

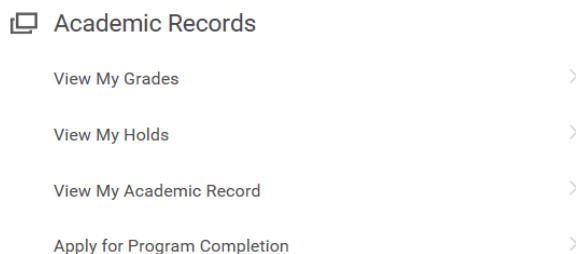
Summer Course Schedule has been posted online & in Workday!!
Summer 2020 Graduate School Registration begins 3/23!

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

If so, you will be eligible to receive your degree in October 2020 and participate in the May 2020 commencement ceremony.

You will have access to register for Summer courses on Monday, March 23rd beginning at 8:30am, if you have Applied for Program Completion. If you haven't done so already, please apply.

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:



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, March 24th beginning at your assigned registration time. **Registration times will be posted on Monday, March 16th.**

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:

Registration Date:	Registration Time:	Group:	May enroll in the maximum total number of credits:
Monday March 23rd	Begins 8:30am for all Graduating Students	Graduating Students <i>Must complete final courses in Summer 2020</i>	13 credits
Tuesday March 24th	See Workday Dashboard beginning week of 3/16 for your access time	Non-Graduating Students	ELMBA/MSMBA – 13 credits All Others: Full-time- 10 credits All Others: Part-time- 7 credits

Wednesday March 25th	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
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*Graduating students have 24 hour access to registration beginning 3/23
Non-Graduating students have access from their assigned time to midnight on 3/24
All graduate students will have 24 hour access beginning 3/25 at 8:30am*

FAQ's

How will I know my assigned registration time?

Your registration time will be posted in your Workday account by the week of March 16th. 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 Summer 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/inlinefiles/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>