



## Summer 2012 Registration

### New Registration Process!

Beginning summer 2012 graduate student registration access will no longer be assigned based on last name/alphabetic breakdown.

Please check MyBentley (Academics Tab) **beginning March 19** for your individual registration assignment time.

Our former system allowed some students to enroll in the max number of courses before others had registered for any courses. The new tiered system will allow every student to obtain a set number of courses on the first day of registration before going back in on the second day and adding additional courses. This means that students will have to choose their most desired courses first, which will help to bring equity across the entire student population.

#### How will it work?

As was the case with the former system, all students graduating at the end of the summer will have access on the first day of registration. On the second day, all non-graduating students will register. Each non-graduating student will be assigned a specific registration time based on a degree completion percentage that includes current registered courses. Students are allowed to register for varying credit limits on each day based on full-time/part-time status upon admission. Please consult the chart below for your two different registration dates and the corresponding maximum credit limit for each day.

Date:	Time:	Who:	May enroll in the maximum total number of credits:
<b>April 2</b>	Begins 9am	<b>Graduating Students</b> (completing degree during summer and graduation petition filed by 3/26)	12 credits
<b>April 3</b>	See MyBentley for your access time	<b>Round 1 for Non-Graduating students</b>	Full-time - 9 credits Part-time - 6 credits
<b>April 4</b>	See MyBentley for your access time	<b>Round 2 for Non-Graduating students</b>	Day MBA - 15 credits Full-time - 12 credits Part-time - 9 credits
<b>April 5</b>	Begins 9am	<b>Open Registration Access for ALL Graduate Students</b>	Day MBA - 15 credits Full-time - 12 credits Part-time - 9 credits

#### Notes:

*Graduating students have 24 hour access from 4/2 through 6/3*

*Non-Graduating students have access from their assigned time to midnight on Round 1 and again on Round 2*

*All graduate students will have 24 hour access from 4/5 through 6/3*

*Non-matriculated students (Grad Special Students & alumni) have access beginning 4/5*

### **How will I know my assigned registration time?**

Beginning March 19 you may log in to MyBentley where you will find your assignment time listed in the Academics Tab. Your individual assignment time will be the same time on both day 2 and 3. Ex. If your assigned time is 11am then you will be able to register at any point between 11am and midnight on both days.

### **How will a student's full-time/part-time status be determined?**

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

### **What if I am unavailable to register during my assignment time as I will be in a meeting or otherwise engaged?**

If your assignment time is 11am then you will have access from 11am to midnight on that day. You can log in and register when you are able, after 11am.

### **Will my assignment time change each semester?**

As you earn credits and move closer to completing your degree, your assignment time will begin to move up.

### **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.