

Undergraduate

FALL 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/ College Scheduler

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.

Attend Undergraduate Advising's Drop In Hours for course planning assistance

If you need assistance with course planning for registration or have any questions, please attend Advising Drop in Hours in Jennison Hall 336 or email UndergraduateAdvising@bentley.edu

Drop In Hours

Drop In Advising Hours (Jennison 336)

Daily Hours:

Monday - Friday: 11AM-3PM

Extended Drop Ins

March 27, 28, & 31: 11AM-4PM

April 1 & 2: 10:00AM - 12:00PM

April 3,4, &7: 11AM-4PM

April 8 & 9: 10:00AM - 12:00PM

Graduates

Apply for program completion

If you plan to complete your degree in the Fall semester, 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



UNDERGRADUATE ACADEMIC ADVISING

Jennison Hall 336
781.891.2803
Undergraduate
Advising@bentley.edu

OFFICE OF THE REGISTRAR

Rauch 111
781.891.2177
registrar@bentley.edu