FACULTY RESOURCE GUIDE

The Office of the University Registrar is the official keeper of student records for Brandeis University. The Registrar staff is responsible for creating and maintaining the academic calendar, the course catalog and semester class schedule, as well as assigning classroom spaces, administering all registration activities, issuing transcripts and enrollment certifications, and recording grades. The office oversees the administration of final exams and the distribution of diplomas at Commencement.

If you have any questions please feel free to contact any member of our office:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Area of Responsibility</th>
<th>Extension</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
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OFFICE INFORMATION

Monday to Friday
9 a.m. to 5 p.m.
Kutz 121
(781) 736-2010
(781) 736-3485 fax
registrar@brandeis.edu
Sage 3
Registration 4
Classrooms 7
Final Exams 8
Grading 9
University Bulletin 11
Academic Calendar 12
I. SAGE

Sage is the University’s student records database, it is the **authoritative source for student records**. Using Sage, instructors can view class rosters, enter and submit student grades via the grade rosters, access advisee records, and many other administrative functions.

**Login**
Access to Sage is governed by your UNet id and password. To log onto sage:

1. Go to sage.brandeis.edu.
2. Enter your UNet ID (exclude "@brandeis.edu").
3. Enter your UNet password.
4. Click **Sign In**.
If you are having problems accessing sage, contact the UNet Help Desk, 781-736-7782.

**SAGE User Guides can be found at :**
https://secureweb.brandeis.edu/sage/help/index.html

II. Student Records

When instructors log into Sage they will be taken to the Instructor/Advisor Services page. This page provides access to their class rosters, the class schedule, and current enrollment figures, among other functions.

Instructors can view a student’s Degree Audit Report by clicking on the View Advisee Information link. The Degree Audit Report is a summary of student information, academic program information, academic statistics and the general university requirement statuses. The degree audit function is updated nightly, as student information changes.

The advisee link will also provide instructors with the ability to view students contact information, grades, and major/minors.

**FERPA Disclaimer**
Student records are private. The student information you access is protected under The Family Educational Rights and Privacy Act (FERPA). This information is only for the use of the individual student (for his/her records alone), designated academic advisors, and other Brandeis University officials with legitimate educational interests. All other access, use, distribution, or release of these records is prohibited.
III. Sage vs. Latte

LATTE (Learning and Teaching Technology Environment) is the university’s online learning program. LATTE is used by instructors to share readings and multimedia, accept assignments, stream film, and organize online discussions with their students.

Instructors can also access the class email function to communicate to all registered students in the class. However, the class lists in LATTE should not be considered the official registration record of the class. Sage is the official record of enrollment.

Access to sage and LATTE is governed by a UNet ID and password. New instructors may have problems accessing sage and LATTE until all personal information has been processed by the Human Resources office.

Instructors can add TAs and administrators in Latte. Independent instructional classes can be added to LATTE by contacting the LATTE help desk, ext 65883.

• If you are having problems accessing sage please contact the UNet Help Desk, ext 67782.
• If you are having problems accessing Latte please contact the LATTE help desk, ext. 65883.

Note: Department Administrators DO NOT have access to LATTE.

IV. Registration

Each term has two registration periods. Early registration takes place during the prior semester. General registration typically begins two weeks before the start of the term. First-year students register for their courses during the summer.

Registration for classes is conducted on a first-come, first-served basis. Prerequisites for classes are noted in the Bulletin, but are not enforced automatically within Sage. If an instructor wishes to have more control of the number of students or enforce the prerequisites, then a consent code and/or an enrollment limit should be required to register for the class. (Instructors may add an enrollment limit only through their department chair. The request must be approved by the Dean's Office before the department notifies the Registrar's Office.)

Each student is responsible for managing his/her class schedule and therefore must add and drop classes as necessary using either the registration system on sage or by following the appropriate manual registration process. An instructor may not directly add or drop students from a class in Sage.

Students register for courses using Sage or may use manual add/drop forms. Undergraduate 90-level classes can be registered only by using the manual add/drop form. Students with time conflicts add one of the classes online through SAGE and can be registered for the second class only by using the Time Conflict form.
Paper forms for registration can be found on the registrar’s website:  
www.brandeis.edu/registrar/forms/index.html

Auditing Courses
Undergraduate
There is no formal audit status for undergraduate students. Students who wish to audit a course informally may do so with permission of the instructor. The student will not be officially registered for the course and thus it will not appear on their academic transcript. Even with instructor’s permission, a student may only audit a class where seating is available in the classroom.

