Undergraduate waitlist process

The names of the links may differ slightly than appear in this documentation. However the process and flow for requesting a seat on a waitlist remains the same.

STEP 1

Go to MyBentley (my.bentley.edu)
Select the "Waitlist request undergraduate students" link in the Announcements section

STEP 2

Read the left-hand panel for details on the waitlist process.
Select the department from the right-hand panel to request waitlist placement.
Please note the list you see on the right may vary from what you see below as departments and/or courses are added, but, the general flow of the site and the process remains the same.

Spring 2021 Registration Waitlist site for students

Deadline is Wednesday, December 9th at 4:30 pm ET for submitting Waitlist request form!!

During your registration time, if you are closed out of a course you need for graduation, complete the appropriate department form to be added to the waitlist. **Submit one form for each course you need.** If you submit multiple requests for the same course, only the latest one will be considered. If you are registered from a waitlist, you will get an email sent to your Bentley email address from the Registrar's Office. Requests will be processed in a timely manner, but please be patient.

After your initial registration appointment, you may add yourself to a waitlist using these forms from November 10 at 7:00 am to December 9th at 4:30 pm ET. No new requests will be honored after December 9th, so please plan accordingly. Requests will be processed on a first come, first served basis, with priority given to students that need the course to graduate in May 2021 or October 2021.

Please do NOT add your name to a waitlist before your scheduled registration time, or your request will be deleted.

If your request can be accommodated you will be notified by December 16th. On December 16th, the waitlist process will end. No new seats will be offered from the waitlists. Any seats available for registration will be available directly via Workday on a first come, first served basis.

If you have questions, please contact the Registrar's office at registrar@bentley.edu or 781.891.2177.

Links to Waitlist forms

Accountancy Department including GB 112 waitlist request
CIS Department including IT 101 waitlist request
Economics Department waitlist request
English & Media Studies Dept (EXP, COM, MC courses) waitlist request
Finance Department waitlist request
GB 213 waitlist request
GB 310 waitlist request
GB 320 waitlist request
Global Studies Department waitlist request
History Department waitlist request
Honors courses waitlist request
IDCC Department waitlist request
IPM Department waitlist request
Law Department including ID 140 waitlist request
Management Department including GB 214, GB 215, GB 410 and PRS 339 waitlist request
Marketing Department including PRS 343 and PRS 399 waitlist request

Math Department waitlist request
Modern Languages Department waitlist request
Natural and Applied Sciences Department (NASC, NASE, PS courses) waitlist request
Philosophy Department waitlist request
Sociology Department waitlist request

STEP 3

- Complete the waitlist form and submit
- If the course is not on the list, you will need to wait for drop, add and swap.
- Your request will be accessed by the academic department and evaluated.
- If your request is approved, you will be sent an email from the Registrar's Office. You will have one business day to respond.
- Please do not contact faculty or department chairs directly about the waitlist. They will refer you to the form.