TRANSITIONING TO BENTLEY UNIVERSITY
For New Students Entering Fall 2015

IMPORTANT INFORMATION
THIS GUIDE PROVIDES IMPORTANT INFORMATION TO ENSURE YOUR SUCCESSFUL TRANSITION TO BENTLEY.

It includes:

- Tasks that you need to complete
- Information about opportunities of which you may want to take advantage

Each page indicates the audience to which a topic applies. Use the checklist on Page 1 as a reference for completing required tasks before your arrival on campus. Please note that some of these tasks may not apply to you, so read the following pages carefully.

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# Checklist for New Students

**Applies to all new students**

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<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit technology ethics agreement</td>
<td>COMPLETE NOW</td>
<td></td>
</tr>
<tr>
<td>Complete preliminary writing assessment</td>
<td>DEADLINE: June 3, 2015</td>
<td></td>
</tr>
<tr>
<td>Enroll in or waive student health insurance at universityhealthplans.com</td>
<td>STARTING: June 8, 2015</td>
<td></td>
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<td></td>
<td>DEADLINE: August 3, 2015</td>
<td></td>
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<tr>
<td>Register online for First-Year Orientation and Family Orientation</td>
<td>DEADLINE: June 10, 2015</td>
<td></td>
</tr>
<tr>
<td>Submit health form</td>
<td>DEADLINE: July 1, 2015</td>
<td></td>
</tr>
<tr>
<td>Input immunization record</td>
<td>DEADLINE: July 1, 2015</td>
<td></td>
</tr>
<tr>
<td>Submit housing application</td>
<td>DEADLINE: July 10, 2015</td>
<td></td>
</tr>
<tr>
<td>Submit housing and meal plan contract</td>
<td>DEADLINE: July 10, 2015</td>
<td></td>
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<tr>
<td>Register online for Transfer Registration and Orientation</td>
<td>DEADLINE: August 5, 2015</td>
<td></td>
</tr>
<tr>
<td>Complete Part I of AlcoholEdu and Haven</td>
<td>STARTING: August 3, 2015</td>
<td></td>
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<tr>
<td></td>
<td>DEADLINE: August 31, 2015</td>
<td></td>
</tr>
<tr>
<td>Submit payment for student account bill</td>
<td>DEADLINE: August 3, 2015</td>
<td></td>
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<tr>
<td>Submit computer license agreement</td>
<td>DEADLINE: August 25, 2015</td>
<td></td>
</tr>
<tr>
<td>Last day to enroll in (optional) Dewar tuition insurance</td>
<td>DEADLINE: September 8, 2015</td>
<td></td>
</tr>
<tr>
<td>Submit credentials for advanced standing/transfer credit consideration</td>
<td>DEADLINE: October 15, 2015</td>
<td></td>
</tr>
</tbody>
</table>
APPLIES TO ALL NEW STUDENTS

ESSENTIAL METHODS OF COMMUNICATION

YOUR MYBENTLEY ACCOUNT IS THE KEY TO A SMOOTH TRANSITION TO BENTLEY.
This site includes information to ensure your successful enrollment. Throughout your time at Bentley, you will use your account for a variety of purposes, including class work, registration and tuition payments. For example, under Administrative Responsibilities, you will find forms that must be submitted before you arrive on campus. There are important deadlines for each item. It is critical that you log in regularly to be sure that you are up to date on all information regarding your enrollment at Bentley. Please note: From this point forward, we will communicate with you through your MyBentley account and your Bentley email.

YOUR BENTLEY EMAIL ACCOUNT
If you haven’t already, please set up your Bentley email account. Your Bentley email will be your official email account while a Bentley student. This email address will be used by faculty, staff and other students as a main source of communication. You must agree to the Bentley Technology Ethics Agreement before your email account will be created. You may access this agreement from the “Home” tab of your MyBentley account. After completing the task marked “Technology Ethics Agreement,” please allow one business day for your account to be created.

TO LOG IN:
■ Go to my.bentley.edu.
■ Log in using your shortname (your Bentley email address before @bentley.edu).
■ Enter your password, which you changed during your email setup.
■ If you have not set up your Bentley email, please see “Your Bentley Email Account” above.

CLICK ON “NEW STUDENT” TAB TO ACCESS:
■ Registration for Orientation
■ Housing/meal plan contract
■ Housing application
■ Immunization record
■ Health form
■ Computer license agreement

Don’t forget to use the checklist to make sure you have completed all the necessary tasks.
NEW STUDENT ORIENTATION AND REGISTRATION

NEW STUDENT ORIENTATION PROGRAM:
Session 1: June 21-23, 2015
Session 2: June 28-30, 2015

Registration will be available in May, on MyBentley. You must register for the session you will be attending. Please note that space is limited in each session.

DURING NEW STUDENT ORIENTATION, YOU WILL:
- **Explore your new community.** Understand what it is like to be a Bentley student, become familiar with the Bentley Beliefs, and learn more about the services we offer and important campus locations and resources.
- **Connect to campus.** Register for classes, learn about academic expectations, and meet faculty, staff and members of your incoming class.
- **Celebrate choosing Bentley University.** Enjoy entertainment and activities and begin making new friendships that will last a lifetime.

