERAL EDUCATION REQUIREMENTS

- | | |
|------------------|---|
| () IT 101 | Information Technology |
| () EXP_____ | Expository Writing I ¹ |
| () EXP_____ | Expository Writing II ¹ |
| () LIT/CIN/EMS_ | Literature |
| () MA_____ | Mathematical Science I ² |
| () MA_____ | Mathematical Science II ² |
| () NASC_____ | Natural Science (4cr) ³ |
| () MA/NASE__ | Math or Natural Science elective ⁴ |
| () _____ | Government: GLS 100, 102, or 105 |
| () HI_____ | History |
| () PH 101 | Problems of Philosophy |
| () PS/SO_____ | Behavioral Science |
| () _____ | Humanities/Social Science elective ⁵ |
| () EC 111 | Principles of Microeconomics |
| () EC 112 | Principles of Macroeconomics |
| () FS 111 | First Year Seminar (1cr) (Day Students only) |

BUSINESS CORE REQUIREMENTS

- | | |
|------------|---|
| () GB 110 | Legal and Ethical Environment of Business |
| () GB 112 | Tools & Concepts in Accounting & Finance |
| () GB 212 | Practice & Applications 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 |

MAJOR REQUIREMENTS

- | | |
|-----------|-------|
| () _____ | _____ |
| () _____ | _____ |
| () _____ | _____ |
| () _____ | _____ |
| () _____ | _____ |
| () _____ | _____ |

BUSINESS RELATED ELECTIVES (3 credits) ^{5, 7}

- | | |
|-----------|-------|
| () _____ | _____ |
|-----------|-------|

ARTS AND SCIENCE ELECTIVES (15 credits) ^{5, 7}

- | | |
|-----------|-------|
| () _____ | _____ |
| () _____ | _____ |
| () _____ | _____ |
| () _____ | _____ |
| () _____ | _____ |

UNRESTRICTED ELECTIVES (6 credits) ^{5, 6, 7}

- | | |
|-----------|-------|
| () _____ | _____ |
| () _____ | _____ |

COURSE FOCUS REQUIREMENTS

- | |
|-----------------------------------|
| () U.S. Diversity Intensive (D) |
| () International Intensive (I) |
| () Communication Intensive (C) |
| () Communication Intensive/Major |

COURSE FOCUS REQUIREMENTS

Students must complete a course(s) in their curriculum that address 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

GENERAL EDUCATION REQUIREMENTS

| | | |
|-----|--------------|---|
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| () | 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 |

Courses in **RED** – Required for first-year students

Other general education requirements are commonly taken during the first and second year

- 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.
- You will take most of your General Education courses during your first and second years.
- During your first year at Bentley, you will want to make sure to complete the following requirements: **IT 101, EXP I, MA I, MA II, and First Year Seminar.**



Bentley Curriculum

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

Business Core Requirements

BUSINESS CORE REQUIREMENTS

| | | |
|-----|--------|---|
| () | GB 110 | Legal and Ethical Environment of Business |
| () | GB 112 | Tools & Concepts in Accounting & Finance |
| () | GB 212 | Practice & Applications 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 |



You will register for
GB 110, 112 & 212
during your first year.

- You will take your General Business (GB) courses sequentially...
 - GB110, 112, 212 – in your first year
 - GB213, 214, 215 – in your second year
 - GB310, 320, 410 – in junior and senior year



Bentley Curriculum

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

Major Requirements

MAJOR REQUIREMENTS

| | | |
|-----|-------|-------|
| () | _____ | _____ |
| () | _____ | _____ |
| () | _____ | _____ |
| () | _____ | _____ |
| () | _____ | _____ |
| () | _____ | _____ |
| () | _____ | _____ |
| () | _____ | _____ |

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. 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 second semester of sophomore year. This will provide you the opportunity to explore a variety of courses before choosing a major.



