

Spring 2023



Academic Advising, Curriculum, and Registration Overview

WELCOME!

Meghan Charbonneau
Assistant Director
Undergraduate Academic Services



OVERVIEW

In today's session, you will learn . . .

- ✓ about **academic advising** @ Bentley.
- ✓ the basics regarding the **Bentley curriculum**.
- ✓ about **academic opportunities** available to you.
- ✓ more about registration for spring courses.

ADVISING @ BENTLEY

Advising at Bentley

Assigned
Professional
Advisor

Peer
Advisors

Faculty
Mentors

UNDERGRADUATE ACADEMIC ADVISING TEAM



Melissa Jenkins
Director, Undergraduate
Academic Advising



Meghan Charbonneau
Assistant Director



Valerie Como
Assistant Director



Amy Player-Smith
Academic Advisor



Amy Weber
Senior Academic Advisor



Tiffany Goodall
Academic Advisor



Ross Styles
Academic Advisor



Melody Smith
Academic Advisor

ACADEMIC SERVICES TEAM



- Cathy Carlson
 - Associate Provost, Undergraduate Education



- Leslie Doolittle
 - Executive Director, Academic Support Services



- P.J. Dickson
 - Director, Educational Support Technology & First Year Academic Programs



- Jamie Bang
 - Associate Director, Office Operations



- Stephanie Segalini
 - Director, Disability Services



- Steph Bohler
 - Associate Director, Disability Services



- Esen Dukanci
 - Administrative Coordinator

DISABILITY SERVICES

The Office of Disability Services provides equal educational opportunities for all full- and part-time students with diagnosed disabilities through an accessible, equitable and inclusive learning environment. Our accommodations and services are designed to promote individual growth and self-advocacy for students with all types of disabilities.

For more information please contact:

- Director, Stephanie Segalini, CRC, LRC
 - ssegalini@bentley.edu
- Associate Director: Steph Bohler, M. Ed.
 - sbohler@bentley.edu
- 781.891.2004

PEER ADVISING TEAM



Peer Advisors
are available for
drop-in visits

Monday – Friday
11:00 am - 3:00 pm ET

TRANSFER SEMINAR TEAM

Instructors



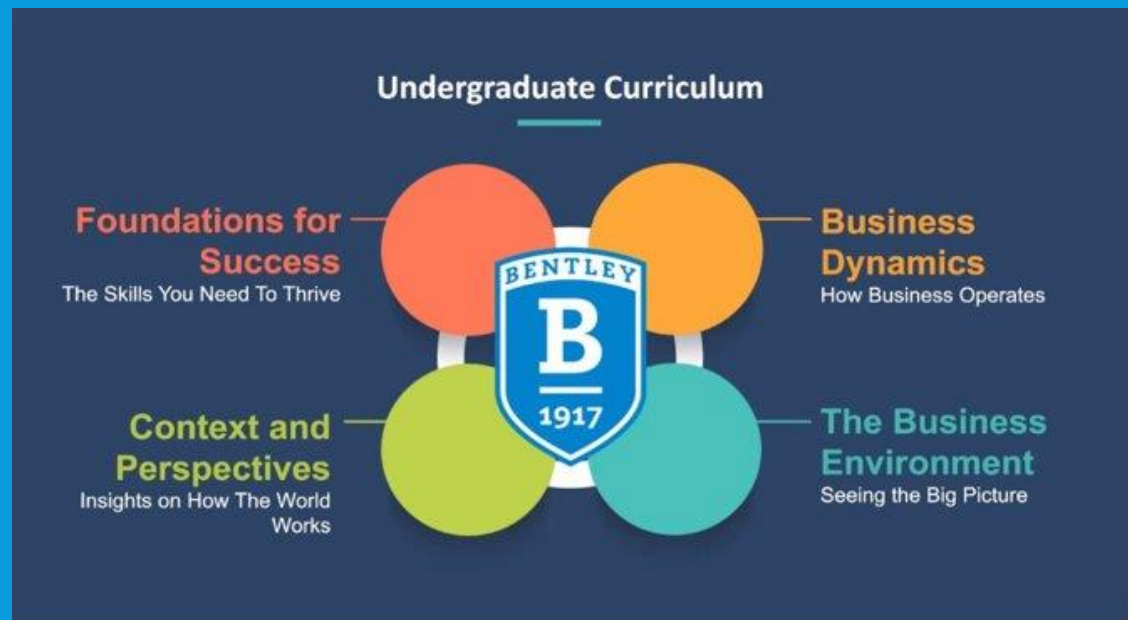
Student Facilitators



Curriculum Basics

THE BENTLEY CURRICULUM

- 40 courses to graduate
 - 5 academic classes each semester
- 4 categories of Core Curriculum
 - Foundations for Success
 - Context & Perspectives
 - Business Dynamics
 - Business Environment (for business majors)
- Major Courses
- Elective Courses
 - Modern Language (2 required for BA degrees only)
 - Arts & Science Electives
 - Unrestricted Electives



This is a Degree Requirement Summary (DRS).

It is a PDF version of a Bentley degree audit.

You have a personalized version in your BentleyConnect Portal

DRSs of each major can be found on the [Academic Services website](#).

Degree Requirement Summary Bachelor of Science – Undeclared (8 course major example) Business Administration Minor



Foundation for Success ¹		5 courses
FDS100	Falcon Discovery Seminar	3 cr.
CS100	Solving Business Problems with Information Technology	3 cr.
MA 105, 105L or 107, 107L, 131, 131L	Mathematical Sciences	3 cr.
EMS 101, 101L or 102, 102L	Critical Reading and Writing	3 cr.
EMS104 or EMS105	Multimodal Communication	3 cr.