FAMILY ORIENTATION PROGRAM:
Session 1: June 23, 2015
Session 2: June 30, 2015

Welcome to our Bentley Community! We invite you to register up to two family members for the Family Orientation Program on the Tuesday of each student program. To register for Family Orientation, please visit bentley.edu/campus-life/traditions/orientation/family-orientation.

DURING FAMILY ORIENTATION, YOU WILL:
- **Experience the Bentley community.** Gain knowledge of how our university works, learn about schedules, and understand the services and support available for your student and your family.
- **Make connections.** Ask questions about residential living, financial assistance, campus safety and academics; and meet faculty, staff and students.
- **Celebrate joining the Bentley community.** Meet other Bentley families and learn how to get and stay involved with Bentley University. Please join us for our welcome reception on the Sunday of the student program!

For your convenience, a block of rooms has been established at the hotels below. Please mention Bentley University Parent and Family Orientation when booking rooms.

- **The Westin Waltham-Boston**
  781.290.5600
  70 Third Avenue
  Waltham, MA 02451

- **Holiday Inn Express**
  781.890.2800
  385 Winter Street
  Waltham, MA 02451

QUESTIONS?
NEW STUDENT ORIENTATION PROGRAMS:
CONTACT Bobbi-Lynn Anderson
  Assistant Director
  New Student Programs & Development
PHONE +1 781.891.2271
EMAIL orientation@bentley.edu
TRANSFER STUDENT REGISTRATION AND ORIENTATION

To ensure a smooth transition to Bentley, the following programs are specifically designed for transfer students entering in Fall 2015.

TRANSFER STUDENT REGISTRATION: AUGUST 11, 2015
Students are invited to campus on this day to meet with academic advisers and register for courses for the Fall 2015 semester. Unfortunately, we are unable to accommodate guests at the Transfer Student Registration program.

If you are unable to attend Transfer Student Registration, a staff member in the Office of the Registrar will register you for the appropriate courses. Once classes begin, there will be an add/drop period during which you can change your schedule as needed. Students who plan on attending Registration Day must sign up on MyBentley.

TRANSFER STUDENT ORIENTATION: SEPTEMBER 4 AND SEPTEMBER 5, 2015
Orientation is a program for all transfer students entering in Fall 2015. During Orientation, you will pick up your computer, attend a computer-training class, learn how to make changes to your class schedule (if necessary), and discover student life at Bentley. You will also meet a number of current students and members of the Bentley administration. Resident students attending Orientation will move into campus housing the morning of Friday, September 4, 2015. Orientation begins Friday and continues on Saturday with optional activities and excursions on Sunday. International Transfer Students should refer to the additional materials provided by the Center for International Students and Scholars. You must register for Transfer Student Orientation on MyBentley.

QUESTIONS?
TRANSFER STUDENT ORIENTATION PROGRAMS:
CONTACT Bobbi-Lynn Anderson
Assistant Director
New Student Programs & Development
PHONE +1 781.891.2271
EMAIL orientation@bentley.edu

TRANSFER STUDENT REGISTRATION:
CONTACT Melissa Jenkins
Assistant Director
PHONE +1 781.891.2090
EMAIL mjenkins@bentley.edu
SEPTEMBER 3 TO SEPTEMBER 7, 2015

Convocation marks your official start at Bentley University. This is the formal beginning of First Week, a mandatory program designed to welcome you to the Bentley community and help you with your adjustment to your new life as a Bentley student.

During the program, you will attend your general business and First-Year Seminar classes. You will also be required to attend a mandatory computer orientation session, at which time you will receive your new Bentley notebook computer. Along with your classes, you will also participate in a number of informational programs intended to assist you with your adjustment to your new life as a student and member of our university. Also scheduled are a number of social and cultural events where you can relax and meet new friends.

The program will end on Monday, September 7, with the official start of semester classes beginning on Tuesday, September 8.
ARRIVAL INFORMATION FOR ALL INTERNATIONAL STUDENTS

International students should plan to arrive at Bentley on Wednesday, September 2, between 8:00 a.m. and 6:00 p.m. (EDT). You must check in with the Center for International Students and Scholars (CISS) at the Student Center, third floor, immediately upon arrival. If you are a resident student, you will be given access to your room at that point.

During the check in, you will present your immigration documents and complete the arrival forms. A welcome program has been scheduled to allow you to meet your classmates and the CISS staff. The check-in process is mandatory in order for you to be registered in the SEVIS system before the deadline. You will receive a schedule of program events.

For more information please contact the Center for International Students and Scholars or visit our website at bentley.edu/ciss.

QUESTIONS?
CONTACT Titilola Adewale
Director, Center for International Students and Scholars
PHONE +1 781.891.2829
FAX +1 781.891.2845
EMAIL tadewale@bentley.edu

APPLIES TO ALL DOMESTIC ALANA STUDENTS

MULTICULTURAL CENTER ALANA* EXPERIENCE PROGRAM

*ALANA refers to African American, Latin American, Asian American, Native American, and Multicultural Students

August 30 to September 3, 2015

The ALANA Experience program is a 4.5-day series of events and workshops that proves to strengthen the Bentley University ALANA community. The purpose of the program is to provide you with the critical tools and resources that will assist you in achieving a successful and productive first year experience. The program is coordinated by the Multicultural Center (MCC), in collaboration with many offices across campus.

