

Registration Checklist



Registrar + Graduate Academic Advising & Engagement



Check your holds in Workday- Past Due Balance, 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 Workday -> Academics -> saved schedule again and click REGISTER during your registration appointment time to officially enroll in the course(s).



Meet with your Graduate 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 & BIDMC MBA students

Nicole Black- Advisor for students last name P-Z



Apply for Program Completion- If you plan to complete your degree in the summer, please apply for program completion by no later than April 6th, 2022 in Workday. Please adjust the expected completion date to December 19th, 2022 in Workday. Directions for Program Completion can be found [here](#).

CONTACT US

Registrar@bentley.edu
781.891.2177

GA_Gradvising@bentley.edu
781.891.2348