Example of an 8 courses major ^{1,2}		8 courses
		3 cr.
		3 cr.
		3 cr.
		3 cr.
		3 cr.
		3 cr.
		3 cr.
		3 cr.

Business Dynamics ¹		6 courses
LA100	Business Law ^{*,^}	3 cr.
EC111	Principles of Microeconomics ^{*,^}	3 cr.
ST113	Business Statistics [^]	3 cr.
AC115	Financial Reporting and Analysis ^{*,^}	3 cr.
MG116	Human Dynamics in Organizations ^{*,^}	3 cr.
FI118	Introduction to Finance ^{*,^}	3 cr.

The Business Environment ¹		2 courses
IPM300	Business Processes and Systems ^{*,^}	3 cr.
MG300	Strategic Management [^]	3cr.

Context & Perspectives ¹		6 courses
<i>See notes on page two</i>		
	<i>Institutions and Power</i>	
XXX-###		3 cr.
	<i>Values, Ethics and Society</i>	
XXX-###		3 cr.
	<i>Scientific Inquiry</i>	
XXX-###		3 cr.
	<i>Race, Gender and Inequality</i>	
XXX-###		3 cr.
	<i>Culture, Change, and Behavior</i>	
XXX-###		3 cr.
	<i>Globalization</i>	
XXX-###		3 cr.

Elective Requirements ³		13 courses
XXX-###	Arts & Science Elective	3 cr.
XXX-###	Arts & Science Elective	3 cr.
XXX-###	Arts & Science Elective	3 cr.
XXX-###	Arts & Science Elective	3 cr.
XXX-###	Arts & Science Elective	3 cr.
XXX-###	Unrestricted Elective	3 cr.
XXX-###	Unrestricted Elective	3 cr.
XXX-###	Unrestricted Elective	3 cr.
XXX-###	Unrestricted Elective	3 cr.
XXX-###	Unrestricted Elective	3 cr.
XXX-###	Unrestricted Elective	3 cr.
XXX-###	Unrestricted Elective	3 cr.
XXX-###	Unrestricted Elective	3 cr.

INTENSIVE REQUIREMENTS	
Communication	
Communication in Major	

Degree Requirement Summary (DRS)

Foundations for Success	
FDS 100	Falcon Discovery Seminar (Transfer students substitute with an elective)
CS 100	Solving Business Problems with Information Technology
MA 105, 105L or 107, 107L, 131, 131L	Mathematical Sciences
EMS 101, 101L or 102, 102L	Critical Reading and Writing
EMS 104 or EMS 105	Multimodal Communication
TS 222	Transfer Seminar

Critical Reading & Writing Placement

The Critical Reading & Writing course is a Bentley requirement and must be fulfilled in your first term at Bentley if it is not already satisfied by your prior credit.

Students are placed based on the placement essays completed prior to registration.

The courses numbered 102 and 102L are reserved for students whose native language is not English.

EMS 101L and EMS 102L are lab courses. The lab courses provide additional time each week to work on lessons and engage in writing workshops.

Multimodal Communication should be taken in your second Bentley term. EMS 105 is reserved for students whose native language is not English.

Critical Reading & Writing	Multimodal Communication
EMS 101	EMS 104
EMS 101L	EMS 104
EMS 102	EMS 105
EMS 102L	EMS 105

Math Selection

Bentley students take one semester of Mathematical Sciences, unless they have AP, IB, or other prior credit. There are 3 versions of Mathematical Sciences:

1. MA 131 (Calculus I) or MA131L (Calculus I with Lab)

- **Prerequisites:** Solid algebra skills and confidence working with trigonometric and other transcendental functions.
- **Suitable audience:** Students who
 - Want to major in Data Analytics, Actuarial Science, Mathematical Sciences, Quantitative Economics or want to minor in Actuarial Science
 - Want a comprehensive grounding in calculus
 - Want to keep open the option to take any upper-level math course or pursue graduate school in a quantitative field.
- **MA 131L:** Same text, same syllabus as MA 131, but meets an additional class period per week to allow for more in-class examples and practice.

**Note: MA 131 or 131L is required for math, data analytics, quantitative economics, and actuarial sciences majors.*

Math Selection (continued)

MA 105 (Mathematical Foundations for Business) or MA105L (Mathematical Foundations for Business with Lab)

- **Suitable audience:** Students interested in further developing quantitative problem-solving skills who do not plan to pursue higher level mathematics electives or graduate school in a quantitative field.
- **Not suitable for:** Students who are considering majoring in Data Analytics, Actuarial Science, Mathematical Sciences, Quantitative Economics or minoring in Actuarial Science or who are interested in pursuing advanced mathematics courses as undergraduate or graduate students.
- **MA 105L:** Same text, same syllabus as MA 105, but meets an additional class period per week to allow for more in-class examples and practice.

MA 107 (Applied Calculus for Business) or MA107L (Applied Calculus for Business with Lab)

- **Suitable audience:** Students interested in applications-based applied calculus who do not plan to pursue higher level mathematics electives or graduate school in a quantitative field.
- **Not suitable for:** Students who are considering majoring in Data Analytics, Actuarial Science, Mathematical Sciences, Quantitative Economics or minoring in Actuarial Science or who are interested in pursuing advanced mathematics courses as undergraduate or graduate students.
- **MA 107L:** Same text, same syllabus as MA 107, but meets an additional class period per week to allow for more in-class examples and practice.

