

Looking Forward Spring 2021



New Student Academic Overview

WELCOME!

Meghan Charbonneau
Senior Academic Advisor
Undergraduate Academic Services



OVERVIEW

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

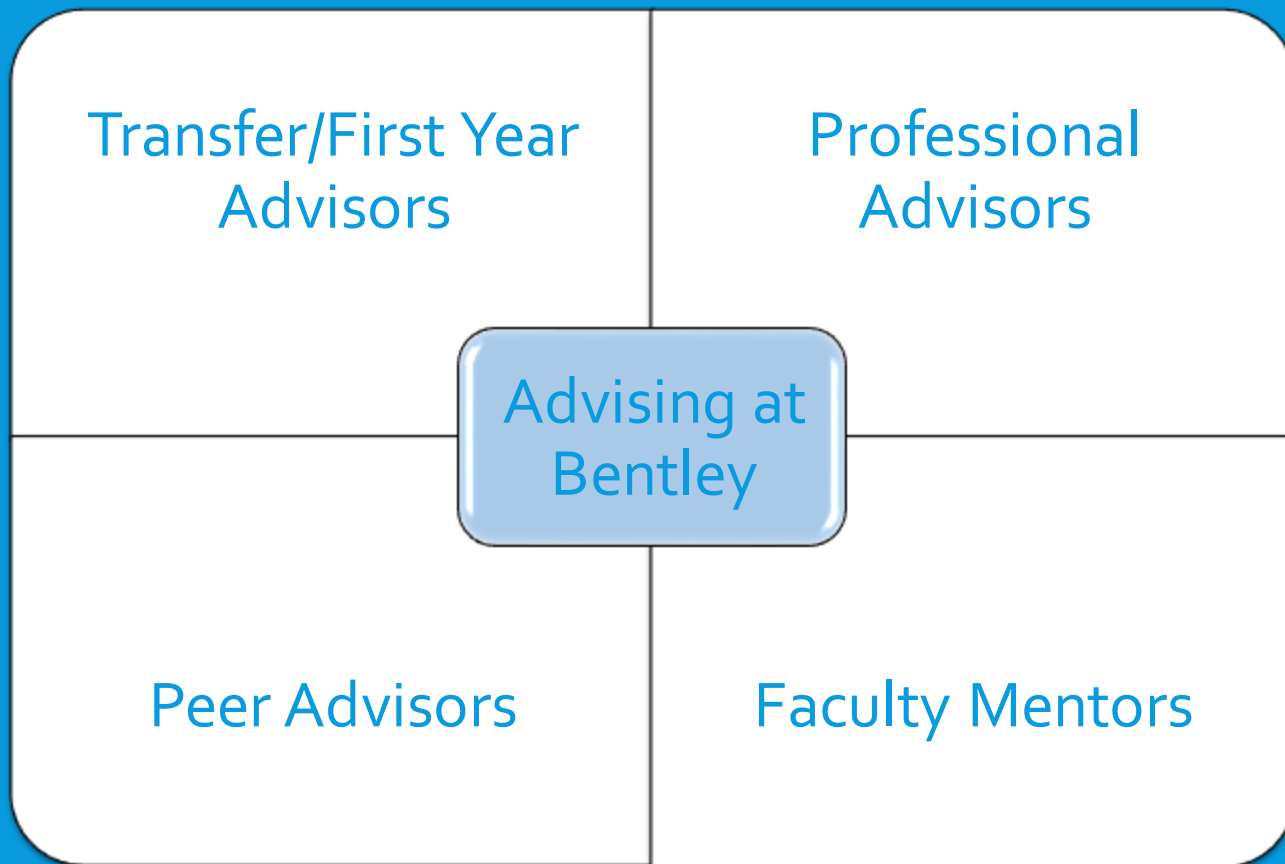
about **academic advising @ Bentley**.

the basics regarding the **Bentley curriculum**.

about **academic opportunities** available to you.

how your **spring course schedule** will be built.