Graduate
All full-time graduate students are allowed to audit courses. No course may be audited without the permission of the instructor and the student’s program chair. Students who audit a course may not take examinations or expect an evaluation from the instructor. No credit is awarded for an audited course. The add/drop form must be completed and processed at the Registrar’s Office for both adding a course as audit or changing a current enrollment to audit status.

Consent Codes
Each consent code is unique and can be used only once. At the start of each registration period add consent codes are generated for most classes and have an expiration date. Codes for early registration expire when that registration period ends. Add codes for final registration are valid for adds through the end of the add/drop period.

During the registration period, instructors can use these codes to:
• Allow a student to add the class, if permission is required
• Allow a student to add the class if the class is closed
• Allow an undergraduate student to add a graduate level (200 and above) class

During final registration drop consent codes are generated for most classes and allow undergraduate students to drop classes through the undergraduate drop deadlines specified in the Academic Calendar. Graduate students dropping a class after the final registration period must use a paper form, obtain the instructor and advisor signatures, and visit the Office of the University Registrar through the graduate drop deadlines specified in the Academic Calendar.

Instructors can log into sage and click on Consent Code icon in the Faculty Center.

To receive graduate credit for an undergraduate-level course, a graduate student must also complete the Receive Graduate Credit Petition form found at
http://www.brandeis.edu/registrar/forms/docs/forms/GRPetition.pdf

Waitlists/Demand Lists
During the early registration periods for the following semester the demand/waitlist function is activated for most classes that are controlled by a numeric limit. Once a class is closed, the student is given the option of placing his/her name on the demand/waitlist.
At the end of the registration period, the demand lists are sent to the Dean's office, the academic department, and class instructor for review. Additional sections may be added or instructors may be asked to increase the capacity of the class. Once the demand lists have been reviewed, an instructor and/or department can allow demand listed student(s) into the class by sending an email directly to the Registrar’s Office before the deadline. Demand list enrollment requests are not accepted directly from the student. Demand/waitlists for the previous registration period are purged at the beginning of each registration period.

A class enrolling fewer than eight students may be canceled, unless special approval from the Dean's office is granted.

At the start of the semester (the add/drop period) the waitlist function is not activated. Once a class is closed, students may approach instructors directly about obtaining consent codes to override the limit and register for a class. It is at the instructor’s discretion whether to allow such overrides.

**Pass/Fail**

Undergraduate students may enroll in up to four courses Pass/Fail during their academic career. No more than one course may be taken Pass/Fail during a single semester. Graduate student are not offered the Pass/Fail option.

Grades of "Pass" or P signify that the student received a C- or above and this grade is not used in computing grade point averages, but may be considered by the Committee on Academic Standing (COAS) when determining academic standing. A grade of D, E or "Fail" is used in computing grade point averages and academic standing.

One course from a student’s undergraduate career may be used to fulfill a general university requirement with the pass/fail grading, except UWS, writing-intensive, and oral communication requirements. No more than one course (and never the final one) in the foreign language sequence may be taken pass/fail if the language is being offered in satisfaction of the foreign language requirement.

Instructors are not notified when students are taking their class Pass/Fail. The Pass/Fail agreement is made between the student and the Office of the University Registrar. Our office will not provide instructors with the names of students taking a class Pass/Fail.

**There are two steps to elect a class Pass/Fail:**

1) The student must come to the Office of the University Registrar, 121 Kutz Hall, and complete the undergraduate Pass/Fail form prior to the deadline. **This must be done in person and cannot be done via e-mail or on Sage.**

2) At the end of the semester once a grade is submitted by the instructor, a student can decide whether he/she would like to keep the letter grade or "cover" the grade with a P notation. If a student would like to cover the grade with a P notation, he/she must notify the Office of the University Registrar either in person or by e-mailing passfail@brandeis.edu
before the deadline. If no action is taken, the letter grade will permanently remain on the student's transcript.

Student’s wishing to cover their grade and use the course towards an approved general University requirement must notify the Registrar's Office at the time the grade is covered.