INSIDETHE DRS

MAJOR REQUIREMENTS (minimum 8 classes)

INSIDE THE DRS

Business Dynamics

LA 100	Business Law
EC 111	Principles of Microeconomics
ST 113	Business Statistics
AC 115	Financial Reporting and Analysis
MG 116	Human Dynamics in Organizations
FI 118	Introduction to Finance

The Business Environment

IPM 300	Business Processes and Systems
MG 300	Strategic Management

INSIDE THE DRS

Context & Perspectives (6 courses, one from each theme)		
	<i>Institutions and Power</i>	
XXX-###		3 cr.
	<i>Values, Ethics and Society</i>	
XXX-###		3 cr.
	<i>Scientific Inquiry</i>	
XXX-###		3 cr.
	<i>Race, Gender and Inequality</i>	
XXX-###		3 cr.
	<i>Culture, Change, and Behavior</i>	
XXX-###		3 cr.
	<i>Globalization</i>	
XXX-###		3 cr.

Refer to this slide as you are building your spring schedules!

B.A. MAJORS AT BENTLEY

- Diversity, Equity, and Inclusion (DEI)
- English (EN)
- Health Studies (HLS)
- History (HI)
- International Affairs (IA)
- Language, Culture, and Business (LCB)*
- Media and Culture (MC)
- Philosophy (PH)
- Public Policy (PPL)
- Sustainability Science (SSC)

*has concentrations

B.S. MAJORS AT BENTLEY

- Accounting (AC)
- Actuarial Science (ASC)
- Business Economics (BE)*
- Computer Information Systems (CIS)
- Corporate Finance and Accounting (FA)
- Creative Industries (CR)
- Data Analytics (DA)
- Economics-Finance (EF)
- Finance (FI)*
- Information Design & Corporate Communication (IDCC)*
- Information Systems Audit & Control (ISAC)
- Management (MG)*
- Marketing (MK)
- Mathematical Sciences (MA)
- Professional Sales (PRS)
- Quantitative Economics (QE)

*has concentrations

BENTLEY SEMINARS

- Designed to assist with your academic acclimation and social adjustment to the Bentley community. They meet once a week.

Transfer Seminar (TS 222)

- 6 weeks
- Review & understand policy and procedure
- Learn about the academic structure and available opportunities
- Discuss campus life and share strategies for making connections

Career Development Seminars (CDI)

- 6 weeks (first half or second half of the spring term)
- Career development is an essential part of your undergraduate experience. At Bentley, internship and job preparation starts during your first semester on campus through this innovative program.

ADDITIONAL ACADEMIC OPTIONS:

- Business Administration Major
- Minors – various areas of study
- Education Abroad – semester, summer & short-term programs
- Service Learning – for credit options (4th credit or embedded), international service learning, certificate program

Due to the nature of your prior credits, some programs may be difficult to participate in. All students should attend informational workshops, connect with departments/offices of specific interests, and speak with your academic advisor regarding academic planning.

BENTLEY TERMINOLOGY

- **Degree Works Audit**
A computer-generated degree audit program used to track completion of graduation requirements. It is available online through Workday Student and is updated throughout the semester.
- **DRS** (Degree Requirement Summary)
A paper/PDF version of the Degree Works Audit. Used for academic planning purposes.
- **TCE** (Transfer Credit Evaluation)
A detailed list of the courses you have transferred (TC, IB, AP) for transfer students.
- **Class Year**
Based on the total number of courses a student has passed or received in transfer credit.

CLASS YEAR STANDING BASED ON EARNED CREDIT:

Passed Credits:	Class Year:
0-29	First Year
30-59	Second Year
60-89	Third Year
90 and up	Fourth Year

PERSONALIZED DEGREE REQUIREMENT SUMMARY (DRS)*

*FOUND IN YOUR BENTLEY CONNECT PORTAL

Transfer Credit = Fully earned and processed credit

In Progress = Needs final transcript

IB = International Baccalaureate

AP = Advanced Placement

January 5th is the DEADLINE to submit prior credit to Admission!

