



UNDERGRAD REGISTRATION Checklist

SPRING WINTER

 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, 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/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.

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:**
 - October 30 - November 10: 11AM-4PM**PopUp Academic Advising (Outside 921)**
November 3: 5:30PM -7:00PM

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!**