

# THANKS FOR JOINING!

We will begin soon!

A few notes about the Webinar:

- We will hold a Live Q & A session at the end of the presentation. Please hold all questions for the Q & A session.
- We will post the recording and the PowerPoint tomorrow (7/29) on our webpage: [www.bentley.edu/offices/academic-services/transfer-students](http://www.bentley.edu/offices/academic-services/transfer-students)

NOTE: This webinar is intended for **transfer students only**. If you are a first-year student, please refer to the first year registration webinar and resources: <https://www.bentley.edu/offices/academic-services/your-first-year>

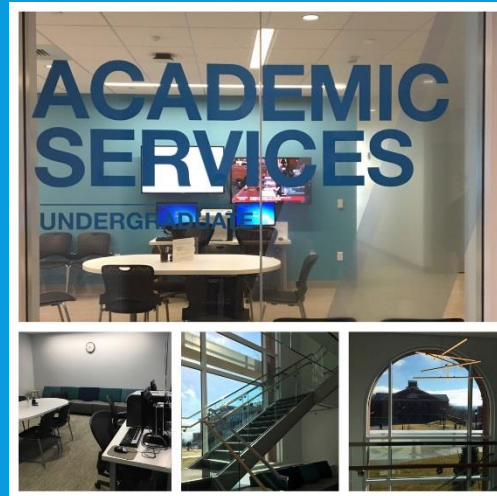
# Looking Forward Fall 2021



## New Student Academic Overview

# WELCOME!

Meghan Charbonneau  
Senior Academic Advisor  
Undergraduate Academic Services



# OVERVIEW

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

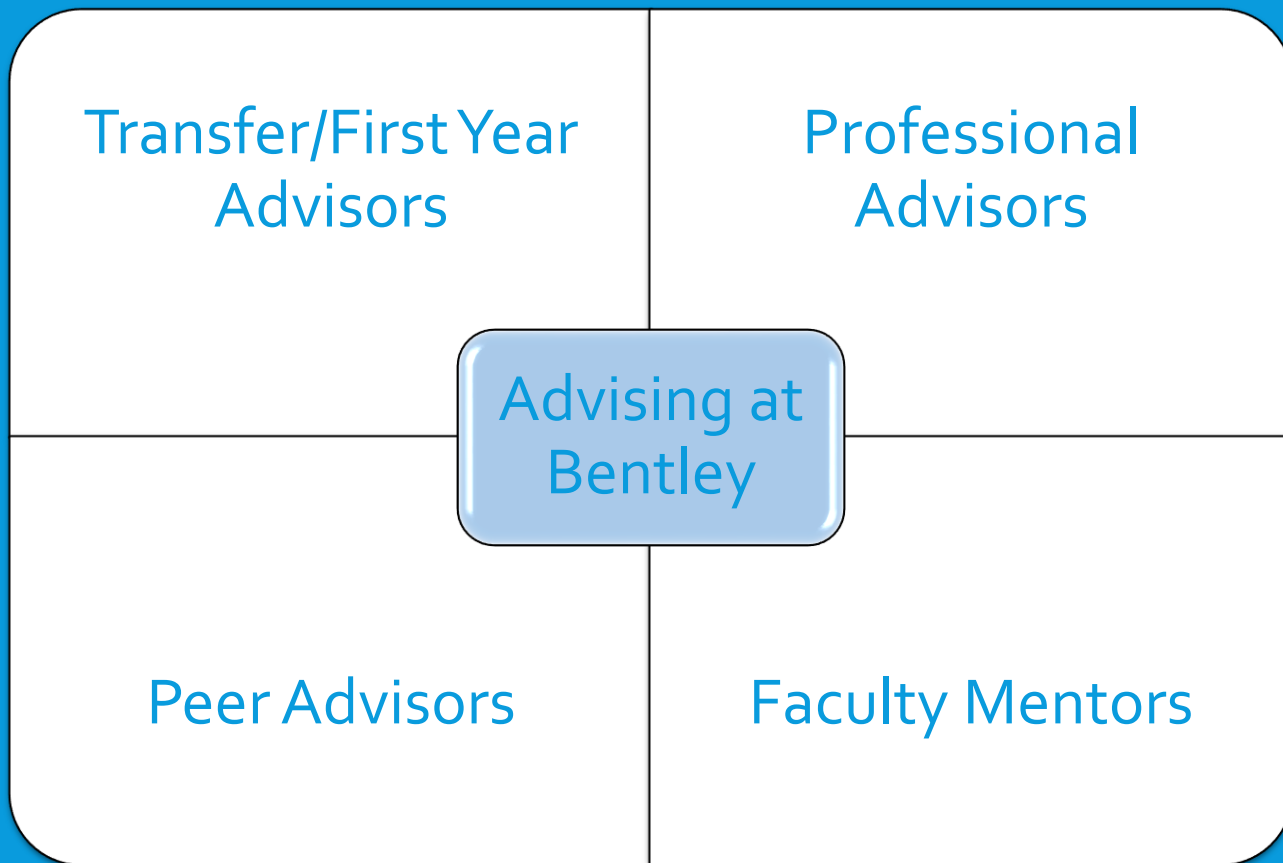
about **academic advising** @ Bentley.

the basics regarding the **Bentley curriculum**.

about **academic opportunities** available to you.

how to register for fall courses.