V. Classrooms

The Office of the University Registrar is responsible for assigning all general University shared classrooms for classes and some academic events. Classrooms are assigned; please do not move your class without getting prior approval from our office. If a room is empty please do not assume that it is available.

Faculty and instructors are responsible for sharing the ten-minute 'pass time' between classes. Every effort should be made to vacate the classroom in a timely way, allowing the following instructor to set-up and prepare, as well as allow the finishing instructor to make final remarks and gather materials. There is no 'ownership' of this time. Students should be encouraged to meet with the instructor during office hours rather than during the 'pass time.' Should conflicts develop, instructors should first attempt to resolve the concerns between themselves. If the result is unsatisfactory, conflicts must be mediated by department chairs.

Classroom assignments are made prior to the start of the semester by the Registrar's Office based on current/projected enrollment, accessibility accommodation, as well as the educational technology needs as requested by the instructor. During the add/drop period at the start of the semester, instructors may find that additional seating is needed to accommodate students who are "shopping" (i.e. attending but not officially enrolled in) the class. Additional classroom requests should be emailed to jdriscoll@brandeis.edu.

Please help to conserve energy by making sure the data projector and overhead lights are turned off. During warm spells, if you open a window or outside door, please close them before leaving the room.

- For assistance with AV equipment, contact MTS at ext 64739 or 64429.
- To report a usability problem (heat/AC, seating issues, chalk, broken blind or clock), please contact the nearest department administrator, who will contact the Registrar’s Office.
- If you are locked out of your classroom Mon-Fri during the day, contact Facilities ext 68500.
- If you are locked out of your classroom or have a HVAC issue during the evening or on a weekend, contact Public Safety ext 63333. Please have the building and room number.
- To report a safety emergency contact Public Safety ext 63333.
- For non-urgent safety concerns, contact Public Safety ext 65000.

If you need to use a classroom for events, please contact Conference and Events Services X64300.
VI. Final Exams

All class meetings, including makeup classes and in-class exams, should be completed on or before the last day of instruction. Study Day(s) belong to the students and any activity held that day needs to be purely optional for the students. Students must not be penalized for failing to attend any activity on Study Day(s).

The tentative Final Examination Schedule, published by the Office of the University Registrar and appearing in the Bulletin and online, identifies the tentative final exam date and time for each class block. Since final exams are not required and are at the discretion of the instructor, the Registrar’s Office has developed an online Final Exam Planning page in sage. This online questionnaire, completed each semester, is the means by which instructors convey whether a three hour final exam is being given during Finals Week and included in the Final Exam Schedule. The questionnaire will also inform instructors of the tentative day and time the exam will take place. For classes not meeting in a standard class block an exam time will be assigned, generally corresponding to the nearest class block.

By participating in Final Exam Week, an instructor is obligated to allow each student the full three hours to complete the exam if needed.

The Final Exam Planning page in sage also collects information pertaining to the exam such as proctors, examination books, classroom preferences, and media/technology needs.

Do not agree to give exams before the scheduled time
University policy does not allow final exams to be given in advance of the published exam time. If students make such a request of you, please inform them that this is prohibited. Students who have two final exams at the same time will be notified by the Registrar’s Office which exam will be rescheduled; generally the postponed exam will be proctored by the Registrar's Office during the Conflict Resolution exam period which takes place the afternoon of the last day of finals. Undergraduate students who are unable to sit for an exam(s) at the scheduled time for personal reasons must, in advance, meet with their class advisor in the Office of Academic Services to request an “excused absence from a final exam.” With the approval of the instructor and class advisor, the exam(s) will be rescheduled for either the conflict resolution exam block or during the make-up exam period at the beginning of the following semester.

Graduate students who cannot sit for an exam must request an “excused absence from a final exam” from their instructor and program advisor.

Extra Time
Students who have been approved to receive extra time one exams (either by the Office of Disability Services in Academic Services if an undergraduate or by the disabilities coordinator in the respective graduate school) may, after the initial three hours, ask to be escorted by the instructor to the ‘extended time room’ (designated Kutz classroom) to complete their exam within the allotted time. A proctor from the Registrar’s Office will be present to take over from the instructor and will collect the exam when finished or when
time has expired. The exam will be delivered to the instructor's office (or the department office, if need be) later that day or the next business day.

