

For Advanced Standing Students beginning the **graduate portion** of their program:

## REGISTRATION GUIDELINES AND INFORMATION

Please read the all the information below carefully to ensure a successful registration.

### Students starting their MSA, MBA, MSBA, or MSF/MSFA:

- Advanced Standing graduate records has been entered into Workday. Students should've received a registration form via email. If your graduate record hasn't been added, please contact our office by email at [registrar@bentley.edu](mailto:registrar@bentley.edu).
- Graduate waivers and courses that students completed have also been articulated into their graduate record in Workday. If you're currently taking graduate courses this semester, it will be articulated at the end of the Spring semester.
- Students should only register for Fall graduate courses towards their graduate degree if their expected completion semester for their undergraduate degree is Spring or Summer 2025.
  - If you're not on track to be complete with your undergraduate degree before the Fall 2025 semester, notify our office immediately at [registrar@bentley.edu](mailto:registrar@bentley.edu) and copy your undergraduate academic advisor.
- Your full graduate degree audit will not be available to view in Degree Work until late August. To know your degree program requirements and what courses to take, please visit the Graduate Academic Programs site [here](#) to view your intended program of study.

### FAQ's for Advanced Standing Students transitioning into their graduate degrees (MSA, MBA, MSBA, MSF/MSFA)

- You cannot start/finish your UG and GR records in the same term. (Ex: If you plan on completing your UG degree requirements Fall 2025, you cannot start your GR degree in the Fall. You will be a Spring start for your graduate degree).
- You can't register for courses you've already taken the UG course equivalences for.
  - Please review the course equivalences list on the Registrar site [here](#).
- You can't register for GR 500 level foundation courses, BID, or HF course sections.
- Additional information regarding registration can be found on the [Registration Hub](#)



If you have advising questions or concerns, please contact [GA\\_Gradvising@bentley.edu](mailto:GA_Gradvising@bentley.edu)  
You can also attend **Peer Advising Drop-In Hours**. No appointment needed. Simply drop in person (Jennison 336), on [zoom](#), or by phone (781.891.2348) Monday -Thursdays from 11-4pm.