# ADVISING @ BENTLEY



# ACADEMIC ADVISING TEAM



Melissa Jenkins  
Director, Undergraduate  
Academic Advising

Meghan Charbonneau  
Senior Academic Advisor



Karina Ovalles  
Senior Academic Advisor

Amy Weber  
Senior Academic Advisor



Catalina Ocampo  
Academic Advisor

Valerie Como  
Senior Academic Advisor



Amy Player-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
  - Assistant Director, Office Operations



- Stephanie Brodeur
  - Director, Disability Services



- Steph Bohler
  - Associate Director, Disability Services



- Shannon Glynn
  - Administrative Coordinator



- 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 S. Brodeur, CRC, LRC
  - [Sbrodeur@bentley.edu](mailto:Sbrodeur@bentley.edu)
- Steph Bohler, M. Ed. , Associate Director
  - [Sbohler@bentley.edu](mailto: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

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 FOR A BACHELOR OF SCIENCE DEGREE



**GENERAL EDUCATION REQUIREMENTS**

- IT 101 Information Technology
- EXP \_\_\_\_\_ Expository Writing I<sup>1</sup>
- EXP \_\_\_\_\_ Expository Writing II<sup>1</sup>
- \_\_\_\_\_ Literature/Cinema/EMS<sup>2</sup>
- MA \_\_\_\_\_ Mathematical Science I<sup>3</sup>
- MA \_\_\_\_\_ Mathematical Science II<sup>3</sup>
- NASC \_\_\_\_\_ Natural Science (4cr)<sup>4</sup>
- \_\_\_\_\_ Global Studies: GLS 100, 101, 102, 105, or 116
- HI \_\_\_\_\_ History
- PH 101 Problems of Philosophy
- PS/SO \_\_\_\_\_ Behavioral Science
- EC 111 Principles of Microeconomics
- EC 112 Principles of Macroeconomics
- FS 111 First Year Seminar (1cr)

**BUSINESS CORE REQUIREMENTS**

- GB 110 Legal and Ethical Environment of Business
- GB 112 Tools & Concepts in Accounting & Finance
- GB 212 Practice & Applications in Accounting & Finance
- GB 213 Business Statistics
- GB 214 Marketing-Operations Fundamentals
- GB 215 Human Behavior and Organizations
- GB 310 Business Processes and Systems
- GB 320 General Business Field Project
- GB 410 Global Strategy

Office Notes:

**IMPORTANT NOTICE!** Students are responsible for understanding all university policies, procedures and requirements. Such information can be found in the Undergraduate Course Catalogue, Registrar's website, and the Student Handbook. Please be aware that overall and major averages must be at least 2.000 for graduation. This information is to help the student in monitoring progress toward the degree. Responsibility for meeting all degree requirements rests with the student.

**MAJOR REQUIREMENTS**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**ELECTIVES**

- MA/NASE \_\_\_\_\_ Math or Natural Science Elective<sup>5,8</sup>
- \_\_\_\_\_ Humanities/Social Science Elective<sup>6,8</sup>
- \_\_\_\_\_ Business Related Elective<sup>6,8</sup>
- \_\_\_\_\_ Arts & Science Elective<sup>6,8</sup>
- \_\_\_\_\_ Arts & Science Elective<sup>6,8</sup>
- \_\_\_\_\_ Arts & Science Elective<sup>6,8</sup>
- \_\_\_\_\_ Arts & Science Elective<sup>6,8</sup>
- \_\_\_\_\_ Unrestricted Elective<sup>6,7,8</sup>
- \_\_\_\_\_ Unrestricted Elective<sup>6,7,8</sup>

**COURSE FOCUS REQUIREMENTS**

- U.S. Diversity Intensive (D)
- International Intensive (I)
- Communication Intensive (C)
- Communication Intensive/Major

Approved Minor in \_\_\_\_\_

**Total credits required 122**  
**Note: Transfer students with at least 15 credits in transfer will complete 121 credits.**  
**All courses are 3 credits unless otherwise indicated.**

# Degree Requirement Summary (DRS)

## GENERAL EDUCATION REQUIREMENTS

IT 101 Information Technology

EXP 1 \_\_\_ Expository Writing I

EXP 2 \_\_\_ Expository Writing II

LIT \_\_\_ Literature

MA \_\_\_ Mathematical Science I

MA \_\_\_ Mathematical Science II

Natural Science (4cr) \_\_\_\_\_

Global Studies 100, 101, 102, 105, or 116

HI \_\_\_\_\_

PH 101 Philosophy

Behavioral Science (PS or SO) \_\_\_\_\_

EC 111 Principles of Microeconomics

EC 112 Principles of Macroeconomics

Transfer Seminar

# Expository Writing Placement

The Expository Writing sequence is a Bentley requirement and must be fulfilled in your first few semesters 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.