During the program, you will participate in workshops and activities that are social, personal, professional and academic in nature. You will connect with a variety of Bentley faculty, staff, alumni and other students. You will even have a special opportunity to network with our corporate sponsors! Registration for the program is free and will be available online in May.

For more information, please contact the Multicultural Center at Bentley University or visit us online at bentley.edu/campus-life/student-life/multicultural-center.

QUESTIONS?
CONTACT Nina DeAgrela
Assistant Director of the Multicultural Center
PHONE +1 781.891.2971
EMAIL ndeagrela@bentley.edu
HEALTH INFORMATION

The Bentley Center for Health and Wellness and the state of Massachusetts requires that you complete the health requirement no later than July 1, 2015. Please note: You will not be allowed to move into campus housing or begin classes until you have completed the required information. A physical examination is strongly recommended, but not required.

REQUIRED DOCUMENTS: ALL REQUIRED FORMS CAN BE FOUND AT: bentley.edu/health/newstudents

1. Contact your health-care provider to have the required forms completed and signed. Required forms:
   a. Immunization record. (A signed copy of an official immunization record from your school or health care provider is also acceptable as long as all required immunizations are up to date.) If all of the vaccine series is not complete, please enter and upload the documentation that you do have. If you have further vaccines after submitting original documentation, please only submit the additional vaccines.
   b. Tuberculosis screening form.
   c. Physical examination form (optional).

2. Enter required information (see below) via your MyBentley account (all data entered is submitted directly into your Electronic Medical Record, which is secure and strictly confidential, and viewed only by the Center for Health & Wellness staff):
   a. Medical history — answer the questions regarding your medical history.
   b. Immunization record — enter your vaccine dates as stated on the Immunization Form completed by your health-care provider.

3. Documents To Upload:
   a. Official immunization record, TB/Tuberculosis Screening Form, copy of insurance card, consent to treat form (if under age 18).
   b. Optional documentation upload: meningitis waiver form if waiving vaccine, physical exam form (recommended, not required).

QUESTIONS?
CONTACT Gerri Taylor, MS, ANP
Associate Dean/Director
Adult Nurse Practitioner
Center for Health and Wellness
PHONE +1 781.891.2222
EMAIL gtaylor@bentley.edu

IMMUNIZATIONS/HEALTH FORM QUESTIONS:
CONTACT Mary McCarthy, BSN, RN
Coordinator of Immunizations
Center for Health and Wellness
PHONE +1 781.891.2222
FAX +1 781.891.3443
EMAIL mmccarthy@bentley.edu
IMMUNIZATION REQUIREMENTS

Massachusetts college immunization laws require all full-time undergraduate students (12 or more credits) to have the following immunizations on file at the university. Students who are not in compliance will not be allowed to move into on-campus housing and attend classes.

In addition to the above required vaccinations, Bentley recommends the following vaccines:
- Seasonal Influenza (one dose)
- HPV Vaccine series
- Hepatitis A (two doses).

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>REQUIREMENTS</th>
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<tbody>
<tr>
<td>Hepatitis B</td>
<td>Three doses or documentation of a positive antibody titer (HBsAb)</td>
</tr>
<tr>
<td>Measles, mumps and rubella (MMR)</td>
<td>Two doses of the combined vaccine required for all new students. The first dose should have been given after your first birthday. If the vaccine dates are not available, a blood test to determine immunity is acceptable. You will need the combined vaccines if there is no immunity. Histories of measles, mumps and rubella are not acceptable.</td>
</tr>
<tr>
<td>Meningococcal/meningitis (Menomune, Menactra, Menveo)</td>
<td>Required only if living in campus housing. One dose within last five years, or a signed Commonwealth of Massachusetts waiver.</td>
</tr>
<tr>
<td>Tetanus-Diphtheria-Pertussis (TdaP)</td>
<td>One dose within the last 10 years.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>All new students must complete the Tuberculosis Screening Form. If found to be at high risk (a YES answer to questions 2, 3, or 4), A Tuberculosis (TB) test IS REQUIRED.</td>
</tr>
<tr>
<td>Varicella (chickenpox)</td>
<td>Two doses given at least one month apart, OR documentation of a positive antibody titer, OR documentation of a reliable history of varicella disease verified by a health-care provider.</td>
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QUESTIONS?
CONTACT  Mary McCarthy, BSN, RN
Coordinator of Immunizations
Center for Health and Wellness
PHONE +1 781.891.2222
FAX +1 781.891.3443
EMAIL mmccarthy@bentley.edu
Below you will find information about the requirement for health insurance. Some insurance plans, particularly HMOs (Health Maintenance Organizations), do NOT provide coverage out of state; some plans have stringent rules and restrictions on referrals; and some plans have sizeable deductibles that must be paid before coverage starts. Please review the benefits of your current health insurance plan to make sure you will have adequate coverage while you are enrolled at Bentley University. You may want to compare your current plan benefits and costs to the student plan offered through Bentley. The details of the Bentley sponsored plan can be found at: universityhealthplans.com. Click on “Bentley University” and then click on “Benefit Information” in the toolbar.

The Commonwealth of Massachusetts has a Student Health Insurance Plan (SHIP) law that requires all undergraduate students taking 9 or more credit hours to carry accident and sickness insurance through a qualifying health insurance provider. This provider may be either a personal private insurance plan, provided it meets the state’s requirements for coverage, or the student health insurance plan offered by Bentley University. The requirements are outlined at: betterhealthconnector.com/wp-content/uploads/ship/Regulations/956CMR8_Student_Health_Regs.pdf.

