

# GRADUATE REGISTRATION CHECKLIST



Use this checklist to stay on track for **Spring Registration: November 7th, November 8th**



**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 your Graduate Academic Advisor** - If you need assistance with course planning or have any questions, you may [schedule an appointment](#) with your academic advisor.

**Iva Shosho** - Advisor for Students last name A-G

**Sara Simeone** - Advisor for students last name H-O  
& BIDMCstudents

**Nicole Black** - Advisor for students last name P-Z



**Apply for Program Completion**- If you plan to complete your degree in the Spring, please apply for program completion by no later than **October 28th, 2022** in Workday. Please adjust your expected completion date to **May 20th, 2023** 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\_gradvising@bentley.edu  
781.891.2348