Foundation Courses (local area 1) ¹			Major Requirements		
<input type="checkbox"/>	Waived	DG 100 Discovery Seminar	<input type="checkbox"/>	AC 204	Introduction to Financial Information Professions
<input type="checkbox"/>		CS 100 Solving Business Problems with Information Technology	<input type="checkbox"/>	AC 245	Performance Management
<input type="checkbox"/>	Transfer Credit	MA 233 Mathematical Sciences	<input type="checkbox"/>	AC 240	Case Management
<input type="checkbox"/>		Critical Reading and Writing	<input type="checkbox"/>	AC 241	Financial Accounting & Reporting I
<input type="checkbox"/>		Multimodal Communication	<input type="checkbox"/>	AC 242	Financial Accounting & Reporting II
Compass/Perspective Courses (local area 2)¹			<input type="checkbox"/>	AC 240	Accounting Information Systems
One course must be taken in each of the six themes. Courses WILL be taken from at least 4 different departments (ex. PH, CMG, IB, NAG). Any number of courses from local area 2 may be used to count toward a major or minor. Students may share up to three courses across different majors. <u>No courses may be shared between majors and minors.</u>			<input type="checkbox"/>	AC 220	Federal Taxation
Institutions and Power			<input type="checkbox"/>	AC 470 or AC 472	Financial Statement Auditing or Internal Auditing
<input type="checkbox"/>	Transfer Credit	GLS 100 US Government and Politics	<input type="checkbox"/>		Accountancy Elective
Values, Ethics and Society			Elective Requirements¹		
<input type="checkbox"/>	Transfer Credit	DMG 274 American Literature: Realism and Naturalism	<input type="checkbox"/>	IB 1100	Arts & Science Elective
Scientific Inquiry			<input type="checkbox"/>	NAG 1123	Arts & Science Elective
<input type="checkbox"/>	Transfer Credit	NAG 1123 Scientific Inquiry	<input type="checkbox"/>	JN 1100	Arts & Science Elective
Race, Gender and Inequality			<input type="checkbox"/>	SOC 4125	Arts & Science Elective
<input type="checkbox"/>		Not 'tix Satisfied	<input type="checkbox"/>	DMG 330	Arts & Science Elective
Culture, Change and Behavior			<input type="checkbox"/>	DE 1100	Unworkload Elective
<input type="checkbox"/>	Transfer Credit	IB 322 Culture, Change and Behavior	<input type="checkbox"/>	DE 1100	Unworkload Elective
Globalization			<input type="checkbox"/>	DE 1100	Unworkload Elective
<input type="checkbox"/>		Not 'tix Satisfied	<input type="checkbox"/>	DE 1100	Unworkload Elective
Business Dynamics (local area 3)¹			<input type="checkbox"/>	DE 1100	Unworkload Elective
<input type="checkbox"/>	Transfer Credit	LA 100 Business Law ¹	<input type="checkbox"/>	NAG 1123	Unworkload Elective
<input type="checkbox"/>	In Progress	EC 111 Microeconomics ¹	<input type="checkbox"/>	NAG 1123	Unworkload Elective
<input type="checkbox"/>	Transfer Credit	ST 113 Business Statistics ¹	<input type="checkbox"/>	DE 1100	Unworkload Elective
<input type="checkbox"/>		AC 415 Financial Reporting and Analysis ¹	<input type="checkbox"/>	DE 1100	Unworkload Elective
<input type="checkbox"/>		MG 410 Organizational Behavior ¹	Notes		
<input type="checkbox"/>		FI 110 Introduction to Finance ¹			
The Business Environment (local area 4)¹					
<input type="checkbox"/>		IBN 200 Business Programs and Systems ¹			
<input type="checkbox"/>		MG 300 Strategic Management ¹			

REGISTRATION FOR SPRING 2023 CLASSES

COURSE LOAD FOR SPRING 2023

Students will take 2 seminars and 5 academic courses this term

Spring 2023 Courses
Seminar 1 TS 222
Seminar 2 CDI 101
Academic Course #1
Academic Course #2
Academic Course #3
Academic Course #4
Academic Course #5

COURSE LOAD FOR SPRING 2023

Advisors will review each student's record to determine:

1. **MUST-TAKE** courses:

- Using students' prior credit, relevant placement/selection info, intended major, and required pre-requisites to determine what courses are **needed** in the spring. *You will be pre-registered for these classes.*

2. May-Take course options:

- Advisors will provide multiple options for completing your spring schedules
- Options will be based on balance amongst subjects and current seat availability. *You will get to register yourself for these courses.*

Must-Take = mandatory spring course

May-Take = a good spring option

Look for an email on TUESDAY afternoon, 1/10, with this information. Once you see this email, you can continue to build your spring schedule in preparation for registration day on 1/12/2023!

COURSE LOAD FOR SPRING 2023

Students will take 2 seminars and 5 academic courses this term

Spring 2023 Courses	EXAMPLE
Seminar 1 TS 222	TS 222 (Pre-Registered)
Seminar 2 CDI 101	CDI 101 (Pre-Loaded)
Academic Course #1	Must: CS 100 (Pre-Registered)
Academic Course #2	Must: EMS 101 (Pre-Registered)
Academic Course #3	Must: LA 100 (Pre-Registered)
Academic Course #4	Must: AC 115 (Pre-Registered)
Academic Course #5	May: Any Context & Perspectives

Pre-Registered = You have a seat

Pre-Loaded = You need to choose

TO SUMMARIZE


- You will get an email on January 10th detailing your
 - Pre-registered MUST-take classes
 - Pre-loaded seminar
 - MAY-take course options to complete your schedule
- You will be pre-registered for your Must-Take classes. This will occur on January 10th
- On January 12th, you will have access to registration. You will choose your courses and specific sections to complete your schedule on this day.

HONORS PROGRAM & REGISTRATION

For those of you who are already in the Honors Program:

- Your Must-Take courses will include any required Honors courses
 - The Director or the Honors Program, Professor Christian Rubio, will be assisting us with reviewing the prior credit and assessing for Must-Take Honors courses.

