

UNDERGRADUATE REGISTRATION CHECKLIST



Spring and Winter 2024 courses are available to view in Workday.

Your registration day & time will be posted tomorrow October 25th in Workday.

New Spring 2024 - Waitlists are now being managed in Workday!

For all information regarding registration, be sure to check out the [Registration Hub](#).



Check your holds in Workday- Past Due Balance, Leave of Absence, 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/College Scheduler- Knowing which courses you want to register for will save you time during the registration process. **IMPORTANT:** You will need to log in into Workday > Academics > Saved Schedule and click REGISTER during your registration appointment time to successfully enroll in the course(s).



Meet with an Academic Advisor - If you need assistance with course planning or have any questions, please attend Advising Drop-In Hours (listed below) in Jennison 336 or email your questions to GA_Academic_Services@bentley.edu



**UNDERGRADUATE ADVISING DROP-INS IN JENINISON 336.
(DROP-IN HOURS WILL ONLY DIFFER ON REGISTRATION DAYS).**

- **MONDAYS/ THURSDAYS: 10AM-3PM**
- **TUESDAYS/ WEDNESDAYS: 11AM-4PM**
- **FRIDAYS: 11AM-3PM**

POPUP ADVISING:

- **MONDAY, OCT 30TH FROM 5PM-6:30PM (OUTSIDE THE 921)**



Apply for Program Completion- If you plan to complete your degree in the Winter/ Spring semester, please apply for program completion by no later than **October 29, 2023** in Workday. Please adjust your expected completion date to **May 18, 2024** in Workday. Directions on how to Apply for Program Completion can be found [here](#).

Questions or Concerns?

REGISTRAR'S OFFICE
registrar@bentley.edu
781-891-2177

ACADEMIC SERVICES
ga_academic_services@bentley.edu
781-891-2803