

# FAQs

## Spring 2023 undergraduate student registration

**1. What are the registration dates?**

Registration dates for Spring 2023 are: Tuesday, November 8, Wednesday, November 9, Tuesday, November 15, and Wednesday, November 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 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 (fall semester credits are not counted.)

**4. 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.

**5. Can I put myself on a waitlist using Workday?**

No. The automated waitlist process in Workday is not yet available. See #4 above for the process to use to request a seat on a waitlist.

**6. 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 #4 above for each course for which you want to be waitlisted.

**7. I want to take 18 credits. When can I pick up my 6<sup>th</sup> course?**

All eligible students with a GPA of 2.7 or better (4th years with a GPA of 2.0 or better): Starting November 18, you will be able to use drop/add to register for 18 credits.

**8. 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](mailto: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](mailto:academic_services@bentley.edu).

You may also contact the Registrar’s office at [registrar@bentley.edu](mailto:registrar@bentley.edu).