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



- Esen Dukanci
 - Administrative Assistant

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:

Stephanie S. Brodeur, CRC, LRC
Director

Steph Bohler, M. Ed.
Associate Director

781.891.2004

PEER ADVISING TEAM



Peer Advisors
are available
for Zoom drop-in visits

Monday – Friday
11:00 am - 3:00 pm ET

Meeting ID: 210 770 506

Curriculum Basics

This is a Degree Requirement Summary (DRS).

It is a paper/PDF version of a Bentley degree audit.

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 I¹
- () EXP_____ Expository Writing II¹
- () _____ Literature/Cinema/EMS²
- () MA_____ Mathematical Science I³
- () MA_____ Mathematical Science II³
- () NASC_____ Natural Science (4cr)⁴
- () _____ 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^{5,8}
- () _____ Humanities/Social Science Elective^{6,8}
- () _____ Business Related Elective^{6,8}
- () _____ Arts & Science Elective^{6,8}
- () _____ Arts & Science Elective^{6,8}
- () _____ Arts & Science Elective^{6,8}
- () _____ Arts & Science Elective^{6,8}
- () _____ Unrestricted Elective^{6,7,8}
- () _____ Unrestricted Elective^{6,7,8}

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

First Year Seminar OR 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 (1st Semester) ↔ MA 126 (2nd Semester)

MA 123L (1st Semester) ↔ MA 126L (2nd Semester)

MA 131* (1st Semester) ↔ MA 139* (2nd Semester)

**Note: MA 131 and 139 is 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)

INSIDE THE DRS

ELECTIVES (may vary based on major)

MA/NASE _____

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

- 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.

First Year Seminar (FS 111)

- 10 weeks
- One credit, required course

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 Seminar (CDI 101)

- 6 weeks (second half of the 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:

- 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 (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 automatically 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.

- **Advanced Standing Credit Evaluation**

A detailed list of all prior credit you earned (TC, IB, AP) prior to coming to Bentley for first year 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)

TC = Transfer Credit

IP = In Progress

IB = International Baccalaureate

AP = Advanced Placement

NT = Needs Transcript

** = FI 100 by Jan 12th


(Students who need this have been contacted directly by Admission.)

March 15th is the
DEADLINE to submit prior
credit to Admission!

This is a planning tool and not an official academic record. Please refer to the Academic Catalogue.

MG

DEGREE REQUIREMENT SUMMARY
B.S. IN MANAGEMENT



GENERAL EDUCATION REQUIREMENTS

IT 101 Information Technology

TC EXP 101 Expository Writing I¹

IP EXP 201 Expository Writing II¹

_____ Literature/Cinema/EMS²

IP MA 131 Mathematical Science I³

MA 139 Mathematical Science II³

NASC _____ Natural Science (4cr)

_____ Global Studies: GLS 100,101,102,105 or 116

HI _____ History

PH 101 Problems of Philosophy

PS/SO _____ Behavioral Science

IP EC 111 Principles of Microeconomics

EC 112 Principles of Macroeconomics

WV 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 Acct. & 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

MAJOR REQUIREMENTS

MG 240 Interpersonal Relations in Management

MG 345 Organization, Society and Responsible Management

MG _____ Management Global Elective⁴

MG/PRS _____ Management/Professional Sales Elective⁵

MG/PRS _____ Management/Professional Sales Elective⁵

MG/PRS _____ Management/Professional Sales Elective⁵

TC MK 342 Management-Related Elective⁶

_____ Management-Related Elective⁶

ELECTIVES^{7,8}

MA/NASE _____ Math or Natural Science Elective

_____ Humanities/Social Science Elective

IP MK 160 Business Related Elective

_____ Arts & Science Elective

_____ Arts & Science Elective

_____ Arts & Science Elective

_____ Arts & Science Elective

_____ Arts & Science Elective

TC BE 1200 Unrestricted Elective

TC BE 1100 Unrestricted Elective

COURSE FOCUS REQUIREMENTS

U.S. Diversity Intensive (D)

International Intensive (I)

Communication Intensive (C)

Communication Intensive/Major (MG 240)

Approved Minor in _____

Office Notes:

** - FI 100 Needed

IP- Course in progress

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.

