

Graduate

SUMMER 2025 REGISTRATION CHECKLIST



Courses are available to view in Workday.
Registration appointment times are also posted in Workday.
Check out the [Registration Hub](#) for all information regarding registration.

Checklist



Check your holds in Workday

Past Due Balance, Leave of Absence, Vaccination, and Health holds will prevent you from being able to register for courses in Workday. Make sure you clear your holds prior to registration.

Review your degree audit

Login into [Degree Works](#) to make sure that all of the courses you have taken and still need to take are being reflected. Be sure to click "Process New" to refresh your audit. Contact us if your audit needs adjusting.

Add Courses to Saved Schedule in Workday

Knowing which courses you want to register for will save you time during the registration process.

IMPORTANT: You will need to login into Workday > Academics > Saved Schedule and click REGISTER during your registration appointment time to successfully enroll in the courses in your saved schedule.

Meet with your Academic Advisor or Peer Advisor in Graduate Advising

If you need assistance with course planning or have any questions, you may [schedule an appointment](#) with an academic advisor.

Drop In Hours

Peer Advisor Drop-in Hours

Monday thru Thursdays from 11-4pm.
No appointment needed. Simply drop by
Jennison 336, on [zoom](#), or by phone
(781.891.2348)

Advisors

Alicia Haley – Students last name A-G
Christina Harrick – Students last name H-O
Iva Shosho – Students last name P-Z
Emma Zheng – Advanced Standing Students

You can also view your Academic Advisor in Workday

Graduates

Apply for program completion

If you plan to complete your degree in the Fall semester, please apply for program completion in Workday.

Adjust your expected completion date to **12/28/2025**.

Be sure to complete the Diploma Questionnaire immediately after!

Deadline: September 19, 2025

Contact

**GRADUATE
ACADEMIC ADVISING**

Jennison Hall 336
781.891.2348
GA_gradadvising@bentley.edu

**OFFICE OF
THE REGISTRAR**

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