EXP101L, EXP201L, EXP102L and EXP202L are lab courses. The lab courses provide additional time each week to work on lessons and engage in writing workshops.

Expository Writing 1	Expository Writing 2
EXP 101	EXP 201
EXP 101L	EXP 201L
EXP 102	EXP 202
EXP 102L	EXP 202L

# Math Placement

Bentley students take two semesters of calculus, unless they have AP or other prior credit.

There are 3 versions of the Math I & II sequence:

MA 123 (1<sup>st</sup> Semester) ↔ MA 126 (2<sup>nd</sup> Semester)

MA 123L (1<sup>st</sup> Semester) ↔ MA 126L (2<sup>nd</sup> Semester)

MA 131 \* (1<sup>st</sup> Semester) ↔ MA 139\* (2<sup>nd</sup> Semester)

*\*Note: MA 131 and 139 are required for math, data analytics, quantitative economics, and actuarial sciences majors.*

# INSIDE THE DRS

## General Business Core

**GB 110 Legal and Ethical Environment of Business**

**GB 112 Tools & Concepts of Accounting and Finance**

**GB 212 Practice and Applications of Accounting and Finance**

**GB 213 Business Statistics**

**GB 214 Marketing – Operations Management**

**GB 215 Human Behavior and Organizations**

**GB 310 Business Process and Systems**

**GB 320 General Business Field Project**

**GB 410 Global Strategy**



# INSIDE THE DRS

MAJOR REQUIREMENTS (8 – 10 classes)

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# INSIDE THE DRS

## ELECTIVES (may vary based on major)

MA/NASE \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Math or Natural Science Elective

Humanities/Social Science Elective

Business Related Elective

Arts & Science Elective

Arts & Science Elective

Arts & Science Elective

Arts & Science Elective

Arts & Science Elective

Unrestricted Elective

Unrestricted Elective

# 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)\*
- Liberal Arts (LA)\*
- Media and Culture (MC)
- Philosophy (PH)
- Public Policy (PPL)
- Sustainability Science (SSC)

\*has concentrations

# B.S. MAJORS AT BENTLEY

- Accountancy (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

- 6 weeks (first or second term, based on placement)
- 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:

- Liberal Studies Major (LSM)
- Business Studies Major (BSM)
- Minors – various areas of study
- Education Abroad – semester, summer & short-term programs
- Service Learning – for credit options (4<sup>th</sup> 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:

<b>Passed Credits:</b>	<b>Class Year:</b>
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

NT = Needs Transcript

\* = FI 100 by August 6, 2021  
(Students who need this have been contacted directly by Admission.)

October 15<sup>th</sup> is the  
DEADLINE to submit prior  
credit to Admission!

## Degree Requirement Summary

### Corporate Finance & Accounting

You have been awarded **40 credits**.

#### General Education Requirements

	IT 101	Information Technology
Transfer Credit	EXP 101	Expository Writing I
In Progress	EXP 201	Expository Writing II
Transfer Credit	LIT 311	Literature/Cinema/EMS
	MA ___	Mathematical Science I
	MA ___	Mathematical Science II
In Progress	NASC 1200	Natural Science (4 credits)
	GLS ___	Global Studies (GLS 100, 101, 102, 105 or 116)
Transfer Credit	HI 1100	History
Transfer Credit	PH 101	Problems of Philosophy
Transfer Credit	SO 132	Behavioral Science
	EC 111	Principles of Microeconomics
	EC 112	Principles of Macroeconomics
Waived	FS 111	First Year Seminar (1 credit)

#### Business Core Requirements

	GB 110	Legal and Ethical Environment of Business
*In Progress	GB 112	Tools and Concepts in Accounting and Finance
*In Progress	GB 212	Practice and Applications in Accounting and Finance
In Progress	GB 213	Business Statistics
	GB 214	Marketing-Operations Fundamentals
	GB 215	Human Behavior and Organizations
	GB 310	Business Processes and Systems
	GB 320	General Business Field Project
	GB 410	Global Strategy

