

# GRADUATE

## SPRING 2025 REGISTRATION CHECKLIST



Courses are available to view in Workday.  
Your registration appointment times are posted in Workday.

### 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

- 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 an Academic Advisor in Graduate Advising

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

#### Apply for program completion for Spring 2025

- If you plan to complete your degree in the Spring semester, and haven't already, please apply for program completion by **February 7, 2025** in Workday. Please adjust your expected completion date to **May 16, 2025** in Workday. Directions on how to Apply for Program Completion can be found [here](#). Be sure to complete the Diploma Questionnaire!

### 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)

### ACADEMIC ADVISORS

**Alicia Haley** - Students last name A-G  
**Christina Harrick** - Students last name H-O  
**Iva Shosho** - Students last name P-Z

\*You can also view your Academic Advisor in Workday\*

### [GRADUATE ACADEMIC ADVISING](#)

Jennison Hall 336  
781.891.2348  
[GA\\_gradadvising@bentley.edu](mailto:GA_gradadvising@bentley.edu)

### [OFFICE OF THE REGISTRAR](#)

Rauch 111  
781.891.2177  
[registrar@bentley.edu](mailto:registrar@bentley.edu)

### FAQS

Click [here](#) for additional registration information including semester dates, the billing schedule and more located on our registration hub!