

FAQs

Fall 2020 Undergraduate Student

1. What are the registration dates changing to?

Registration dates for Fall 2020 registration are changing to Tuesday April 14, Wednesday April 15 and Thursday April 16.

2. What is my registration time?

Registration times are now posted in Workday. Click on Academics to view "Upcoming Registration Appointments" on your student dashboard. All times posted are in Eastern Daylight Time.

3. How was my registration time calculated?

Your registration time was calculated based on the cumulative number of Bentley and transfer credits you have completed (spring semester credits are not counted.)

4. Registration is on-line in Workday...why have the dates changed?

Many offices, including the Registrar's Office and the Academic Services Office, provide significant support services to students leading up to and on registration days. Given that you will not be returning to campus this semester, but, will be starting up your remote learning the week of March 23, we think it best to delay registration for one week to give the offices time to prepare and for you to get back into the swing of things before having to turn your attention to registration. Moving to the week of April 13th will allow all of us that extra time for preparation.

5. Will I still register with my class?

Yes, you will still register at the same time in relation to your classmates. Rising seniors will register first (April 14) followed by rising juniors (April 15) followed by rising sophomores (April 16).

6. What if I have a class Thursday at 2pm and my registration day is Thursday?

We are starting registration on Thursday at 1:45pm Eastern Daylight Time in order for you to have enough time to register before class. We will be asking faculty to be accommodating in this extraordinary time and both finish the 12:30pm-1:50pm class five minutes early and excuse you if you are a little late logging into the next class.

7. What if a course is closed, will waitlists be available?

Forms will be available via MyBentley for you to submit if a course you need is closed. If a course you attempt to register for in Workday is closed, you will need to follow this process to request a seat on the waitlist. Starting March 30, more information about the waitlist process will be available on MyBentley.

8. Can I put myself on a waitlist using Workday?

No. The automated waitlist process in Workday is not yet available. See #7 above for the process to use to request a seat on a waitlist.

9. Should I contact the department to get into a course?

No. Your only opportunity to obtain a seat in a closed course is through the waitlist by submitting a form through the process described in #7 above for each course for which you want to be waitlisted.

10. I want to take 18 credits. When can I pick up my 6th course?

During initial registration, rising seniors, rising juniors and rising sophomores will be limited to 15 credits.

Rising seniors: Starting April 21, you will be able to use drop/add to pick up another course.

Rising juniors and sophomores: Starting April 23, you will be able to use drop/add to pick up another course.

Why are we doing this? During this time of uncertainty, Bentley is allowing students who are planning to go abroad in the fall to also register for courses here at Bentley in case it is necessary for them to change their travel plans. As a result, we will be experiencing a higher than normal demand for upper level courses for the fall. Bentley is adding additional seats in classes to meet this demand, but in an effort make sure that all students can build a full schedule, we are asking seniors interested in signing up for a 6th course to wait until all students have had an opportunity to register.

11. I need help, who should I call?

If you need technical help with Zoom or other technology for your remote learning, contact the Helpdesk at 781.891.3122 or helpdesk@bentley.edu.

This link may be helpful for your classes., "Getting Started with Zoom"
<https://atc.bentley.edu/getting-started-with-zoom-students/>

If you need assistance with registration issues including curriculum questions or anything related to the information on this FAQ, you can connect with any professional advisor in Undergraduate Academic Services by scheduling a virtual appointment, via the advisor's email, by phone 781.891.2803, or by emailing the GA account at academic_services@bentley.edu.

You may also contact the Registrar's office at registrar@bentley.edu.