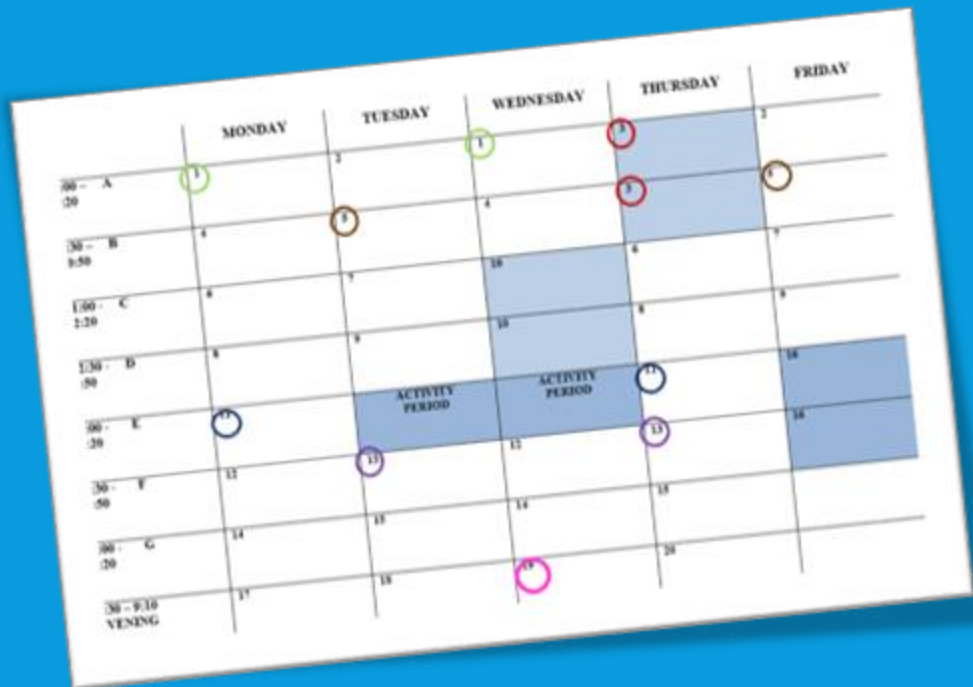
Be sure all official transcripts/test scores have been sent to Undergraduate Admission for evaluation. *Pay attention* to subsequent email communications from them and BentleyConnect asking you for more information.



Review information found on the [Transfer Student Advising webpage](#). There are helpful step-by-step guides to assist you with learning the registration systems. A recording of this webinar as well as a PDF of the PowerPoint presentation will be available in the coming days, too.

IMPORTANT TASKS

MAKING YOUR SCHEDULE



Considerations for Registration

- Do not remove **MUST-TAKE/pre-registered** courses or seminars
- Student Athletes
 - Be mindful of your sports schedule
- Academic Accommodations
- Religious Observances
- Balance between quantitative and writing
- Back-to-back or breaks in between classes

UNDERSTANDING BENTLEY'S BLOCK SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - A 9:20	1	2	1	3	2
9:30 - B 10:50	4	5	4	3	5
11:00 - C 12:20	6	7	10	6	7
12:30 - D 1:50	8	9	10	8	9
2:00 - E 3:20	11	ACTIVITY PERIOD	ACTIVITY PERIOD	11	16
3:30 - F 4:50	12	13	12	13	16
5:00 - G 6:20	14	15	14	15	
6:30 - 9:10 EVENING	17	18	19	20	

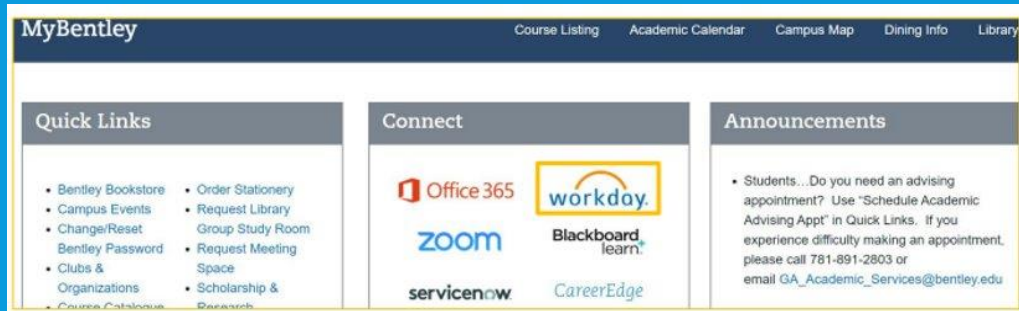
HOW TO COMPLETE REGISTRATION FOR SPRING 2023 CLASSES

COMPLETING REGISTRATION

Please look at the following step-by-step guides to prepare for registration:

- [Registering for Your First Term Courses](#)
- [Adding Course\(s\) to Complete Registration](#)

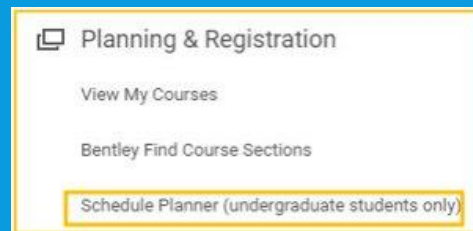
ACCESSING SCHEDULE PLANNER



1. Go to my.bentley.edu.
2. Click on the **Workday** icon.
3. To **login**, use full Bentley email & network password, then complete authentication.



