Registering for Your First Term Courses (Transfers)

Adding courses using Schedule Planner

STEP 1

Go to my.Bentley.edu and click on the **Workday** icon.

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.

STEP 3

Download the Microsoft Multi-Factor Authentication (MFA) app to access Workday. If you are having difficulty signing in, contact the Bentley Help Desk at: (781) 891-3122.

BENTLEY UNIVERSITY

@falcon.bentley.edu

Approve sign in request

🔒 Open your Microsoft Authenticator app and approve the request to sign in.

I can't use my Microsoft Authenticator app right now

More information

Please enter your Bentley email address and password. Need help? Students call 781.891.3122, Faculty & Staff call 781.891.2854

STEP 4

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

Applications
3 items

Finances   Academics   Favorites
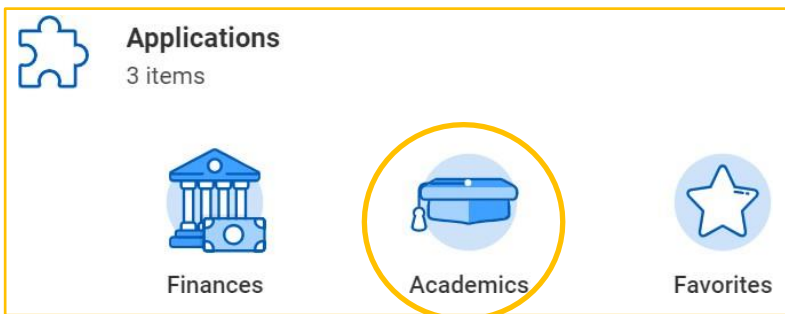
STEP 5

Under **Planning & Registration** in the right panel, click on **Schedule Planner (undergraduate students only)**.
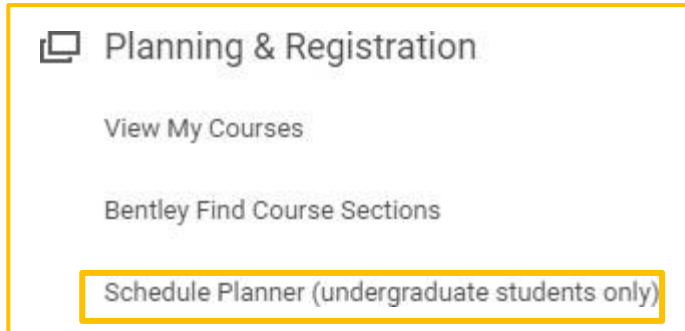
STEP 6

In **Schedule Planner**, to the right of **Courses**, click **Add Course.** (Note: some courses are preloaded for you.)

STEP 7

Under **Add Course**, use the dropdown menu next to **Subject** and **Course** to search for the desired course. To limit your initial search, use the tab **Search by Course Attribute** and choose an appropriate attribute (e.g. "Culture, Change and Behavior" or "Honors"). When finished, click **Add Course**. Then click **Done**.

Add Courses

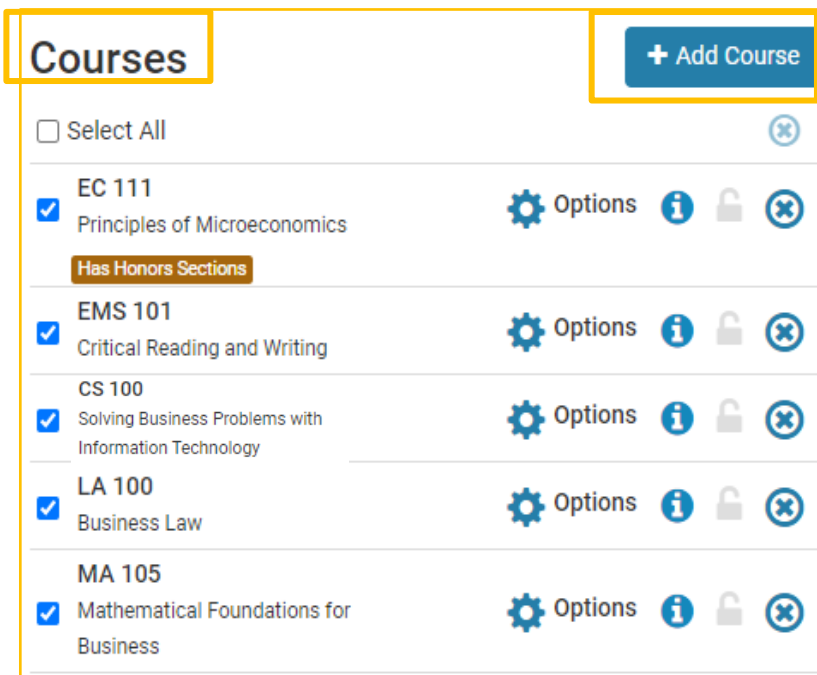| By Subject | Search by Course Attribute | Search By Section Attribute | Search By Instructor |

Subject: GLS - Global Studies ▼

Course: 101 Globalization ▼

Global Studies 101 - Globalization

The world is becoming increasingly interconnected and interdependent. The revolutionary changes in information and communication technology and the collapse of the Cold War international system in recent decades have been driving the flow of goods, services, capital, people, ideas and images across the globe at an unprecedented speed. This course begins with an introduction defining what globalization is and is not, why everyone is talking about it, and what forces are pushing it. The cour...

Show More

Search by subject area and choose a specific course from those listed.