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.

1. Placement in this course is determined by the English and Media Studies department.
2. Requirement may be fulfilled with any LIT/CIN/EMS course or MLCH 402, MLPR 304, MLT 304, MLSP 301, 404, or 405.
3. The Math sequence consists of either MA 125 & MA 126 or MA 131 & MA 139, depending upon departmental placement.
4. The Management Global elective can be fulfilled by choosing one designated Global MG course: MG 331, MG 332, MG 334, or MG 340 (Global issues only).
5. Any MG or PRS course not required fulfills MG elective requirements.
6. All AC, AP, FI, IDCC, IPM, MG, MK or PRS courses not otherwise required; any LA course numbered 200 or higher (except for LA 402), ID 350, EC 224, 273, 311, 315, 333, 346, 361, 373, 374, 375, 377, 402, & 454 and CS 350, 360, 401, 402, 421, 440, & 460, SO 263.
7. Elective guidelines are available on the Registrar's website.
8. An optional 12-credit minor program must be pre-approved by the appropriate academic department. Minor courses must come from the elective section.

STANDARD COURSE LOAD FOR SPRING 2021

Spring 2021 Courses

Seminar 1 FS 111 or TS 222

Seminar 2 CDI 101

Academic Course #1

Academic Course #2

Academic Course #3

Academic Course #4

Academic Course #5

HONORS PROGRAM INFORMATION

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

Honors Program Requirements

- 4 specific honors courses: EXP101H, EXP201H, GB110H *or* GB112H, and EC111H *
- 5 Honors elective courses**
- Honors Capstone Experience

*If a student brings this course as AP or IB prior to arriving to Bentley, this will automatically become an elective honors course.

**Please refer to the [Honors Program Handbook](#) for information about Honors Program major courses and additional program requirements

*Email Honors Program Director, Professor Christian Rubio, with any questions:
CRUBIO@bentley.edu.*



REGISTRATION FOR SPRING 2021 CLASSES

THREE STEP PROCESS

1. Pre-Registration (now through January 5, 2021)
2. Academic Advising (January 6-8, 2021)
3. Complete Registration (January 12, 2021)

PRE-REGISTRATION

- Pre-Registration (now through January 5, 2021)
- New Students should
 - Be sure all official transcripts/test scores are sent to Undergraduate Admission for evaluation. Pay attention to subsequent email communications from them and Bentley Connect asking you for more information.
 - Fill out the [New Student Registration Information Survey](#) that was included in the email from our office. This information is important for us to have!
 - Make an advising appointment NOW for the beginning of January. An email was sent to your Bentley email account from kovalles@navigate.bentley.edu with a link to make an appointment.
- Advisors will
 - Assess all relevant prior credit, relevant placements from faculty, and survey results. On January 5, 2021, advisors will pre-register all new students for their MOST IMPORTANT spring courses.