4. In Workday, select **Academics**.



5. In upper right Planning & Registration section, click on **Schedule Planner**.

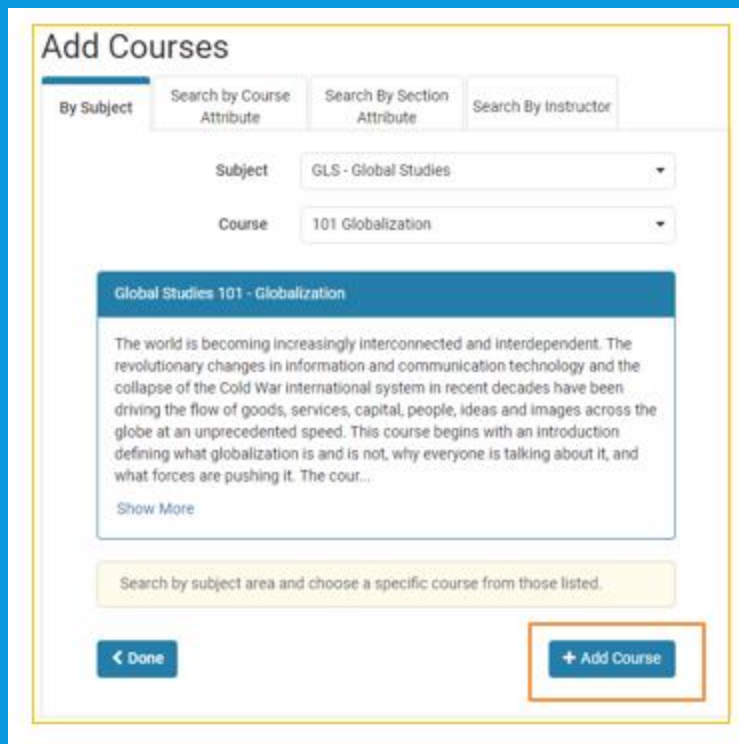
SCHEDULE PLANNER



Ensure that Spring 2023 Semester is selected and click **Save and Continue**.

You should see:

- your pre-registered must-take classes
- Your pre-loaded CDI 101



Click on the blue **+Add Course** button. **Use the Search by Course/Section Attribute tabs to identify a Context & Perspectives class option.** Select the **subject and course**, then click **+Add Course**. Repeat as needed then click **Done**.

SCHEDULE PLANNER

Under your Added Courses, select the **Options Gear** to narrow your search results.

CS 100
 Solving Business Problems with Information Technology

 **Options**   

Unselect any section(s) that are not applicable to you. For example, uncheck the Honors sections if you are not in the Honors Program.




Click **Save & Close**.

Honors courses are designated by an H and a section number.

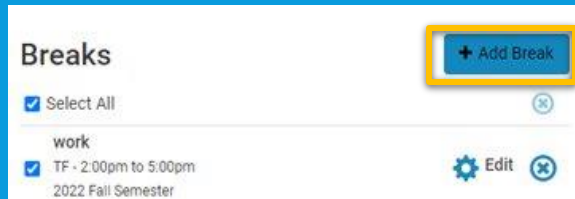
Philosophy 101
Problems of Philosophy

Please select the classes you wish to include.

Enabled (3 of 3) Disabled (1) [Advanced Filters](#)

	CRN #	Section	Subject	Course	Component	Day(s) & Location(s)	Instruction Mode
<input checked="" type="checkbox"/>	 333602	1	PH	101	Lecture	TF 11:00am - 12:20pm	In-Person
Instruction Mode: In-Person							
<input checked="" type="checkbox"/>	 333603	2	PH	101	Lecture	TF 12:30pm - 1:50pm	In-Person
Instruction Mode: In-Person							
<input checked="" type="checkbox"/>	 333604	3-H	PH	101	Lecture	TF 12:30pm - 1:50pm	In-Person
Honors Section Instruction Mode: In-Person							

SCHEDULE PLANNER



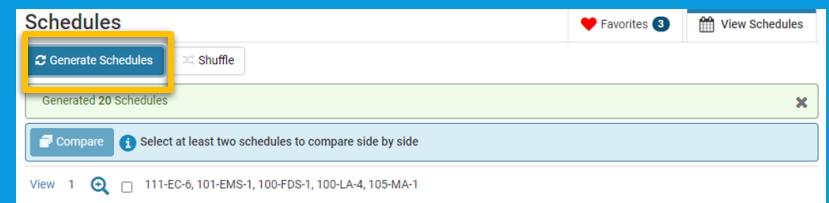
Use the **Breaks** feature in the upper right to block times that you have other commitments.

If you will be a Bentley athlete with athletic commitments in the fall, those times are preloaded as a break.

Click **+Add Break**, enter the applicable details, then click **Add Break and Back**.

Under **Schedules**, click **Generate Schedules**, and then click **view** to view a schedule.

Please note: if you make subsequent changes to your Courses or Breaks, you will need to click Generate Schedules again to see potential options reflecting the updated criteria.

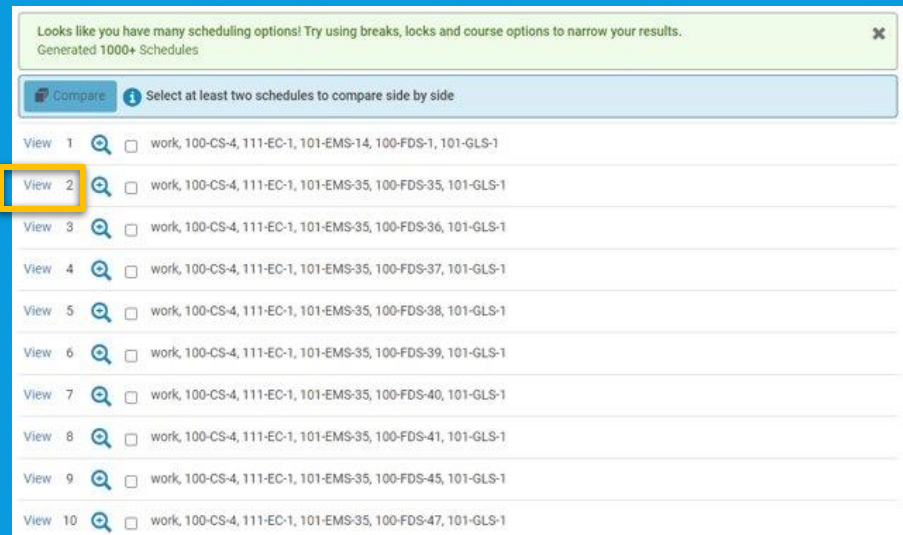


SCHEDULE PLANNER

Click **View** to see the details of a particular schedule.