This year, our provider is Blue Cross Blue Shield. The negotiated rate is $1,592 and coverage runs from August 15, 2015, until 12:01 a.m. on August 15, 2016. The plan provides unlimited coverage. In order to comply with state law, you need to either waive the school-sponsored plan by providing information about your own or your family’s plan, or enroll and purchase the school-sponsored plan. Both processes are done online and students are required to do this each new school year. **This year the deadline to waive or enroll is August 3, 2015.**

To waive or enroll in the student health insurance plan, visit: universityhealthplans.com, select Bentley University and click on the “Waive” or “Enroll” link on the toolbar. You will receive confirmation stating whether the enrollment or waiver was successfully completed. All students are automatically pre-billed for the plan on their student account. If you do not successfully complete the online waiver by **August 3**, you will be responsible to pay for the school-sponsored insurance plan.

Please note: All international students and other non-U.S. residents are required to purchase the student health insurance plan offered by Bentley University and will automatically be enrolled in the plan. You do not need to take any action. If you have Embassy-sponsored insurance, you may be eligible to waive the plan. Please contact Student Financial Services at +1 781.891.2162 to discuss this option. If you are covered by a Massachusetts-Based Employer-Sponsored Insurance plan, please contact University Health Plans at 800.437.6448 to see if you qualify for an exception to this requirement.
TERMS AND CONDITIONS

Financial institutions (including colleges and universities) are required to be transparent with their policies/procedures and requirements. They also require proof that the consumer/student is aware of the policies and their responsibilities. Therefore, Bentley requires that all students registering for classes each semester, (i.e., incurring debt) acknowledge their obligations and the financial policies of the university by agreeing to the terms and conditions.

TUITION

Bentley University issues electronic student billing statements (e-bill) and provides payment options, including payment plans, via your MyBentley account. If someone other than you (e.g., parent) is expected to make payments to your account, you must set them up as an authorized user. Authorized users are able to log in and receive, view and pay bills online or enroll in the Bentley University Payment Plan.

All tuition bills will be emailed in PDF format to you at your university email address. Authorized users established by you will also receive tuition bills via email. Fall tuition bills will be issued the second week of July 2015. Spring tuition bills will be issued the first week of December 2015.

TUITION BILL PAYMENT OPTIONS

- Online electronic check via Automated Clearing House (ACH), funds electronically withdrawn
- Wire transfer or mail personal check with instructions provided on page 2 of e-bill
- Installment Payment Plan, see Bentley University Payment Plan
- Credit card via CashNet SmartPay, an external processor with a 2.75-percent convenience fee

BENTLEY UNIVERSITY PAYMENT PLAN

The university provides the option of an installment payment plan for the fall and the spring semesters. A fee of $35 is charged per semester enrollment. Each plan consists of five monthly installments. Fall semester runs from July 15 through November 15; spring semester runs from December 15 through April 15. Bentley University strongly recommends that your bill payer sign up for automatic electronic withdrawals from their checking account via ACH. This will avoid late or missed payments.

TUITION BILLING STATEMENT DUE DATES

Fall semester bills are due August 3, 2015. Spring semester bills are due January 4, 2016.

INSURANCE FOR A TUITION REFUND PLAN
(AVAILABLE FOR THE FULL ACADEMIC YEAR ONLY)

Bentley University partners with A.W.G. Dewar Inc. to provide tuition-refund insurance. The 75-percent refund applies only to withdrawals for personal physical illness or accident. Please visit tuitionrefundplan.com for more information.

QUESTIONS?
CONTACT AnnMarie Pennachio
    Director
    Office of Student Financial Services
PHONE +1 781.891.2162
FAX +1 781.891.3159
EMAIL apennachio@bentley.edu

APPLIES TO ALL NEW STUDENTS
ADVANCED STANDING CREDIT

Certain course work and exams may be eligible for credit. If you are applying for advanced standing credit, all materials should be sent to the Office of Undergraduate Admission.

**ADVANCED PLACEMENT (AP) EXAMS**

Bentley may award college credit for AP exam scores of 4 or 5. For any class designated as an AP course in your high-school record, the AP exam must be taken for the course to be considered for credit. Please order official test results directly from the College Board (CEEB #3096) and request delivery to Bentley’s Office of Undergraduate Admission.

**INTERNATIONAL BACCALAUREATE (IB) EXAMINATIONS**

College credit may be awarded for IB higher-level (HL) subjects only, with a score of 5 or better. Please order official exam results directly from the International Baccalaureate Organization and request delivery to Bentley’s Office of Undergraduate Admission.

**COLLEGE CREDIT**

All courses taken at other institutions will be evaluated to determine if they are eligible for Bentley credit. To qualify for credit consideration, a course must meet the following guidelines:

- Final grade of C or higher (at or above a 2.0 equivalent on a 4.0 scale)
- Equivalent to three or more semester credit hours
- Academic in nature (courses that are remedial, pre-collegiate, internships, recreational, etc., will not be eligible for credit)
- Completed at a regionally accredited U.S. institution or non-U.S. institution recognized by the Ministry of Education
- Collegiate courses completed at the secondary school level will require further review; additional information may be needed. Business courses taken in this context are not typically eligible for credit. Courses cross-listed as honors courses on the high school transcript are not eligible for credit.