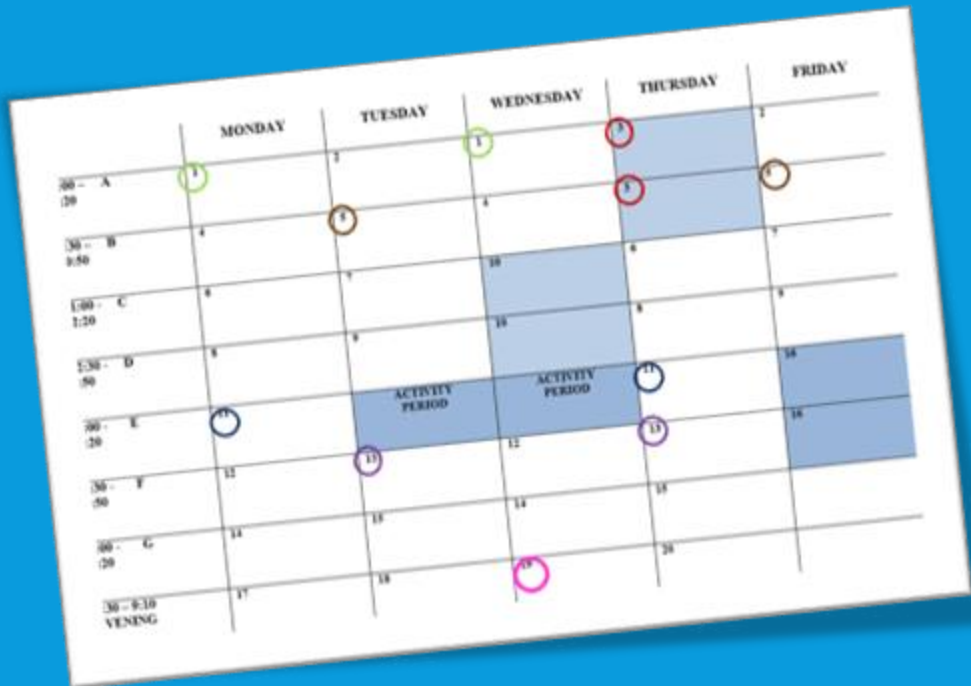
ACADEMIC ADVISING

- Academic Advising (January 6-8, 2021)
- New Students should prepare for advising appointment by:
 - Watching this video
 - Reviewing all emails from our office
 - Checking out our [webpage](#)
 - Making a list of any questions or concerns related to spring registration they would like to discuss with an academic advisor during their appointment. Please note the purpose of this appointment is to discuss spring registration. Students will have subsequent appointments over the spring term with their academic advisor to discuss additional topics.
- Advisors will:
 - Answer all spring registration questions
 - Walk students through important pieces of Workday and DegreeWorks
 - Send students any additional resources to support them through registration

COMPLETE REGISTRATION

- Complete Registration
(Beginning at 10:00 AM ET on January 12, 2021)
- New Students should:
 - Prepare to complete their registration on January 12, 2021 by choosing courses in advance according to the guidance received during their academic advising appointment.
 - Mark their calendars now! Add/Swap will open for ALL new students at 10:00 AM ET on January 12, 2021. This is the first opportunity to make changes to your spring schedule.
- Advisors will:
 - Be available via Zoom Drop-Ins to assist from 10:00 AM – 3:00 PM ET. You will receive an email with the link a few days in advance.