#### Major Requirements

	AC 310	Cost Management
	AC 311	Financial Accounting and Reporting I
	AC 312	Financial Accounting and Reporting II
	FI 305	Principles of Accounting and Finance
	FI 307	Advanced Managerial Finance
	FI 351	International Finance
		Accounting or Finance Elective
		Accounting or Finance Elective
	AF 450	Performance Management and Evaluation
	IDCC 320	Performance Management and Evaluation

#### Electives

Transfer Credit	NASE 1300	Math or Natural Science Elective
Transfer Credit	GLS 1100	Humanities/Social Science Elective
Transfer Credit	MG 1100	Business Related Elective
		Arts and Sciences Elective
		Arts and Sciences Elective
		Arts and Sciences Elective
		Arts and Sciences Elective
		Arts and Sciences Elective

#### Core Focus Requirements

WAIVED: Communication Intensive (C), International Intensive (I), US Diversity Intensive (D)

#### Approved Minor In:

# REGISTRATION FOR FALL 2021 CLASSES

# COURSE LOAD FOR FALL 2021

## Fall 2021 Courses

Seminar 1 TS 222

Academic Course #1

Academic Course #2

Academic Course #3

Academic Course #4

Academic Course #5

Advisors will review each student's record to determine what the **MUST-TAKE** fall 2021 courses will be:


- Advisors will consider students' prior credit package, relevant placements, and intended major to determine what courses are **needed** in the fall.
- Look for an email on **MONDAY, 8/2**, with this information. Once you see this email, you can begin to build your fall schedule in preparation for Wednesday!

# 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 package and assessing for Must-Take Honors courses.

Be sure all official transcripts/test scores are 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.

## PRE- REGISTRATION CHECKLIST

# MAKING YOUR SCHEDULE

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

- Considerations for Registration

- Do not remove **MUST-TAKE** 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		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 REGISTER FOR FALL 2021 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

## STEP 1

Go to [my.Bentley.edu](http://my.Bentley.edu) and click on the Workday icon.

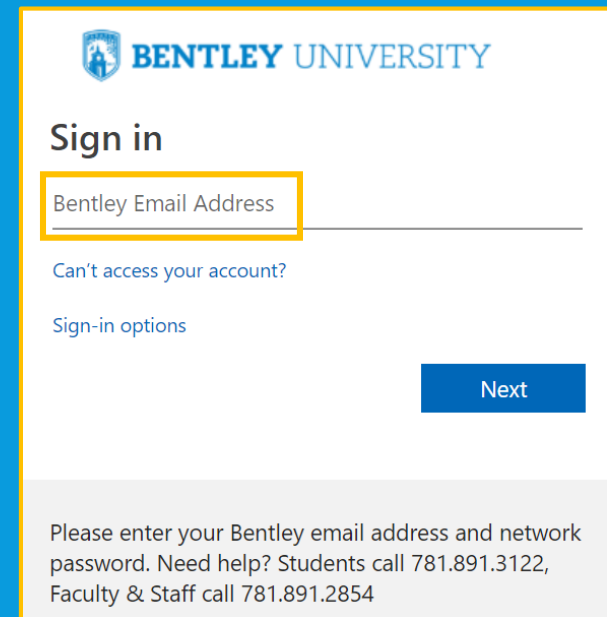
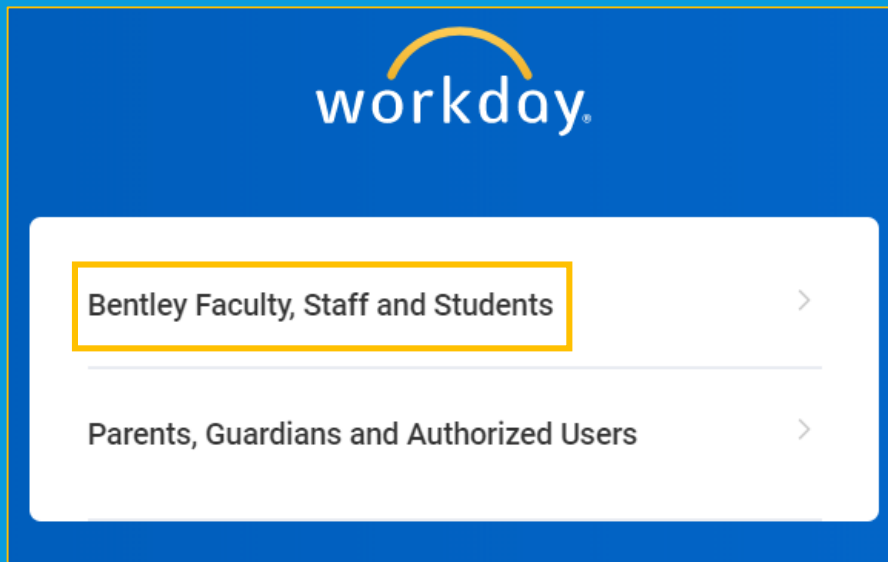
The screenshot shows the MyBentley website interface. At the top, there is a navigation bar with the MyBentley logo on the left and links for Course Listing, Academic Calendar, Campus Map, Dining Info, and Library on the right. Below the navigation bar, there are three main sections: Quick Links, Connect, and Announcements. The Quick Links section contains a list of links including Bentley Bookstore, Campus Events, Change/Reset, Bentley Password, Clubs & Organizations, Course Catalogue, Order Stationery, Request Library, Group Study Room, Request Meeting Space, and Scholarship & Research. The Connect section features logos for Office 365, Zoom, Servicenow, Blackboard learn, CareerEdge, and Workday. The Workday logo is highlighted with a yellow border. The Announcements section contains a bullet point about scheduling an advising appointment, with instructions to use "Schedule Academic Advising Appt" in Quick Links and contact information for GA\_Academic\_Services@bentley.edu.