Please contact the Registrar’s Office at each university to request an official transcript for delivery to Bentley’s Office of Undergraduate Admission.

**ADDITIONAL EXAMINATIONS**

If you are completing other curricula, you may be eligible to receive advanced standing credit, depending on your examination results, course syllabi and subjects taken. Advanced standing credit may be awarded for qualifying scores in GCE Advanced-level examinations, German Abitur exams, French Baccalaureate exams, and others. Please visit bentley.edu/undergraduate/applying/freshman-applicants/advanced-standing-credit for details.

A maximum of 30 credits from all sources of advanced standing credit may be awarded. All credentials to be considered for advanced standing credit must be submitted by October 15, 2015.

**QUESTIONS?**

**CONTACT** Valerie Como
Associate Director of Admission
Office of Undergraduate Admission
**PHONE** +1 781.891.2244
**EMAIL** vcomo@bentley.edu

**CONTACT** Sara Rathbun
Senior Assistant Director of Admission
Office of Undergraduate Admission
**PHONE** +1 781.891.2244
**EMAIL** srathbun@bentley.edu
TRANSFER CREDIT

An initial transfer credit evaluation is provided to transfer students in the days following their acceptance. To qualify for credit consideration, a college course must meet the following guidelines:

- Final grade of C or higher (at or above a 2.0 equivalent on a 4.0 scale)
- Equivalent to three or more semester credit hours
- Academic in nature (courses that are remedial, pre-collegiate, internships, recreational, etc., will not be eligible for credit)
- Completed at a regionally accredited U.S. institution or non-U.S. institution recognized by the Ministry of Education
- Collegiate courses completed at the secondary school level will require further review; additional information may be needed. Business courses taken in this context are not typically eligible for credit. Courses cross-listed as honors courses on the high school transcript are not eligible for credit.

If you have not already done so, please contact the Registrar’s Office at each university attended to request an official transcript for delivery to Bentley’s Office of Undergraduate Admission.

When reviewing your initial credit evaluation, please be sure to refer to the applicable explanations included therein. Of particular importance:

- Finance Course Needed — If you are transferring Financial and Managerial Accounting credit without the required Finance component, please be sure to register for Bentley’s online finance module, FI 100, to complete this requirement. This module must be completed with a Satisfactory grade by September 3, 2015, to receive the corresponding transfer credit indicated.
- Course in Progress — These courses will be eligible for credit upon receipt of an official transcript documenting completion of the course with a final grade of C or higher. Please submit your final official transcript as soon as it is available so that we may finalize the applicable credit.

A maximum of 60 credits from all sources of transfer credit may be awarded. Only two courses may transfer into the academic major area of study and only one course may transfer into the academic minor.

All credentials to be considered for transfer credit must be submitted by October 15, 2015.
MATH REQUIREMENT AND PLACEMENT PROCESS

All Bentley University undergraduates are required to complete two mathematics courses as part of their general education requirement. This requirement may be satisfied by one of the following:

1. Earning a 4 or 5 on the Advanced Placement Calculus BC exam.
2. Earning a 4 or 5 on the Advanced Placement Calculus AB exam and completing MA 139.
3. Earning a 5 or higher on the International Baccalaureate (IB) higher level math exam.
4. Completing one of several two-course mathematics options.

Most students satisfy this requirement by completing MA 123/126 (Applied Calculus for Business I and II), MA123L/126L (Applied Calculus for Business I and II with Lab), or MA 131/139 (Calculus I and II). All students who have not earned AP or IB calculus credit or who are not placed into MA 141 (an honors calculus course) will be placed into one of these sequences. Your placement is based upon your background (such as high-school courses completed and grades earned, high-school curriculum, and scores on mathematical standardized tests). During Orientation or Registration Day, there will be an opportunity for you to discuss your placement with a member of the Mathematical Sciences Department, prior to registering for fall courses.

Please note: All sequences — MA 123/126, MA123L/126L, and MA 131/139 — include coverage of calculus. MA 123/126 and MA123L/126L focus on business calculus applications, while MA 131/139 is a more traditional calculus sequence. Note also that MA131 and MA139 are required for Mathematical Sciences and Actuarial Sciences majors. Please see the course descriptions for specific topics and content.

QUESTIONS?
CONTACT Nancy Harnden
Mathematical Sciences Placement Coordinator
PHONE +1 781.891.3172
EMAIL nharnden@bentley.edu
BENTLEY’S EXPOSITORY WRITING REQUIREMENT

Bentley requires you to complete two courses in Expository Writing. Typically, students take Expository Writing I during the first year and Expository Writing II in sophomore year. There are several versions of each of the Expository Writing courses, but all of them meet the same objectives, cover the same content and skills, and satisfy the requirement. By offering different versions of the writing course, we aim to meet the needs and recognize the abilities of all of our students.

EXPOSITORY WRITING PLACEMENT ESSAY

The Expository Writing placement essay must be completed by midnight on Wednesday, June 3, 2015. Students will not be allowed to register for their fall classes until the essay is completed. You should begin the placement essay process as soon as possible to allow yourself enough time to complete the assignment fully before the June 3 deadline date. You may take all the time you need until the deadline to write and revise. Please note that you must complete the placement essay, regardless of potential exemption for AP, IB or other advanced standing credit.

