New to Workday Student? We all are!

Frequently Asked Questions about Workday Student

1. I haven’t registered for classes yet. What do I do?

Registering for courses in Workday is a pretty simple process. Use this step-by-step guide for building a schedule in Schedule Planner and then registering in Workday Student: <https://d2f5upgbvkx8pz.cloudfront.net/sites/default/files/inline-files/2019%20Registering%20For%20Your%20First%20Semester%20Courses%20%281%29.pdf>

1. How do I find courses I can register for?

Workday has a great feature where you can look up courses. Type “Bentley find course sections” into the search bar in Workday under your academic tab. It is also in your menu of options under your “Academics” worklet. You will be prompted to add information, including the current semester, as well as the course number you want to register for.

Once you are in the course sections, you can click on “expand all” and it will show the times and days the courses are offered, as well as their capacity.

1. Why can’t I register for a class I want?

When you do not see the button in the registration screen, you won’t be able to register for a course.

There are multiple reasons why you might not be able to register or add a course you want:

1. You have a hold. You can view your holds in your workday student account. Once logging into Workday from My Bentley, check your holds. If you have a financial hold contact Student Financial Services: <https://www.bentley.edu/offices/student-financial-services/faqs-and-how-tos>. For Registration holds, check with the Registrar’s office at [registrar@bentley.edu](mailto:registrar@bentley.edu) for medical holds contact [ga\_studentaffairs@bentley.edu](mailto:ga_studentaffairs@bentley.edu) .
2. You do not satisfy the prerequisite requirements for the course. Prerequisites in Workday Student are called “Eligibility Rules”. Workday student has live prereq checking and will stop you from registering if you do not meet the appropriate eligibility for the course.

If you took a summer course outside of Bentley and the Registrar’s office has not yet received the official transcript showing you have completed a prerequisite, you will need a waiver. The same is true if you have studied abroad in the spring semester and are trying to change your schedule to include a course for which you do not currently meet the prerequisite according to your academic record. Email the Registrar’s office at [registrar@bentley.edu](mailto:registrar@bentley.edu) to request a prerequisite (eligibility rule) waiver for a fall 2019 course.

If you wish to take a course as a co-requisite to another course you are enrolled in, please contact the professor of the course to ask for permission to enroll. The professor will need to email the Registrar’s office if s/he approves the co-requisite waiver.

Please note: in future semesters eligibility rule (prerequisite) waivers will not be given to students completing courses during university breaks. For example, if you plan to take a course away from Bentley this winter to meet a prerequisite for a spring 2020 course, you will not be allowed to register for the spring course at Bentley during the regular spring registration period in November.

1. You have a full schedule and are trying to add an additional course when you have already reached your credit limit. Please review the course overload policy:

Course Overload Policy

Full time student status is defined as enrollment in 12-18 credit hours. Authorization to carry more than the normal number of credit hours in any one semester is generally given only to students with a 2.7 or higher overall academic record, or to senior students with a cumulative average of 2.0 or higher. In special cases, students may file a petition with Academic Services to have this qualification waived

If want a registration overload, please email the Associate Dean of Academic Services to request a waiver at [ccarlson@bentley.edu](mailto:ccarlson@bentley.edu) . In your request, please specify the reason you are asking for a registration overload.

First Year students are not allowed to register for a course overload their first semester.

1. You have a conflict with another course already on your schedule.

This will be noted on the registration form in Workday Student. Double check your current schedule to be sure you are not adding courses that meet at the same time as a course you have already registered for.

1. What do I do if I want to get into a full course?

It is not worth asking to get into a full course if there are open sections available. Workday Student does not currently have a waitlist function and you cannot automatically be offered a seat if one opens up. Please do not ask professors or Department Chairs for overrides into full classes if other sections are open.

If you need to get into a closed course for any of the following reasons, you need to speak with the department chair:

1. You need the course to graduate, there are no open sections and the course will not be offered again before you graduate.
2. You are a senior and you need the course for a prerequisite for another course you must take next semester.
3. The open sections of a course conflict with a single section of a different course you need as a graduation requirement.

You should not ask for overrides into full classes due to athletic obligations, internships, work hours or external obligations (except medical). You must adjust your external obligations to meet the needs of your academics.

1. How do I make sure that the courses I registered for are meeting my requirements?

The process for checking that your degree requirements are being met has not changed. You need to review your Degree Works audit. The process for logging into your degree works audit is slightly different. From the My Bentley page, <https://my.bentley.edu> , use the Degree Works link in the left navigation list underneath the "Career Edge" entry.

You will now need to login into Degree Works with your Bentley ID number and password. All Bentley ID numbers now begin with a “B”. Password format and Last initials (in CAPS) followed by $, then your ID number WITHOUT the B.

Your degree audit is now updated nightly with your current courses and curriculum. This means that if you change your schedule, swap/drop or add, you will not be able to see the change to your degree audit immediately. Be sure to check your Degree Works audit the following day for accuracy. If you see a problem, please contact Academic Services at [ga\_academic\_services@bentley.edu](mailto:ga_academic_services@bentley.edu).

1. How do I change my major or minor? A major or minor in Workday Student is called your “Program of Study”. In order to change your program of study, follow the directions outline under “changing, adding or dropping your program of study in the Step by Step guides for students, <https://www.bentley.edu/offices/workday-student/students>.

Please note that you cannot change more than one program of study per day. For example, you cannot add a new major and new minor in the same business day. Each Workday request is processed overnight and you must wait until the following day to process the next request.

Declaring a new program of study no longer requires departmental approval. However, you may get an email with additional information on a major or minor or request from an academic department to meet after they have reviewed students who enrolled in a new program of study.