Google Chrome is the preferred browser!

# ACCESSING SCHEDULE PLANNER

## STEP 2

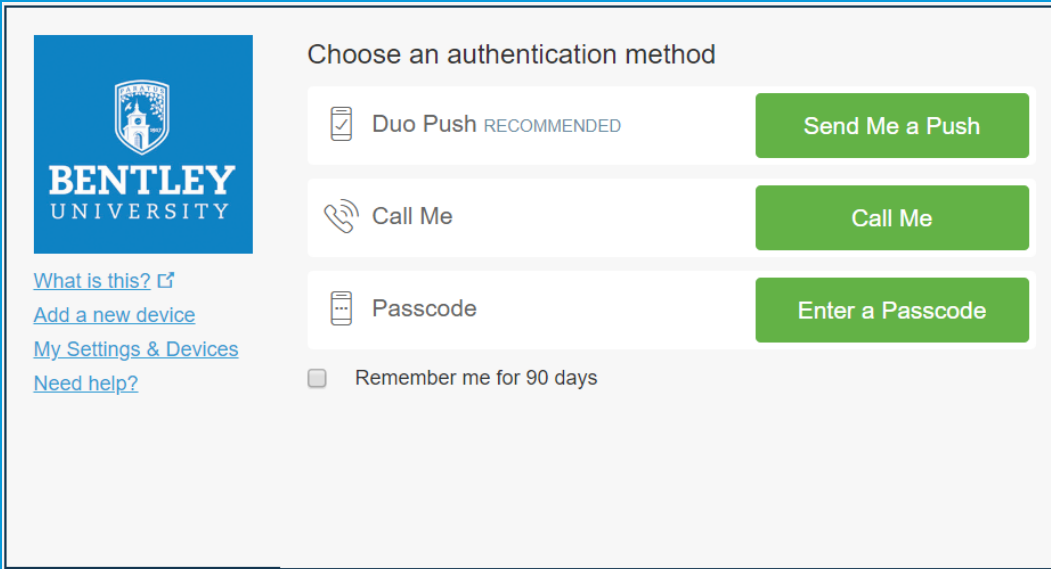
Click **Bentley Faculty, Staff and Students** and sign in to your Bentley student account using your full Bentley email address and network password.



# ACCESSING SCHEDULE PLANNER

## STEP 3

Select and complete a Duo Security authentication method. If you are having difficulty signing in, contact the Bentley Help Desk at: (781) 891-3122.



The screenshot shows the Duo Security authentication interface for Bentley University. On the left is the Bentley University logo and a list of links: "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". The main area is titled "Choose an authentication method" and offers three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. At the bottom, there is a checkbox labeled "Remember me for 90 days".

**Duo Push:** Requires that you download the Duo Mobile app to your mobile device. You will receive a Push notification key that grants access.

**Call Me:** You will receive a call from a Waltham, MA telephone number. Press any number on the keypad to proceed.

**Passcode:** You will receive an SMS text code to your mobile device. Enter the text code into the field box.

# ACCESSING SCHEDULE PLANNER

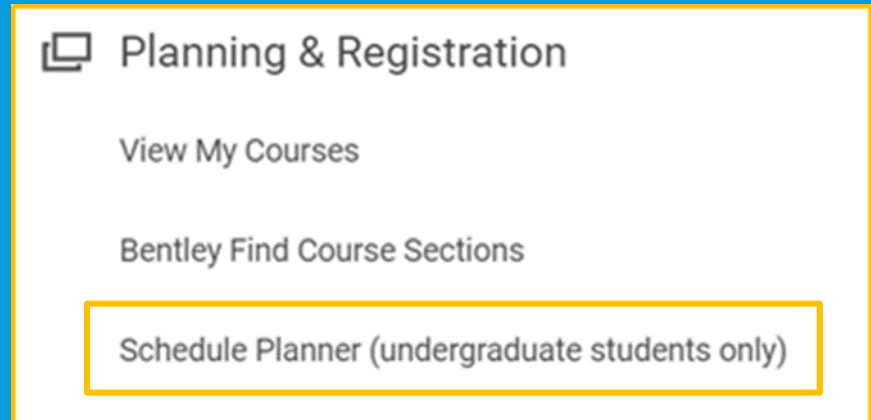
## STEP 4

After logging into Workday, select the **Academics** icon.