If you plan to attend the June Orientation program you must complete your essay by midnight on June 3. Otherwise, you will not be allowed to register for your fall classes during the orientation program. To complete the essay, follow the instructions below. This information can also be found on MyBentley.


2. Write an essay in which you explain what the article “Against School” is about and how Gatto supports his claims. Think of the readers of your essay as students approximately your own age who have not read the article. In analyzing the argument of the article, pay attention to Gatto’s use of evidence and reasoning and say whether or not you are persuaded. The length, how you state your thesis, and how you structure the body of the essay are up to you, but about 500 words will be sufficient. Write this essay on your own computer and be sure to save the document.

3. Submit your essay at tinyurl.com/bentleyessay.

Please note that, for technical reasons, the checklist of your tasks on MyBentley will not reflect completion of the writing placement essay. However, you will receive an email confirmation once the essay has been completed.

QUESTIONS?

EXPOSITORY WRITING REQUIREMENT OR PLACEMENT ESSAY:
CONTACT  Bruce Herzberg
            Director of Writing and Communication
            Professor of English & Media Studies
PHONE     +1 781.891.2950
EMAIL     bherzberg@bentley.edu

WEB LINKS AND TECHNICAL ISSUES:
CONTACT  Joe Nezuh
            Academic Research Technologist
            Academic Technology Center
PHONE     +1 781.891.2547
EMAIL     jnezuh@bentley.edu
Bentley University’s accreditation by AACSB (the Association to Advance Collegiate Schools of Business) attests to the quality of our academic program. A particular strength, noted by the accreditation team, is the university’s extensive integration of technology across the curriculum, including the mandatory Mobile Computing Program. Now in its 31st year, the Mobile Computing Program offers incoming freshman and transfer students a choice from among one of three business-class notebook computers.

When you arrive on campus for First Week or Transfer Orientation in late August, you will receive the notebook that you chose online in late June. Followed by the computer distribution, a presentation will be given introducing you to its applications and IT resources on campus. After two years, you will be eligible to exchange your notebook for a new model.*

Each year, based on feedback from current students, Client Services and the SGA collaborate to select a high quality business-class computer, while maintaining a modest technology fee. All incoming students will be notified by email in mid to late June with the description of the notebooks available for the incoming class and instructions on making your selection.

All students receive a Bentley backpack with padded computer sleeve and a network cable along with their notebook. The Mobile Computing Program technology fee encompasses many computing services, including the notebook computers with licensed software, printing, specialty computing labs, network resources, and the technology support infrastructure, including 802.11 ac wireless throughout campus. We are confident the Mobile Computing Program will serve you effectively over your years of undergraduate study.

Beginning in May, the Computer License Agreement will be available online on My Bentley. This form must be submitted on MyBentley prior to August 25, 2015. If you will not turn 18 prior to August 25, please print the PDF version of the Computer License Agreement at bentley.edu/offices/client-services/first-week. Please have your parent or legal guardian sign it and bring it to your computer training class during First Week.

In addition to your Computer License Agreement, don’t forget to select “I Agree” to the Technology and Ethics Agreement via My Bentley. Once signed, your Bentley accounts will be created. If you have any questions regarding the Mobile Computing Program, please contact the Bentley Computing Services Help Desk at 781.891.3122.

*You will be contacted near the end of your second year regarding replacement option if you will not be at Bentley for the traditional four-year period.

QUESTIONS?
CONTACT  Student Help Desk
PHONE    +1 781.891.3122
EMAIL    helpdesk@bentley.edu
If you were accepted as a resident student, a space in campus housing has been reserved for you. You will need to confirm your intent to utilize this spot by completing the 2015-2016 Housing and Meal Plan Contract. The link to this contract will be available as an administrative responsibility in your MyBentley account on May 20, 2015. Please read all of the information in the housing contract before you agree to it. As you finish the housing contract, your confirmation prompt will instruct you to complete the housing application. The housing application is also available through MyBentley and will allow you to submit a room/building preference, as well as indicate any specific roommate requests. Both the housing/meal-plan contract and the housing application must be submitted by July 10, 2015. Prior to Orientation, our Moving In brochure will be posted on MyBentley. This brochure will provide you with more specific information about getting ready to live on campus. It will also provide tips on what to bring and answer some of your questions about living on campus. In early July, you will receive your electronic student billing statement by email, which will include a housing and meal plan charge. All students will be pre-billed for a double room and the Super Value meal plan.

Once actual assignments are made, your student account will be adjusted to reflect the appropriate charges. Housing assignments will be emailed to all residents during the first week of August. Move-in day for first-year students will be Thursday, September 3, 2015, from 8:00 a.m. to 3:00 p.m. You should report directly to your assigned building, where you will be greeted and signed in by your resident assistant.

Move-in day for transfer students is Friday, September 4, 2015, from 8:30 to 11:00 a.m.
Specialty communities at Bentley University make it possible for you to live with a small group of students who share similar goals, identities or cultural interests. Specialty communities create a supportive living environment which encourages personal growth, fosters leadership opportunities and promotes academic achievement. The four specialty communities Bentley offers for incoming first-year students are Honors Community (located in Slade Hall), the Global Living Center (located in Nathaniel R. Miller Hall), the Wellness Floor (located in Slade Hall) and the Women’s Leadership Floor (located in the Trees Complex).

