



UNDERGRAD REGISTRATION Checklist

FALL 2026

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

View Available Courses: Course offerings 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, Financial Responsibility Agreement, 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/COLLEGE SCHEDULER

- 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.
- Use filters to quickly find course sections—like the **Low-Cost Materials** tag for budget-friendly options!

CHECK-IN WITH UG ADVISING

- Attend Undergraduate Advising's Drop-In Hours if you need assistance. with course planning in **Jennison Hall 336** or email UndergraduateAdvising@bentley.edu
- Regular Drop-In Hours:**
Monday - Friday: 11AM-3PM

***Extended Drop In Hours:**
March 26 -April 6: 11AM-4PM

PopUp Academic Advising (Outside 921)
Monday, March 30: 5:30PM -7:00PM

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 **December 2026 (12/15/2026)**
- Complete the Diploma Questionnaire!



Deadline: Sept 6, 2026 but act fast!