

ADVISING BRIEF

Newsletter from Undergraduate Academic Services

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Making Changes to Your Fall Schedule?

After you make those changes, be sure to check View My Courses in the Academics section of Workday to confirm your current schedule.

A reminder to also check your DegreeWorks audit to see how each of your fall classes apply to your degree requirements. Please be sure to click **Process New** at the top to refresh the audit and ensure it is reflecting the most current information.

Seniors: Apply for Program Completion

If you are completing your degree requirements this fall, please be sure to apply for program completion in Workday. A step-by-step guide for doing so can be found at <https://www.bentley.edu/offices/workday-student/students>.

A reminder that degree conferral takes place in late February/early March for students who complete all degree requirements at the end of the fall term.

Connecting with Advising:

The Advising team is focused on drop-ins this week to assist as many students as possible before the add/swap and drop deadlines. Please join us for drop-ins for a question related to your fall schedule. If your question is not time-sensitive, please schedule an appointment for later this month.

You now have the option to select how you would like to meet in the advising system in Workday. Learn more on page 2.



Fall Drop-In Hours

Sept. 7-Sept. 17	Monday-Friday
8:30am-9:30am ET	11am-3pm
3:30pm-4:30pm ET	(in-person)
Zoom Meeting ID:	Jennison 336
210 770 506	

Key Deadlines:

Add/Swap deadline:
Monday, September 13

Drop deadline:
Monday, September 20

Pass/Fail Declaration deadline:
Monday, September 20

Disability Services

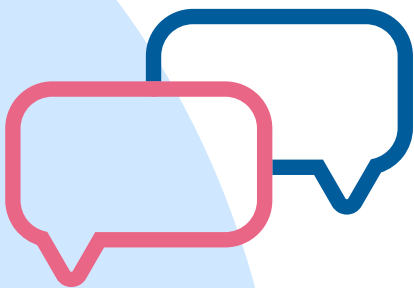
Disability Services provides equal educational opportunities for all full- and part-time students with diagnosed disabilities through an accessible, equitable and inclusive learning environment. Our accommodations and services are designed to promote individual growth and self-advocacy for students with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

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Connecting with Academic Advising



Drop-ins: Drop-ins are 10-15 minute advising sessions to discuss quick academic questions. Typically staffed by a peer advisor, drop-ins are available on a first-come, first-served basis from 11am to 3pm on weekdays. A professional advisor is also available upon request.

Appointments: Appointments are made in advance with your assigned academic advisor or another professional advisor. Appointments are up to 30 minutes to address more in-depth questions/concerns or long-range planning.



PopUp Academic Advising: PopUp Academic Advising is a special advising opportunity held at key times/locations during the term. During PopUp sessions, students will have an opportunity to briefly speak with an advisor.

You can now choose a modality when making an academic advising appointment

There are three ways to search for an available appointment: by **modality** (in person or online), **date/time**, or **advisor**. Scroll down and use the filters on the lower left of the screen.

If you select **In Person** under **How would you like to meet?**, you will see only appointment availabilities in person. If you select **Online**, you will see only online options.

Please note: If you do not select a modality, you will be randomly assigned based on availability during your preferred time.

The screenshot shows the 'New Appointment' interface. On the left, there are filters for 'All Filters', 'Service' (Advising, Graduation Check), 'Pick a Date' (calendar for August 2021), 'Staff' (Search by name), and 'How would you like to meet?' (Search by name). The main content area displays 'Undergraduate Academic Services' with a list of dates and time slots. A callout box highlights the 'How would you like to meet?' dropdown menu, showing options for 'In Person' and 'Online'.