Click the magnifying glass to see the class meeting patterns but without course details.

You can also select 2-4 schedules, then click the **Compare** button, to see the meeting patterns for multiple schedules.

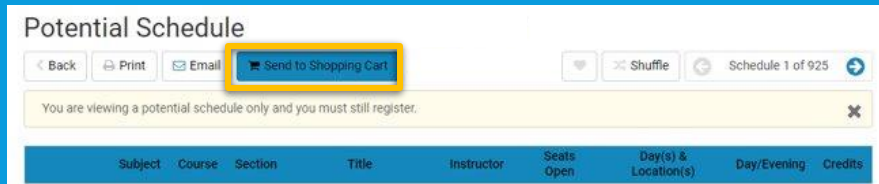


Looks like you have many scheduling options! Try using breaks, locks and course options to narrow your results.
Generated 1000+ Schedules

Compare Select at least two schedules to compare side by side

View 1	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-14, 100-FDS-1, 101-GLS-1
View 2	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-35, 100-FDS-35, 101-GLS-1
View 3	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-35, 100-FDS-36, 101-GLS-1
View 4	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-35, 100-FDS-37, 101-GLS-1
View 5	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-35, 100-FDS-38, 101-GLS-1
View 6	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-35, 100-FDS-39, 101-GLS-1
View 7	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-35, 100-FDS-40, 101-GLS-1
View 8	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-35, 100-FDS-41, 101-GLS-1
View 9	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-35, 100-FDS-45, 101-GLS-1
View 10	<input type="checkbox"/>	work, 100-CS-4, 111-EC-1, 101-EMS-35, 100-FDS-47, 101-GLS-1

SCHEDULE PLANNER



When reviewing schedule options, you can use the **arrows** to move forward/back one schedule at a time. Or you can click the **Shuffle** button and then use the arrows to browse options in a random order.

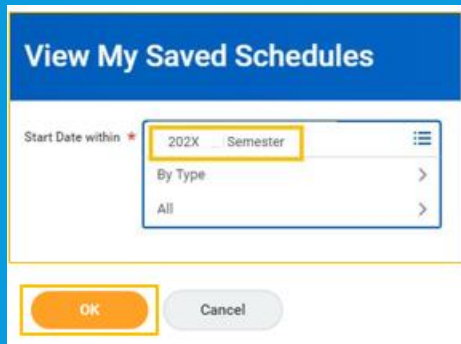
Reminder: we recommend no more than 2 classes in a row and no more than 3 classes in a day.

The dialog box asks 'What name would you like to give this Schedule?' and has a heart icon in the top right corner. Below the question is a text input field containing the text 'Favorite Schedule'. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

When you identify a schedule that you like and wish to save, click the **heart** button to favorite and name that schedule.

Once you have identified your most preferred schedule, click **Send to Shopping Cart** in preparation for registration day.

BACK TO WORKDAY



On January 12, return to **Workday** and click on **Academics**. In the Planning and Registration section, select **View My Saved Schedules** and select your Spring 2023 semester schedule. Click **OK**.

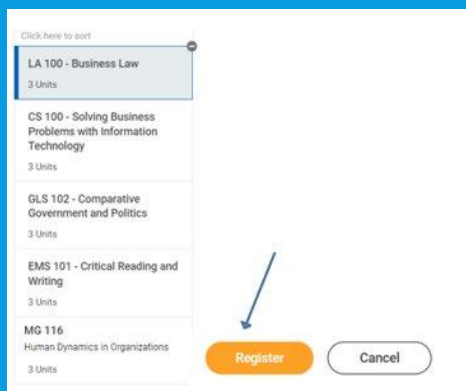
5 items

Course	Grading Basis	Units	Section	Section Status
MG 116 - Human Dynamics	Graded	3	MG 116-1 - Human Dynamics in Organizations	Open
CS 100 - Solving Business Problems with Information Technology	Graded	3	CS 100-2 - Solving Business Problems with Information Technology	Open
EMS 101 - Critical Reading and Writing	Graded	3	EMS 101-2 - Critical Reading and Writing	Open
GLS 101 - Globalization	Graded	3	GLS 101-1 - Globalization	Open
EC 111 - Principles of Microeconomics	Graded	3	EC 111-10 - Principles of Microeconomics	Open

Start Registration View Schedule Add Course Edit Remove

Below the table of courses, click the **Start Registration** button.

In the next screen, briefly review each of the course sections to confirm they are still open and click **Register**.



