

ADVISING BRIEF

Newsletter from Undergraduate Academic Services

Jennison 336

Academic_Services@bentley.edu

781.891.2803

Spring 2022 Academic Advising Drop-ins

Monday-Friday
11am-3pm ET
(in person)
Jennison 336

Spring Break

There are no classes
March 14th-18th.
Administrative offices
will be open.

Programs & Events

Details about spring programming can be found at:
bentley.edu/offices/academic-services/programs-and-events

Sophomores: Declare Your Major by March 4th

If you enrolled at Bentley in Fall 2020, please declare your major by Friday, March 4th. You can use this Step-by-Step Guide to change your Program of Study (major) from Undecided Business/Liberal Arts to your desired major. If you are choosing a major in Finance, Management, IDCC, or Language, Culture, & Business, you need to select a concentration for the major to fully populate. The Registrar's office processes all Program of Study declarations and it may take a few business days before you see the change in Workday or DegreeWorks.

Can't Attend Your Advising Appointment?

Academic advising appointments are quite popular. If you have an appointment scheduled but can no longer attend, please cancel your appointment as soon as you realize you cannot attend. This will give other students the opportunity to utilize that appointment time.

Course Away

To receive credit for approved courses away, you must request an official transcript from the outside institution and have it sent to the Office of the Registrar at registrar@bentley.edu. If the transcript needs to be sent via mail, it should be directed to: Bentley University/Office of the Registrar- Rauch 111- Course Away/175 Forest Street/Waltham, MA 02452. Transcripts for winter courses away are due by March 15th, which is also the day we will begin reviewing requests for summer 2022.

**Attention
New
Students!**



Please submit all prior (AP/IB/TC) credit by March 15th. Doing so will ensure that your DegreeWorks audit is updated. As a reminder, Undergraduate Admission cannot award credit until all final transcripts are received.

Advising 101: What is Double Dipping/Counting?

Double dipping/Double counting is an unofficial term used at Bentley to describe one course meeting multiple degree requirements.

Curriculum policy determines double dipping/counting rules. Your DegreeWorks audit will typically indicate which courses fulfill multiple requirements for your degree program once the program is declared and you have registered for the course. Please speak with an academic advisor if you have questions regarding double dipping. In general, the following guidelines should be kept in mind when assessing what can double count:

- A reminder that major and minor courses cannot double dip.
- General education, general business (GB), major, modern language requirements (BA majors), and elective courses are separate degree requirements. These courses cannot double dip.
- Courses counting towards a minor may not count towards a second minor and/or a LSM.

	Gen. Education Requirements	General Business Courses	Major	Electives
Minors	✘	✔ <i>*Business Studies minor only</i>	✘	✔
Course Focus Requirements	✔	✘	✔	✔
Liberal Studies Major (LSM)	✔	✘	✔ <i>*up to 2 classes</i>	✔

Plan of Study for Fall 2022/Spring 2023 Study Abroad

If you were approved to study abroad next year, please be sure to look for today's email from our office with important information about the Plan of Study process.

This email includes:

- details about creating a long-range academic plan that includes your term abroad and all remaining degree requirements
- information about workshops and PopUp events where you can receive advising guidance as you prepare your plan

All plans of study are due to GA_PlanOfStudy@bentley.edu by Sunday, March 6th.