MAKING YOUR SCHEDULE



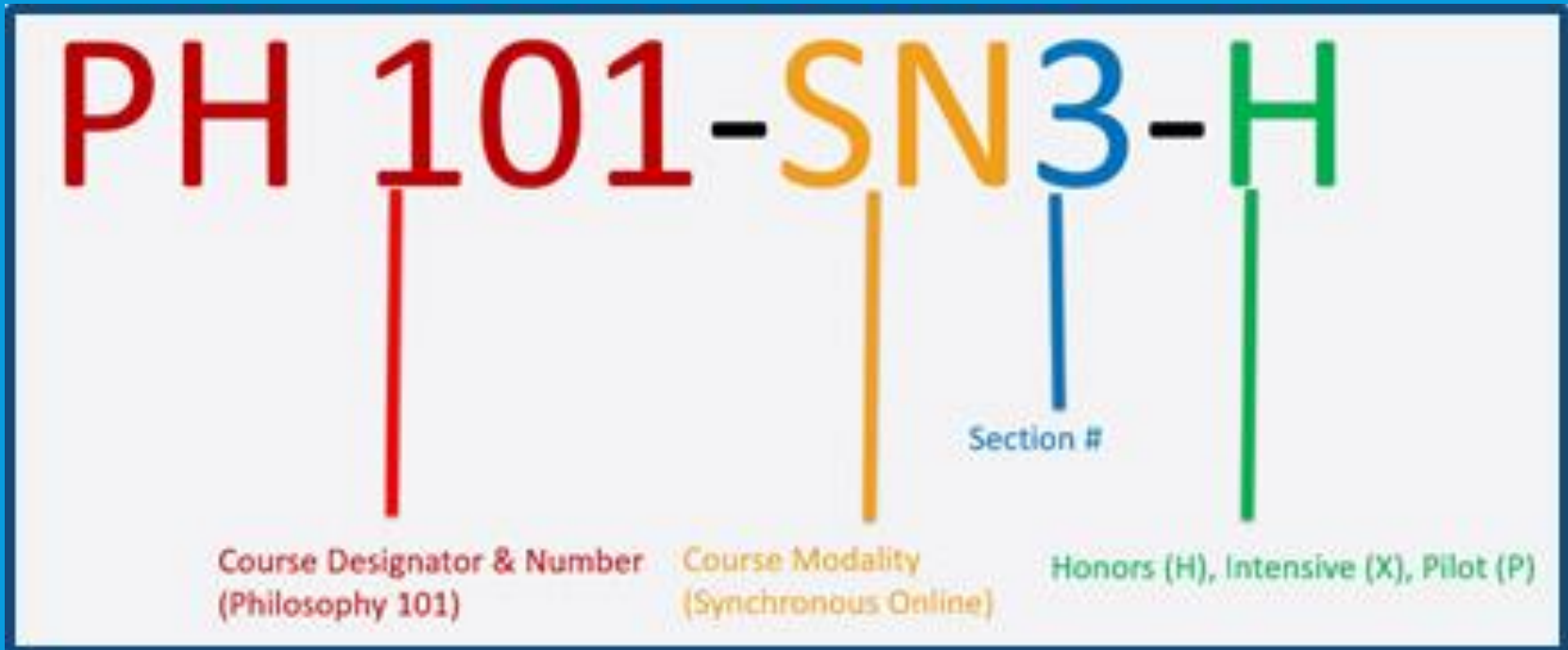
- Considerations for Registration

- Do not remove **MUST-TAKE** courses or seminars
- Student Athlete
 - 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 | |

UNDERSTANDING COURSE CODING



COURSE MODALITIES

Hybrid Classroom (HB)

Faculty member is in the classroom and some students attend class live in person while others attend live online, keeping classroom density at safe levels to allow for physical distancing.

Synchronous Online Learning (SN)

Faculty member and students are remote but interact in real time.

Asynchronous Online Learning (AL)

Faculty and students are completely online with no specific class time assigned for the course. Students can access class lessons at a time of their choosing. Online instructional materials can include recorded video lectures, interactive simulations, and discussion boards where classmates can share their views or ask questions.

*Course modality is subject to change

INTERNATIONAL STUDENTS

If you are a new student entering the U.S. for the first time in F-1 status, you must be registered in at least **one** hybrid (HB) course and attend that course in-person at least 50% of the time.

- Academic Services will pre-register you for one hybrid course. Be sure you do not remove it on January 12.
- For more expanded information about this, please see the [webpage](#) for the Center for International Students and Scholars.
- Please note: Students who are SEVIS transfers (i.e. studied in Fall 2020 in the U.S. in F-1 status at another school) do not need one Hybrid (HB) course.
- Contact CISS@bentley.edu for further information.

COMPLETING REGISTRATION

Please look at the following step-by-step guides to prepare to complete your registration via Workday on January 12:

[Adding Courses to Complete Registration](#)

[Course Modalities](#)

HELPFUL REMINDERS

- Have the appropriate webpage open, there are tools to assist you in the Registering section!
 - First Year Students: <https://www.bentley.edu/offices/academic-services/your-first-year>
 - Transfer Students: <https://www.bentley.edu/offices/academic-services/transfer-students>
- Do not remove your **MUST-TAKE** classes!
- Be kind to yourself, no more that 2 academic classes back-to-back and no more than 3 academic classes in 1 day!
- Your assigned advisor is your First-Year/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:

www.bentley.edu/offices/academic-services



Bentley University Academic Advising



@BentleyAdvising