## STEP 5

Under **Planning & Registration** in the right panel, click **Schedule Planner** (undergraduate students only). Select 2021 Fall Term



# SCHEDULE PLANNER

## STEP 6

In Schedule Planner, to the right of Courses, click Add Course.

**Courses** + Add Course

- Select All
- EXP 101L Expository Writing I: Critical Thinking and Writing with Lab
- Required**
- GB 110 Legal and Ethical Environment of Business
- GB 112 Tools and Concepts in Accounting and Finance
- HI 350 Serfs, Slaves and Sojourners: The Minority Experience in the United States
- MA 123 Applied Calculus for Business I

Note that some courses will be preloaded for you.

You will be pre-registered for the appropriate seminar. It will show up here:

**Current Schedule**

<input checked="" type="checkbox"/>	CRN #	Status	Section	Subject	Course	Day/Time/Location	Credits	Day/Evening
<input checked="" type="checkbox"/>	90789	Enrolled	F04	TS	222	M 9:30am - 10:50am	0	Day

**Schedules**

Generate Schedules

# SCHEDULE PLANNER

## STEP 7

Under **Add Course**, use the dropdown menu next to **Subject** and **Course** to search for the desired course. When finished, click **Add Course**. Then click **Done**.

### Add Course

By Subject    Search by Course Attribute    Search By Section Attribute    Search By Instructor

Subject GB

Course 112 Tools and Concepts in Accounting a...

< Done    + Add Course

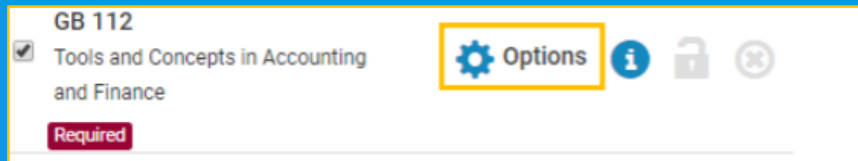
**GB 112 - Tools and Concepts in Accounting and Finance**

The primary objective of this course is to provide a foundational understanding of accounting and finance concepts and tools. This course takes students from double-entry accounting through to an elementary understanding of how to construct financial statements. It introduces the use of these statements as the basis for ratio analysis and budgeting. Students begin their study of the basic time value of money concepts that are the foundation for basic valuation techniques for both financial securities and projects valuation.

# SCHEDULE PLANNER

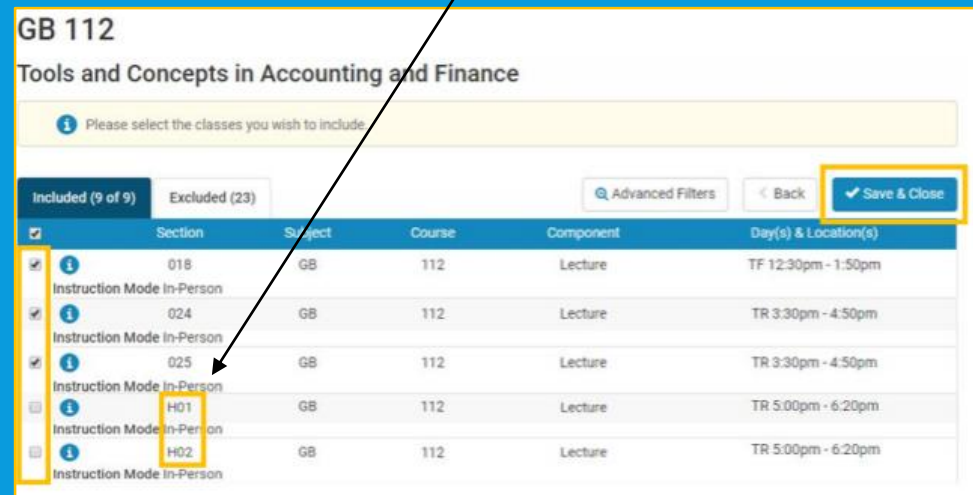
## STEP 8A

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



## STEP 8B

Under the selected course, select/deselect the check boxes corresponding to each section according to preference. Unselect any section you do not want or cannot take (e.g. unselecting Honors Courses if you are not enrolled in the Honors program). Then press **Save & Close**.





