

Spring Course Schedule has been posted online & in Workday!!
Spring 2020 Graduate School Registration begins 11/18!

Are you taking your very last class in the Spring 2020 semester?

If so, you will be eligible to receive your degree in May 2020. You will have access to register for Spring courses on Monday, November 18th beginning at 8:30am, if you have Applied for Program Completion by Friday, November 15th.

If you are completing more than one degree/certificate you must file a separate petition for each one. **To apply for Program Completion**, please log into Workday, and after clicking your Academics Icon, under Academic Records on the right hand side you will see the option to Apply for Program Completion:

- ☰ Academic Records
 - View My Grades >
 - View My Holds >
 - View My Academic Record >
 - Apply for Program Completion >

From there you can select your program and expected completion date, check off the confirm box and click OK to submit.

Additional information regarding graduation may be found here:

<http://www.bentley.edu/offices/registrar/graduate-school-business-graduation-information>

Registration dates/times for NON-GRADUATING STUDENTS

You will register on Tuesday, November 19th beginning at your assigned registration time. **Registration times will be posted the week of November 11th!**

After logging into Workday, click on your Academics Icon

In the top left corner of the Academics page, you will see your Registration Appointment.

Please refer to the chart below for your registration dates and the corresponding maximum credit limit for each day:

Spring 2020 Registration

Registration Date:	Registration Time:	Group:	May enroll in the maximum total number of credits:
Monday November 18th	Begins 8:30am for all Graduating Students	Graduating Students <i>Must complete final courses in Spring 2020 & Apply for Program Completion in Workday by 11/15</i>	13 credits
Tuesday November 19th	See Workday Dashboard beginning week of 11/11 for your access time	Non-Graduating Students	ELMBA/MSMBA – 13 credits All Others: Full-time- 10 credits All Others: Part-time- 7 credits
Wednesday November 20th	Open Access begins at 8:30am	Open registration access for all graduate students	ELMBA/MSMBA -16 credits All Others: Full-time-13 credits All Others: Part-time-10 credits

Graduating students have 24 hour access to the registration form beginning 11/18

Non-Graduating students have access from their assigned time to midnight on 11/19

All graduate students will have 24 hour access beginning 11/20 at 8:30am


FAQ's

How will I know my assigned registration time?

Your individual registration time will be posted in your Workday account by the week of November 11th.

After logging into Workday, click on your Academics Icon

In the top left corner of the Academics page, you will see your Registration Appointment, see an example below

Upcoming Registration Appointments 

Start Date within	Start Time	End Time	Time Zone
2019 Fall Semester (08/26/2019- 12/17/2019)	06/25/2019 09:30 AM	06/25/2019 10:45 PM	GMT-05:00 Eastern Time (New York)

Where do I access the Fall Schedule through Workday?

After logging into Workday, click on your Academics Icon

In the top right corner of the Academics page, you will a list of menu items, under Planning & Registration select Find Course Sections. Step by step instructions on how to do so below:

http://d2f5upgbvkvx8pz.cloudfront.net/sites/default/files/inline-files/Adding_Dropping_or_Swapping_a_Class_Workday.pdf

Who should I contact if I need help in selecting a course?

You may contact the Graduate Student and Academic Services Office to speak with an adviser. <http://www.bentley.edu/graduate/gsas/staff-and-appointments>

For more FAQ's for your registration concerns, please visit the link below:

<https://www.bentley.edu/offices/registrar/frequently-asked-questions#q2>

Below please find links to important documents that you should read prior to registration:

For important registration related policies and procedures:

<http://www.bentley.edu/offices/registrar/registration-policies-and-information>

Important Workday How to Job Aids:

<https://www.bentley.edu/offices/workday-student>

All Information can be found at the Registrar's Graduate Registration Information page:

<https://www.bentley.edu/offices/registrar/mccallum-graduate-school-business-registration-information>