



GRADUATE REGISTRATION Checklist

SPRING WINTER

 2026

Prepare for the upcoming registration period by reviewing the checklist below.

View Available Courses: Courses for the upcoming term are now available in Workday.

Check Your Registration Appointment Time: Your registration appointment time is posted in Workday.

Visit the Registration Hub: For complete details on registration steps, dates, FAQs, and helpful guides.

HOLDS IN WORKDAY AND REVIEW DEGREE AUDIT.

- ☐ **Clear your holds prior to registration.**
Past Due Balance, Leave of Absence, Vaccination/Health, and administrative holds will prevent you from being able to register for courses in Workday.
- ☐ Log in to Degree Works and click "Process New" to refresh your audit. Check that all completed and required courses are listed. Contact us if anything needs updating.

ADD COURSES TO SAVED SCHEDULE

- ☐ Having your courses planned ahead will make registration faster and easier.
- ☐ To enroll in your saved courses, log in to **Workday > Academics > Saved Schedule** and click **REGISTER** at your registration appointment time.

CHECK-IN WITH GRAD ADVISING

- ☐ If you need assistance with course planning or have any questions, you may **schedule an appointment** with a graduate academic advisor.
- ☐ **Academic Advising Drop-in Hours:**
 - Mon, Wed, and Thursday: 11AM-2PMSimply drop by **Jennison 336**, on **zoom**, by phone **(781.891.2348)**, or email **GA_gradvising@bentley.edu**

APPLY FOR PROGRAM COMPLETION

- ☐ If you plan to complete your degree in the Spring semester, **apply for program completion** in Workday.
- ☐ Adjust your expected completion date to **May 2026 (05/07/2026)**
- ☐ Complete the Diploma Questionnaire!



Deadline: January 26, 2026 but act fast!