

REGISTRAR'S OFFICE

The Registrar's Office (<http://www.bentley.edu/offices/registrar/>) is located in the Rauch Administration Building. The office is responsible for assuring the integrity of the academic procedures by enforcing academic policy and maintaining student data and student records. The Registrar's Office administers student registration; maintains academic records, course records, and degree audit functions; and verifies students for degree completion.

Registration

Bentley offers an automated, online course registration system that allows students to register for classes using the web. This system also enables students to add or swap courses typically through the first week of classes, drop courses typically through the second week of classes, and withdraw from courses within predetermined deadlines. Students should refer to the Academic Calendar to identify the specific deadlines for a given term.

Revised Schedules and Course Cancellations

Bentley reserves the right to cancel courses or to reschedule courses in which registration is below an acceptable minimum. The university makes every effort to communicate such changes to students already registered. If a student chooses to drop a course due to a schedule change by the university, their entire tuition for that course will be refunded or credited, if applicable. If the dropped course was the student's only registered course, the activity fee will also be refunded or credited.

The faculty names listed in registration information are tentative and subject to change. The university does not guarantee choice of individual instructors.

Transcript Requests

Bentley students may order an official transcript (<https://www.parchment.com/u/registration/33514/institution/>) online. There is a \$5.00 fee for each transcript. Students have access to their unofficial transcripts through their Degree Works Audit.