‹ Done   + Add Course

STEP 8A

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

☑ **CS 100**
Solving Business Problems with Information Technology   ⚙ Options ℹ 🔓 ⊗

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**.

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**
333602	1	PH	101	Lecture	TF 11:00am - 12:20pm	In-Person
Instruction Mode: In-Person						
333603	2	PH	101	Lecture	TF 12:30pm - 1:50pm	In-Person
Instruction Mode: In-Person						
333604	3-H	PH	101	Lecture	TF 12:30pm - 1:50pm	In-Person
Honors Section						
Instruction Mode: In-Person						

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).

Schedules

❤ Favorites **3** | 📅 View Schedules

🔄 Generate Schedules | ⤨ Shuffle

Generated **20** Schedules ✕

📄 Compare ℹ Select at least two schedules to compare side by side

View 1 🔍 ☐ 111-EC-6, 101-EMS-1, 100-FDS-1, 100-LA-4, 105-MA-1

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

Breaks

+ Add Break

☑ Select All ⊗

☑ **Work**
MW - 12:00pm to 2:00pm ⚙ Edit ⊗

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 | | | | | | ♡ | ⤨ Shuffle |

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

		CRN #	Subject	Course	Section	Title	Instructor	Seats Open	Day(s) & Location(s)	Day/Evening	Credits	Instruction Mode
🟩	ⓘ 🔓	333459	EC	111	6	Principles of Microeconomics		7	MTh 2:00pm - 3:20pm		3	In-Person
🟦	ⓘ 🔓	333177	EMS	101	1	Critical Reading and Writing	Martha Singer	20	MW 8:00am - 9:20am		3	In-Person
🟥	ⓘ 🔓	333133	CS	100	1	Solving Business Problems with Information Technology	Yuan Li	25	MW 5:00pm - 6:20pm		3	In-Person
🟧	ⓘ 🔓	333942	LA	100	4	Business Law		33	MW 9:30am - 10:50am		3	In-Person
🟥	ⓘ 🔓	333382	MA	105	1	Mathematical Foundations for Business	Willem Wallinga	28	M 6:30pm - 9:10pm		3	In-Person

STEP 11

Under **View My Saved Schedules**, select the Fall or Spring semester you are registering for (or enter term and actual year) in the **Start Date within** drop down bar. Select **OK** below.

View My Saved Schedules

Start Date within * | 202X | Semester | ☰
By Type | >
All | >

OK   Cancel

STEP 12

Under **View My Saved Schedules**, you should be able to see the Fall or Spring semester you are registering for and **Schedule Name**, which indicates that the courses are imported from College Scheduler (Schedule Planner).

← **View My Saved Schedules**

Academic Period	202X	Semester
Schedule Name	College Scheduler 202X B03X10021_UC_202X09	

STEP 13

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

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

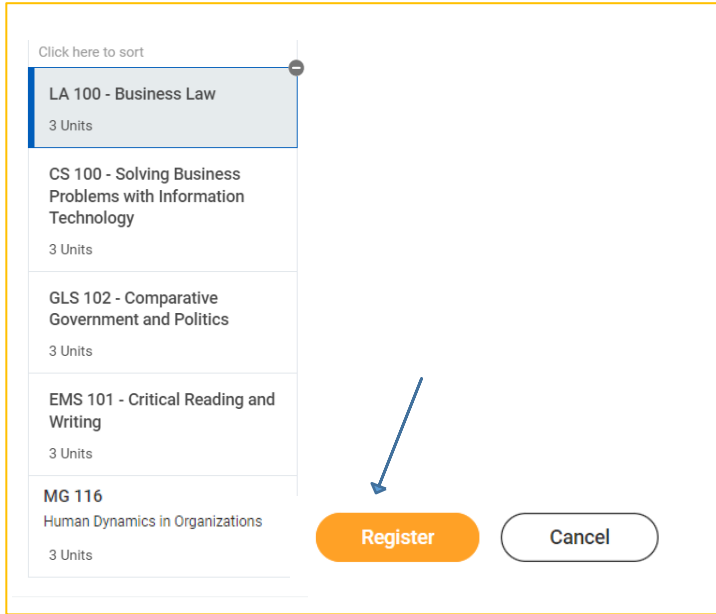Start Registration   View Schedule   Add Course   Edit   Remove

STEP 14

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

Click here to sort

LA 100 - Business Law
3 Units

CS 100 - Solving Business Problems with Information Technology
3 Units

GLS 102 - Comparative Government and Politics
3 Units

EMS 101 - Critical Reading and Writing
3 Units

MG 116
Human Dynamics in Organizations
3 Units

Register   Cancel

STEP 15

This is an example of what you will see if you successfully registered for courses.

Successfully Registered Courses 5 items

Course	Section	Meeting Times
LA 100 - Business Law	LA 100-3 - Business Law	
MA 233 - Calculus III	MA 233-1 - Calculus III	
MG 116 - Human Dynamics	MG 116-1 - Human Dynamics in Organizations	T/F | 9:30 AM - 10:50 AM
EMS 101 - Critical Reading and Writing	EMS 101-44 - Critical Reading and Writing	T/Th | 3:30 PM - 4:50 PM
CS 100 - Solving Business Problems with Information Technology	CS 100-2 - Solving Business Problems with Information Technology	W | 11:00 AM - 1:50 PM

STEP 16

To see your registered courses in a weekly grid view, click **View Registered Courses**. Then select **View Schedule**. As a reminder, we generally do not recommend taking more than two academic courses in a row or more than three academic courses in a day.

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)

202X   Semester

[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

	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		