

# WINTER AND SPRING 2025 GRADUATE REGISTRATION



Winter and Spring 2025 courses are posted online and in Workday!  
Your registration appointment times are also posted in Workday!

**Monday, November 4** - Graduating Students  
**Tuesday, November 5** - Continuing & New Students

**FOR STUDENTS GRADUATING SPRING 2025:  
APPLY FOR PROGRAM COMPLETION FOR YOUR REGISTRATION TIME.**

Expected completion date is May 16, 2025 in Workday.  
Click [here](#) for directions.



## HOW TO FIND AND VIEW COURSE OFFERINGS IN WORKDAY:

- Log into Workday
- Select Academics widget app
- Under Planning & Registration section, select 'Bentley Find Course Sections'
- Enter Academic Period (Spring 2025)
- Select Academic Level' and click "ok"

Graduate students can only register for a **MAX of 4 courses per semester at their registration time.** If you need to register for a 5th course, please contact [ga\\_gradvising@bentley.edu](mailto:ga_gradvising@bentley.edu) for approval on or after Wednesday, November 6.

**[CLICK HERE FOR ADDITIONAL REGISTRATION INFORMATION INCLUDING A REGISTRATION, CHECKLIST, THE BILLING SCHEDULE AND MORE LOCATED ON OUR REGISTRATION HUB!](#)**

## waitlists

**If you are offered a seat in a waitlisted course, you will receive a notification on your workday inbox.**

- Choose one of the following:
  - **Submit**- Accept the waitlist offer and automatically register for the course.
  - **Drop**- Remove yourself from the waitlist.
  - **Deny**- Skip the seat offer, but stay on the waitlist.

### Important:

- Students have 48 hours to respond to the waitlist offer in workday.
- If you have any holds on your account, you will not receive a waitlist seat offer notification.
- You must meet the pre-reqs of the waitlisted course to receive the waitlist offer.
- Waitlisted students are reviewed based on priority and seat availability. Only those with particular concerns or compelling reasons to seek priority for a seat offer are to email [ga\\_gradvising@bentley.edu](mailto:ga_gradvising@bentley.edu)

[OFFICE OF THE REGISTRAR](#)

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

If you have any  
question/ concerns,  
feel free to contact us

[GRADUATE ACADEMIC ADVISING  
AND ENGAGEMENT OFFICE](#)

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