The Residential Center invites you to visit our website bentley.edu/campus-life/residential-center-dining/specialty-housing and learn more about the specialty housing options.

Benefits of Participating in a Specialty Community:
- Smaller communities that foster friendship
- Specialized programs and events
- Support for academic endeavors
- Educational experiences that extend beyond the classroom
- Networking opportunities for internships and job placement beyond Bentley

Applications will be available to download starting June 1, 2015. All specialty community applications are due July 10, 2015.

QUESTIONS?
CONTACT Courtney Stephens
Assistant Director
Residential Center
PHONE +1 781.891.2148
EMAIL cstephens@bentley.edu
While attending Bentley, you will have a chance to explore a host of new places and experiences. You will learn from people all over the world, and hopefully be exposed to some practices or traditions that are different or unique to you.

As a secular university, Bentley honors the fact that no one particular religious tradition takes precedence here, and that exposure to a variety of traditions and practices is of the utmost importance. In a growing global society, we are committed to both education and awareness around spirituality and religious practice.

Some students have a very clear association with a religious tradition. Regularly scheduled worship opportunities are available on campus in the Sacred Space (located in the Student Center), and we will assist any student in finding alternatives or local, off-campus services. Current services include a weekly sitting meditation, monthly Shabbat meals, Protestant and Catholic Christian worship opportunities, and weekly Friday Jumma prayer for Muslims.

You will find four student organizations, comprised of students and advised by members of the Spiritual Life staff, which offer students a home for faith-based interests:

- Bentley Christian Fellowship
- Bentley Islamic Community
- Catholic Campus Connection
- Hillel

Other students may not affiliate with any particular tradition, but rather have an interest in spiritual development, which helps create a deeper meaning of life. Spiritual questions such as: “Who am I?” “Who do I want to be?” and “What kind of choices should I be making?” are critical to explore during college, especially in the business realm. The Spiritual Life team comprises ordained ministers and a variety of qualified advisers who are committed to helping all students explore this aspect of their development.

QUESTIONS?
CONTACT Rev. Dr. Robin Olson
Director of Spiritual Life
PHONE +1 781.891.2418
EMAIL roolson@bentley.edu
ALCOHOL EDU AND HAVEN

The Bentley community supports your choice to seek an exceptional education, both in and out of the classroom. Your personal and professional development is of utmost importance to our faculty and staff.

We have partnered with EverFi to provide students with two online education courses, AlcoholEdu and Haven. Both address critical life skills and issues that will affect your college years and beyond.

Whether you choose to drink or not, AlcoholEdu will empower you to make well-informed decisions about alcohol use and help you reflect on and consider college drinking-related issues such as impacts on GPA, community living, personal health or finances.

Haven focuses on healthy relationships, the importance of consent and communication and ways you can contribute to the overall health and safety of our campus.

WE REQUIRE EVERY NEW INCOMING BENTLEY STUDENT TO COMPLETE ALCOHOL EDU AND HAVEN

- Both courses become available in early August and access information is available at bentley.edu/alcoholeduhaven.
- Part 1 of both courses needs to be completed by August 31, 2015.
- AlcoholEdu course has a minimum passing score of 75 percent.
- Residential students who fail to meet this requirement will be unable to move into their residence hall.
- Commuter students who fail to meet the requirement will be referred to the Dean of Student Affairs Office for conduct action.

If you are a transfer student who has completed AlcoholEdu or Haven at your previous institution, you must email ga_aod_education@bentley.edu prior to August 31, 2015, with the following: name, former institution, previous student ID, email address used to complete the course(s) and semester completed. Transfer scores will be accepted if they can be verified by EverFi, the company that produces AlcoholEdu and Haven. Scores from other programs may be accepted if certain conditions are met.

Each course has two parts. Only Part 1 is due August 31. Information about Part 2 will be available once you arrive on campus.

Please note that AlcoholEdu and Haven include surveys. All survey responses are CONFIDENTIAL. Bentley only receives information about the student body as a whole and does not have access to individual student responses.

QUESTIONS?
CONTACT Jessica Greher Traue
     Senior Assistant Director, Wellness & Prevention
PHONE +1 781.891.2777
EMAIL ga_aod_education@bentley.edu
Bentley University is committed to offering an accessible, equitable and inclusive learning environment for all students with disabilities. The Office of Disability Services provides accommodations and services that promote individual growth and self-advocacy. Through collaboration and innovative programming, the staff strives to inform and educate all members of the Bentley community and promote diversity that respects and appreciates disability.

We work closely with undergraduate and graduate students with various types of:
- Learning disabilities
- Attention Deficit/Hyperactivity Disorder
- Mobility, visual and hearing impairments
- Psychiatric/psychological disabilities
- Medical conditions

The major components of these services include:
- Academic advising
- Academic accommodations
- Assistance with accessibility issues
- Study skills workshops
- Individual coaching and support

Services are tailored to each student’s individual needs, and we invite you to take advantage of these services. In turn, we will listen, guide, and educate you on the full range of the accommodations and services available. We will also help evaluate your strengths and weaknesses, thereby enabling you to make wise choices on an independent basis.