# SCHEDULE PLANNER

## STEP 9

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

Use the **Breaks** feature to remove course options that conflict with other responsibilities (e.g. work or sports schedule).

The screenshot displays the 'Schedules' section of the planner. At the top, there are two buttons: 'Generate Schedules' (highlighted with a yellow box) and 'Shuffle'. Below these is a green informational message: 'Looks like you have many scheduling options! Try using breaks, locks and course options to narrow your results. Generated 1000+ Schedules'. Underneath is a 'Compare' button and a message: 'Select at least two schedules to compare side by side'. At the bottom of the Schedules section, there is a 'View' button (highlighted with a yellow box) next to a search icon and a list of course IDs: 'EXP-101L-001, GB-110-004, GB-112-004, HI-350-E01, MA-123-001'. To the right, the 'Breaks' section is visible, featuring a '+ Add Break' button (highlighted with a yellow box). Below this button, there is a 'Select All' checkbox (checked) and a 'Work' entry with a checkbox (checked) and the text 'MW - 12:00pm to 2:00pm'. There are also 'Edit' and 'Remove' icons for the 'Work' entry.

Select **Add Break**, create desired break, and select the checkbox.

# SCHEDULE PLANNER
















## STEP 10

Once you have decided on a schedule, at the top of the page, click **Send to Shopping Cart**. This returns you to **Workday Student**.

Schedule Planner Text Only Help Sign out

Back Print Email Send to Shopping Cart Heart Shuffle

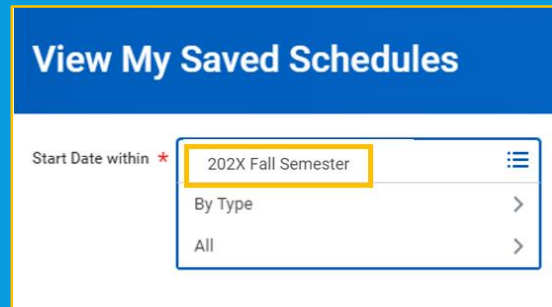
*You are viewing a potential schedule only and you must still register.*

	Subject	Course	Section	Title	Instructor	Seats Open	Day(s) & Location(s)	Day/Evening	Credits
  	EXP	101L	001	Expository Writing I: Critical Thinking and Writing with Lab	Nathaniel Hodes	18	MW 8:00am - 10:50am		3
  	GB	110	004	Legal and Ethical Environment of Business	Liz Brown	32	TF 9:30am - 10:50am		3
  	GB	112	004	Tools and Concepts in Accounting and Finance		33	TF 8:00am - 9:20am		3
  	HI	350	E01	Serfs, Slaves and Sojourners: The Minority Experience in the United States	PJ Dickson	22	W 6:30pm - 9:10pm		3
  	MA	123	001	Applied Calculus for Business I	Allen Green	30	R 8:00am - 10:50am		3

# BACK TO WORKDAY

## STEP 11

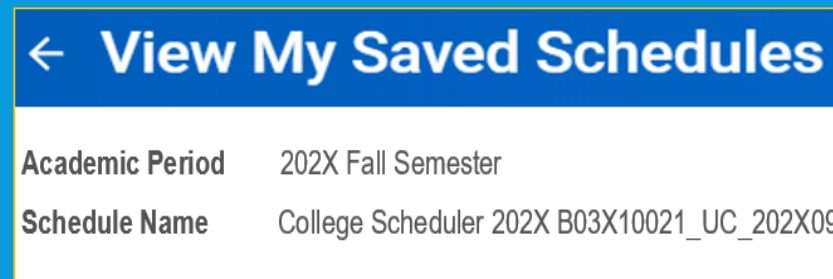
Under **View My Saved Schedules**, select **2021 Fall Semester** in the **Start Date within** drop down bar. Select **OK** below.



The screenshot shows a blue header with the text "View My Saved Schedules". Below the header, there is a label "Start Date within \*" followed by a dropdown menu. The dropdown menu is open, showing three options: "202X Fall Semester" (which is highlighted with a yellow box), "By Type", and "All". To the right of the dropdown menu is a hamburger menu icon. Below the dropdown menu, there are two buttons: "OK" (orange) and "Cancel" (grey).

## STEP 12

Under **View My Saved Schedules**, you should be able to see "2021 Fall Semester", and **Schedule Name**, which indicates that the courses are imported from College Scheduler (Schedule Planner).



The screenshot shows a blue header with a back arrow and the text "View My Saved Schedules". Below the header, there is a table with two rows of information:

<b>Academic Period</b>	202X Fall Semester
<b>Schedule Name</b>	College Scheduler 202X B03X10021_UC_202X09

# REGISTERING IN WORKDAY

## STEP 13

If you are currently eligible to register for courses, you will see a **Start Registration** button below the table. Click **Start Registration**.