Bentley Curriculum

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

BUSINESS RELATED ELECTIVES (3 credits)^{5,7}

() _____

ARTS AND SCIENCE ELECTIVES (15 credits)^{5,7}

() _____

() _____

() _____

() _____

() _____

UNRESTRICTED ELECTIVES (6 credits)^{5,6,7}

() _____

() _____

Elective Requirements

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

- If you are interested in pursuing a minor (a series of four courses in a particular discipline that supplements your major), the courses for your minor will count toward your elective requirements
- All majors require 1 course business electives and 5 courses of Arts & Science electives. Your major may or may not require Unrestricted Electives (depending on how many credits are required for the major you choose)
- Some student use their Humanities and Social Science electives or Arts and Science electives to pursue their interest in a specific modern language. Detailed information be found on the [Modern Language Department website](#)



Exploring Majors!

- 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.

Majors Available at Bentley University

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

*If you are interested in learning more about our Bachelor of Arts majors, please refer to the [pre-orientation website](#) and read the guide specifically created for Bachelor of Arts majors.



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.



Want to add a second major?

Bentley students have the option to add a second major to their degree. Students pursuing a Bachelor of Science can add a Liberal Studies Major (LSM). **Students pursuing a Bachelor of Arts can add a Business Studies Major (BSM).**

What is the LSM and 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 degree 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!

As a Bachelor of Arts student why should I pursue 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, you will be assigned a first-year advisor who can provide you with information about the LSM and/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 any AP subject test 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. **All official test results should be submitted directly to the Office of Undergraduate Admission by October 15, 2015.**

- **What if I haven't received my AP or IB scores and do not know my scores?**

You will NOT register for courses for which you may receive AP or IB credit. Otherwise, you risk taking a course you may not need. An advisor will assist you at orientation when choosing your classes. **All official test results should be submitted directly to the Office of Undergraduate Admission by October 15, 2015.**

- **When do I need to declare my major?**

Students are required to declare your Bachelor of Science or Bachelor of Arts major by February of your sophomore year. The Liberal Studies Major (LSM) must be declared by the last day of classes in the fall semester of sophomore year.



What should I expect at Orientation?

You will learn about the first year curriculum and register for classes during Orientation. Academic Advisors will help you choose classes and prepare you for your first semester at Bentley.

- **On Day 1 of Orientation** you will . . .
meet your Bentley student Orientation Leader, meet other new students, and attend various activities to help you connect with students and staff at Bentley University.
- **On Day 2 of Orientation** you will . . .
be introduced to the Academic Advising/Academic Services Team during an interactive program that will provide you with an overview of your first semester as well as help you better understand first year expectations at Bentley University.
- **On Day 3 of Orientation** you will . . .
participate in small group advising and registration. During this session, you will meet with a professional advisor who will provide you with a first-year academic overview and will assist you in registering for your first semester classes.

(specific information regarding Orientation will be forthcoming)



Planning Your Schedule

- During your first year at Bentley, you will want to make sure to complete the following requirements: **IT 101, EXP I, MA I, MA II, GB 110, GB 112, GB 212 and First Year Seminar**. You can find the course descriptions for these courses by visiting this [link](#).
- Academic Advisors will help you plan for your first semester at Bentley.

IMPORTANT POINTS TO REMEMBER

- Most students will register for 5 courses and First Year Seminar.
- You will complete an online writing sample **by June 3, 2015**. Your placement in English courses will be determined based on the online writing sample.
- If you have taken AP, IB or prior college courses, be familiar with the scores/grades you earned. This will help you and the academic advisor anticipate potential course credit you may be able to apply to your degree. **All official test results should be submitted directly to the Office of Undergraduate Admission by October 15, 2015.**
- If you do not know your AP, IB or prior college course scores/grades at the time of Orientation, be familiar with the exact exams you have taken. This too will help you and the academic advisor create a fall schedule for you.



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We hope that you found this information helpful as you prepare to attend Orientation.

We look forward to meeting you and working with you as you embark on your college journey at Bentley University.

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