

## Undergraduate waitlist process

The names of the links may differ slightly than appear in this documentation. However the process and flow for requesting a seat on a waitlist remains the same.

### STEP 1

Go to MyBentley (my.bentley.edu)

Select the “Waitlist request undergraduate students” link in the Announcements section

### STEP 2

Read the left-hand panel for details on the waitlist process.

Select the department from the right-hand panel to request waitlist placement.

Please note the list you see on the right may vary from what you see below as departments and/or courses are added, but, the general flow of the site and the process remains the same.

## Spring 2022 Registration Waitlist Site for Students

**Deadline is December 9, 2021 at 4:30 pm ET for submitting Waitlist request form!!**

During your registration time, if you are closed out of a course you need for graduation, complete the appropriate department form to be added to the waitlist. **Submit one form for each course you need.** If you submit multiple requests for the same course, only the latest one will be considered. If you are registered from a waitlist, you will get an email sent to your Bentley email address from the Registrar’s Office. Requests will be processed in a timely manner, but please be patient.

**After your initial registration time, you may add yourself to a waitlist using these forms from November 9, 2021 through 4:30pm ET on December 9, 2021. No new requests will be honored after December 9th, so please plan accordingly. Please note: students are only allowed to submit a waitlist request**

Links to Waitlist forms

[Accountancy Department including GB 112 and GB 212 waitlist request](#)

[CIS Department including IT 101 waitlist request](#)

[Economics Department waitlist request](#)

[English & Media Studies Department \(EXP, COM, CIN, EMS, LIT and MC courses\) waitlist request](#)

[Finance Department waitlist request](#)

[GB 213 waitlist request](#)

[GB 310 waitlist request](#)

### STEP 3

- Complete the waitlist form and submit
- If the course is not on the list, you will need to wait for drop, add and swap.
- Your request will be accessed by the academic department and evaluated.
- If your request is approved, you will be sent an email from the Registrar's Office. You will have one business day to respond.
- Please do not contact faculty or department chairs directly about the waitlist. They will refer you to the form.