REGISTERING IN WORKDAY

Successfully Registered Courses 5 items

Course	Section
EMS 101 - Critical Reading and Writing	EMS 101-2 - Critical Reading and Writing
MA 107 - Applied Calculus for Business	MA 107-3 - Applied Calculus for Business
GLS 101 - Globalization	GLS 101-2 - Globalization
LA 100 - Business Law	LA 100-2 - Business Law
CS 100 - Solving Business Problems with Information Technology	CS 100-2 - Solving Business Problems with Information Technology

View Registered Courses View Student Account

View My Courses

Undecided Business – BS (BS)

View Schedule

My Enrolled Courses 5 items

	Course Listing	Units	Grading Basis	Section
🔍	EMS 101 - Critical Reading and Writing	3	Graded	EMS 101-2 - Critical Reading and Writing
🔍	MA 107 - Applied Calculus for Business	3	Graded	MA 107-3 - Applied Calculus for Business

Review the list of **Successfully Registered Courses**.

You can click on **View Registered Courses**, then **View My Schedule** to see your courses in a weekly calendar format.

Mon	Tue	Wed	Thu	Fri
	MA 107-003 9:30 AM – 10:50 AM			MA 107-003 9:30 AM – 10:50 AM
GLS 101 - 002 11:00 AM – 12:20 PM	LA 100 - 002 11:00 AM – 12:20 PM		GLS 101 - 002 11:00 AM – 12:20 PM	LA 100 - 002 11:00 AM – 12:20 PM
CS 100 - 002 12:30 PM - 1:50 PM			CS 100 - 005 12:30 PM - 1:50 PM	
EMS 101 - 002 5:00 PM - 6:20 PM			EMS 101 - 002 5:00 PM - 6:20 PM	

REGISTERING IN WORKDAY

Registration Step-by-Step Guides

- [Registering for Your First Term Courses](#) - This step-by-step guide will walk you through registering using Schedule Planner.
- [Adding Course\(s\) To Complete Registration](#) - Use this guide to complete your registration should you need to add a class or two after your initial registration attempt.

Planning & Registration

View My Courses

Bentley Find Course Sections

Schedule Planner (undergraduate students only)

View Course Section EC 111-1 - Principles of Microeconomics

Course	EC 111 - Principles of Microeconomics
Academic Period	2022 Fall Semester (09/05/2022-12/13/2022)
Status	Open
Start/End Date	09/05/2022 - 12/13/2022
Grading Basis	Graded
Units	3 UNITS
Description	Provides students with an understanding of fundamental economic principles and tools. Presents economic analysis with respect to demand, supply, market equilibrium, costs of production and resource pricing. Examines the market structures of pure competition, oligopoly, monopolistic competition and monopoly. Analyzes the markets for labor and capital.
Eligibility	Student has satisfied all of the following: (Student has completed any of the following courses): MA 122 - Applied Calculus for Business I, MA 123L - Applied Calculus for Business I with Lab, MA 126 - Applied Calculus for Business II, MA 126L - Applied Calculus for Business II with Lab, MA 131 - Calculus I, MA 136 - Calculus II, MA 147 - Accelerated Calculus with Business Applications, MA 233 - Calculus III Or Student has satisfied all of the following: Student who specified one or more of these Programs of Study or Program Foci: Exchange Student - Full Year Exchange Student - Term Only

Add to Schedule

Register

Check for any **Unsuccessful Registrations**. If you were not able to enroll in a course, follow the **Adding Courses to Complete Registration** guide on the [Transfer Student advising webpage](#).

Key suggestions:

- keep your current schedule open
- in a new browser tab, go to Workday > Academics > **Bentley Find Course Sections** to search for open courses
- when you identify an open course section you are eligible to take, **click on the course title** then **click Register** (do not click Add to Schedule)
- you may need to **swap** a current course section to make room for a new course

NEED HELP? COME TO DROP-INS

Advisors will be available for drop-in advising for quick, registration-related questions.

Day	Date	Time
Wednesday	January 11, 2023	10:00am – 12:00pm ET
Wednesday	January 11, 2023	1:00pm – 3:00pm ET

Zoom Meeting ID: 210 770 506

DROP-IN ACADEMIC ADVISING

- Students should prepare for drop-in advising by:
 - ✓ Watching this video, and potentially re-watching parts as registration nears
 - ✓ Reviewing **all emails** from our office
 - ✓ Checking out our [webpage](#)
 - ✓ Reviewing all prior credit in the BentleyConnect portal
 - ✓ Making a list of any questions or concerns related to spring registration.
- Please note: Drop-In Advising is for **quick questions or concerns related to spring registration**. Students will have subsequent appointments over the spring term with their academic advisor to discuss additional topics.

REGISTRATION IS IN JANUARY!

- Registration opens at 10am ET on Thursday, January 12, 2023
 - It closes at 9:59am ET on January 13, 2023
- We will be available via Zoom on January 12 from 10am ET until 3pm ET should you need help:
 - [Zoom Meeting ID: 210 770 506](#)

HELPFUL REMINDERS

- Have the appropriate webpage open; there are tools to assist you in the Registering section!
 - Transfer Students: <https://www.bentley.edu/offices/academic-services/transfer-students>
- Stay registered for your **MUST-TAKE** classes!
- Be kind to yourself: no more than 2 academic classes back-to-back and no more than 3 academic classes in 1 day!
- Your assigned advisor is your Transfer Seminar instructor! You will meet them during the first week of class.
- Have a question? Email: academic_services@bentley.edu

STAY INFORMED AND GET CONNECTED

Undergraduate Academic Services:

<https://www.bentley.edu/offices/academic-services>



Bentley University Academic Advising



@BentleyAdvising