To register with Disability Services, we encourage you to send a copy of your documentation to the mailing address below. Documentation must be current (usually no more than three to four years old) and must be submitted by a licensed or certified diagnostician or medical professional. This documentation must be a comprehensive assessment and should include recommendations for accommodations and treatment.

For further information regarding documentation for specific disabilities as well as general information, visit bentley.edu/campus-life/student-development-services/disability-services.

QUESTIONS?
CONTACT Stephanie S. Brodeur, CRC, LRC
Assistant Director of Disability Services
PHONE +1 781.891.2004
EMAIL sbrodeur@bentley.edu
MAIL Office of Disability Services
175 Forest Street
Waltham, Massachusetts 02452
STUDENT PARKING

COMMUTER STUDENTS
Commuter students must obtain a parking decal in order to park in university lots. Commuter students must register their vehicles with the University Police within the first two weeks of the semester after the start of classes. Please do not attempt to register your vehicle earlier than the first day of classes as we cannot accept requests before this time. You may apply for a parking decal through the parking request form available through your MyBentley account. The non-refundable parking fee for commuter students is $37.50 per semester.

The commuter parking decal authorizes you to park in regular spaces in university lots designated for general parking while on campus. You are not allowed to park in spaces reserved for visitors, faculty, staff, resident students, or handicapped parking (unless you have a state-issued handicapped placard) or spaces specifically marked for special purposes.

University Police can issue temporary parking passes for an alternate vehicle should your primary vehicle not be available to you; for example, when your vehicle is in the repair shop.

RESIDENT STUDENTS
Parking decals are required to park in all Bentley parking lots. Registration may be completed online by accessing MyBentley. The parking fee for resident students is $62.50 per semester and is non-refundable. The (red) resident parking decal authorizes parking in lots designated for resident parking on the lower and main campuses. Once you have registered your vehicle online, you may pick up your parking decal at the University Police station. Be sure to bring your valid driver’s license, valid motor vehicle registration, and Bentley ID card (which you will receive during either Registration or Orientation).

First-year resident students are not allowed to have a vehicle on campus. Some exceptions can be made; however, they are granted on an extremely limited basis for work or medical purposes, supported by documentation. First-year students must request an exception to the parking restriction by submitting a written request through the freshman parking request form available at bentley.edu/campus-life/safety-transit/parking-driving. Those students granted parking privileges must comply with strict guidelines which will be outlined at the time a parking permit is issued. Violation of these guidelines may result in the revocation of parking privileges and conduct referral.

Violations of the parking rules may result in your vehicle being ticketed and/or towed. Please see the University Police website for more information concerning parking rules and regulations at bentley.edu/campus-life/safety-transit.

QUESTIONS?
CONTACT Melissa Diglio
Card Program Administrator
PHONE +1 781.891.2242
EMAIL mdiglio@bentley.edu

APPLIES TO ALL NEW STUDENTS
BENTLEY UNIVERSITY is one of the nation’s leading business schools, dedicated to preparing a new kind of business leader — one with the deep technical skills, broad global perspective, and high ethical standards required to make a difference in an ever-changing world. Our rich, diverse arts and sciences program, combined with an advanced business curriculum, prepares informed professionals who make an impact in their chosen fields. Located on a classic New England campus minutes from Boston, Bentley is a dynamic community of leaders, scholars and creative thinkers. Bentley University Graduate School of Business emphasizes the impact of technology on business practice, in offerings that include MBA and Master of Science programs, PhD programs in accountancy and in business, and customized executive education programs. The university enrolls approximately 4,100 full-time undergraduate, 140 adult part-time undergraduate, 1,430 graduate, and 34 doctoral students. Bentley is accredited by the New England Association of Schools and Colleges; AACSB International — The Association to Advance Collegiate Schools of Business; and the European Quality Improvement System, which benchmarks quality in management and business education.

NONDISCRIMINATION POLICY Bentley University does not discriminate in admission or access to, or treatment or employment in any of its educational programs or activities, including scholarships, loans, and athletics, on the basis of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military or veteran status. Bentley University maintains and supports affirmative action plans for its workplace in compliance with federal law. Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation and benefits. Bentley University’s policies and practices reflect the university’s commitment to nondiscrimination in all areas of employment. The university complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act and Revenue Procedure 75-50 prohibiting such discrimination. Anyone believing that he or she has experienced adverse treatment may register a complaint with the Office of the General Counsel at 781.891.2016.

TELECOMMUNICATIONS

Bentley University offers all resident students an assigned telephone number with a voice mailbox. To request a telephone number and voice mailbox, please send an email before you arrive on campus to helpdesk@bentley.edu (please include your name, student ID number and room assignment). If you are requesting a phone number, you will be notified of your phone assignment via email.

Local and metropolitan dialing are free of charge to all students. MobileSphere is the long-distance and international phone service vendor for Bentley. To sign up with MobileSphere, please visit cellularld.com. To contact MobileSphere directly, dial +1 866.456.3176.

You may visit our website at bentley.edu/offices/systems-networks-telecomm/student-telecommunications for office hours, local and long-distance dialing information, and more. If you have any questions about the phone service at Bentley, please contact the Telecommunications Department.

QUESTIONS?
CONTACT Student Help Desk
EMAIL helpdesk@bentley.edu
PHONE +1 781.891.3122

MAIL Bentley University, 175 Forest Street, Waltham, MA 02452 USA
WEB www.bentley.edu