

Department of Romance and Comparative Literature

Guidelines for Registration

Why should students register for language and literature courses during the registration period?

1. Registration is the only way to guarantee enrollment in a course you wish to include in your schedule. If a course you are interested in taking does not register at least EIGHT students during the registration period, it may be cancelled.
2. Almost all language courses have numeric limits or are limited by signature of instructor. If you are closed out of a course, it is important for you to put your name on the Unaccommodated Demand list, which is used to decide which students might be accommodated in existing courses, and/or whether or not a new section of a course will be added before the beginning of the term. It is very unlikely that new sections of a course will be added after the term has begun.
3. In courses with enrollment limited by “signature of instructor,” there are no Unaccommodated Demand lists, but you should let the instructor of the course and the Director of the Language Programs (Professor Hollie Harder, harder@brandeis.edu) know about your interest in the course so that the department can consider all accommodations, including opening new sections.

The University cannot guarantee that a new section of a particular course will be opened if all sections are filled, nor can it guarantee that a course with low enrollment will be offered, but student participation in registration is the best way to enable the faculty and administration to address enrollment needs and to plan accommodations. We will also use registration information to inform you of accommodations at the earliest date possible.

If a department offers multiple sections of courses at a particular level (such as 20, or 30-level courses), the University is unlikely to add new sections if places are still available in other sections. For example, if you are closed out of a 32 course, but places are still available in a 34 course, a new section of 32 is unlikely to be added. However, if all 30-level sections are fully enrolled, and many students place themselves on Unaccommodated Demand lists for these courses, it is likely that a new section will be added before the term begins. Again, new sections are rarely added after the term begins.

If you are not allowed to participate in registration for any reason (financial hold, etc.), we recommend that you inform the Director of the Language Programs (harder@brandeis.edu) and the instructor of the course in which you wish to enroll about your interest in the course and your reason for not registering during the registration period.

The Foreign Language Requirement

The Foreign Language Requirement is met by successful completion of a third semester course (numbered in the 30s) in the language program. If you have a score of 620 or above on the SAT II or a score of 4 or 5 on the AP exam for your language, these scores automatically exempt you from the requirement. Being exempted from the requirement means that you can continue your study of language by enrolling in classes above the 30 level.

If you have not taken these exams but have a strong ability in language and are interested in being exempted from the requirement, you may be eligible to take “The Language Exemption Exam” (see below).

The Importance of the Language Placement Exam

The Placement Exam in languages is a means through which you and a Brandeis faculty member can assess your language ability and find the course best suited to your level.

You will not be graded on the basis of your performance on the Placement Exam. The Placement Exam cannot qualify you for exemption from the language requirement.

It is a self-graded exam that you can access online.

For the French Placement Exam: <http://www.brandeis.edu/registrar/frentest.html>

For the Spanish Placement Exam: <http://www.brandeis.edu/registrar/spantest.html>

For the Italian Placement Exam: <http://www.brandeis.edu/registrar/italtest.html>

After finishing the exam, you will be asked to complete a questionnaire, which will help us better assist you in determining which course best suits your level.

The Language Exemption Exam

In order to be exempted from the requirement through the Exemption Exam, you will need to schedule an appointment with the appropriate faculty member in your language. For more information regarding this exam for French, Spanish and Italian, please contact the Director of the Language Programs at harder@brandeis.edu.

For pre-enrollment in 104, 105, 106 or 108

If you have a score of 620 or above on the SAT II or a score of 4 or 5 on the AP exam for your language, you are eligible to enroll in 100-level courses (104 (*French only*), 105, 106 or 108 (*Spanish only*)).

In Spanish, 105, 106 and 108 are “signature of instructor” courses, which means that you need to contact the professor of the course to receive a code that will allow you to register for the course. If the course is full when you contact the professor or the Director of the Language Programs, you will be put on an **Unaccommodated Demand list**. If many students are unaccommodated at the end of the registration period, a new section of the course may be opened. **New sections are not added after the term begins.**