Course	Units	Sections			
		Section	Section Status	Instructional Format	Instructor
EXP 101L - Expository Writing I: Critical Thinking and Writing with Lab	3	EXP 101L-001 - Expository Writing I: Critical Thinking and Writing with Lab	Open	Lecture	Nathaniel Hodes
GB 110 - Legal and Ethical Environment of Business	3	GB 110-004 - Legal and Ethical Environment of Business	Open	Lecture	Liz Brown
GB 112 - Tools and Concepts in Accounting and Finance	3	GB 112-004 - Tools and Concepts in Accounting and Finance	Open	Lecture	
HI 350 - Serfs, Slaves and Sojourners: The Minority Experience in the United States	3	HI 350-E01 - Serfs, Slaves and Sojourners: The Minority Experience in the United States	Open	Lecture	PJ Dickson
MA 123 - Applied Calculus for Business I	3	MA 123-001 - Applied Calculus for Business I	Open	Lecture	Allen Green

4

**Start Registration** View Schedule Add Course Edit Remove

# REGISTERING IN WORKDAY

## STEP 14

Under Register from Saved Schedule, at the bottom of the page, click Register. *You are not registered until you complete this step.*

### Register from Saved Schedule

**Academic Period** 202X Fall Semester

GB 110 - Legal and Ethical Environment of Business  
3 Units

GB 112 - Tools and Concepts in Accounting and Finance  
3 Units

HI 350 - Serfs, Slaves and Sojourners: The Minority Experience in the United States  
3 Units

MA 123 - Applied Calculus for Business I  
3 Units

[Register](#) [Cancel](#)

### Register from Saved Schedule

Successfully Registered Courses 5 items

Course	Section
EXP 101 - Expository Writing I: Critical Thinking and Writing	EXP 101-023 - Expository Writing I: Critical Thinking and Writing
GB 110 - Legal and Ethical Environment of Business	GB 110-009 - Legal and Ethical Environment of Business
GB 112 - Tools and Concepts in Accounting and Finance	GB 112-009 - Tools and Concepts in Accounting and Finance
IT 101 - Information Technology and Computer System Concepts	IT 101-008 - Information Technology and Computer System Concept
MA 123 - Applied Calculus for Business I	MA 123-005 - Applied Calculus for Business I

[View Registered Courses](#) [View Student Account](#)

# CONFIRMING YOUR REGISTRATION

## STEP 15

To see your registered courses in a weekly grid view, click **View Registered Courses**. Then select **View Schedule**.

### View My Courses

Undecided Business – BS (BS)

202X Fall Semester

[View Schedule](#)

My Enrolled Courses 6 items

	Course Listing	Units	Grading Basis	Section
Q	EXP 101L - Expository Writing I: Critical Thinking and Writing with Lab	3	Graded	EXP 101L-003 - Expository Writing I: Critical Thinking and Writing with Lab
Q	GB 110 - Legal and Ethical Environment of Business	3	Graded	GB 110-016 - Legal and Ethical Environment of Business

	Mon	Tue	Wed	Thu	Fri
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					
6 PM					

Course Schedule Grid Data:

Day	Time	Course
Mon	12:30 PM - 1:50 PM	GLS 102-003
Tue	9:30 AM - 10:50 AM	GB 110-004
Tue	3:30 PM - 4:50 PM	GB 112-024
Tue	5:00 PM - 6:20 PM	IT 101-017
Wed	5:00 PM - 6:20 PM	GB 214-009
Thu	12:30 PM - 1:50 PM	GLS 102-003
Thu	3:30 PM - 4:50 PM	GB 112-024
Thu	5:00 PM - 6:20 PM	IT 101-017
Fri	9:30 AM - 10:50 AM	GB 110-004

# NEED HELP? COME TO DROP-INS

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

Day	Date	Time
Thursday	July 29, 2021	3:30pm – 5:30pm ET
Monday	August 2, 2021	10:00am – 12:00pm ET

[Zoom Meeting ID: 940 2493 7172](#)

# DROP-IN ACADEMIC ADVISING

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



# REGISTRATION IS NEXT WEEK!

- Registration opens at **10am ET on Wednesday, August 4, 2021**
  - It closes at **9:59am ET on August 5, 2021**
- We will be **available via Zoom that day from 10am ET until 3pm ET** should you need help:
  - [Meeting ID: 912 9522 0253](#)

# 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>
- Register 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](mailto:academic_services@bentley.edu)

# STAY INFORMED AND GET CONNECTED

Undergraduate Academic Services:

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



Bentley University Academic Advising



@BentleyAdvising