**Low Distraction**

Students who have been approved by the Office of Disability Services in Academic Services to take an exam(s) in a low distraction environment may request such an arrangement for one or more of their final exams. The Registrar's Office will administer the exam in a designated Kutz classroom, collect the exam when completed or when time has expired, and deliver it later that day or the next business day to the instructor's office (or department office if needed). Students opting for this arrangement are informed that their instructor will not be available during the exam to answer questions.

All instructors and their teaching fellows are expected to be present during the final exam. If a situation arises that will prevent an instructor’s presence, please inform both the department chair and and Richard Cunnane, Assistant Registrar (X62018).

If you are teaching multiple sections of the same course and are interested in using a common block for a final exam, please contact Richard Cunnane at the beginning of the semester.

**Keeping Final Exams**

Instructors must keep a student’s final exams for at least one year after the exam was given. Students may view their final exam; however, instructors are advised to either make a copy of the final exam to give to the student or have the student come to their office to review the exam together, rather than returning the final exam directly to the student.

**VII. Grading**

Grades are reported to the Office of the University Registrar four times a year. Grades are submitted via Sage. Midterm grades are typically due in October for the fall semester and March for the spring semester. Final grades are due shortly after the end of the semester. Please be sure to check the Academic Calendar for these dates. It is very important that grades are entered promptly.

**Grades for graduating seniors have EARLIER deadlines.** Students that are graduating at the end of the current semester including graduate students are indicated on the grade roster with an asterisk in front of their name.

The letters “MS” (Midterm Satisfactory) and “MU” (Midterm Unsatisfactory) may be used as the mid semester grades for undergraduates. At the end of the semester there must be a regular letter grade, even in full-year courses. The only exception is that “S” or “U” may be used, for the first semester in a full-year readings course (typically numbered 99d), until the end of the second semester when a final letter grade must be submitted for both semesters.
Final Letter Grades
A High Distinction
B Distinction
C Satisfactory
D Passing, but unsatisfactory
E Failure
AU* Audit
CR Credit
NC No Credit
S* Satisfactory
U* Unsatisfactory

*Final Letter Grades with an asterisk are to be used for graduate level courses only.
The final letter grades (with plus or minus as appropriate) noted above will be used to grade all students. There is no set numeric mapping to the letter grades. Instructors may determine how the numeric scores earned in the class correspond to the letter grades. New instructors should consult with their department chair as to departmental practices in this regard.

Grade Changes
If an error was made and an instructor needs to change a grade, a grade change form must be used. Forms are available from your department administrator or the Registrar’s Office. These forms are not available online.

Credit/No Credit Grading
Certain courses, including ENG 19a, ENG 79a and b, ENG 109a and b, ENG 119a and b, ENG 139a and b, MUS 80a,b–87a,b, MUS 111a and b, MUS 112a and b, MUS 116a and b, and credit-bearing peer assistantships, do not utilize letter grades. For pedagogical reasons, the grades assigned in these courses are either Credit (“CR”) or No Credit (“NC”). These grades are the equivalent of “pass” and “fail” for purposes of computing grade point averages.

Incompletes and Excused Absences from Final Exams
Undergraduate students who are unable to take their final examinations for legitimate reasons and wish to request a make-up exam must obtain advance authorization from the Office of Academic Services. Graduate students must receive authorization from both their graduate advisor and instructor. For more information see refer to the Final Exams section of this Guide.

If a student is absent without excuse from a term-end examination and does not obtain authorization for a make-up examination, the student should be given a grade of zero on the exam. The instructor will be asked to supply a grade for the course. If the instructor fails to do so on or before the institutional deadline, the registrar will enter a failing grade on the undergraduate student’s record and a permanent incomplete on a graduate student’s record.

A student is expected to complete the assignments of each course before the beginning of the examination period. Students unable to complete the work in a course by this time for legitimate reasons may request an Excused Incomplete. Application forms must be obtained
by undergraduates from the Office of Academic Services and returned by the last day of instruction. Graduate students obtain the application form from the graduate school.

Approval of the instructor on the incomplete form is required. Students on probation cannot be granted an incomplete. The work must be completed by a date stipulated on the form by the instructor and in no case later than two weeks after the beginning of the following semester. The final grade for the course must be submitted by the instructor no later than the third week of the following semester and sent via email to the Registrar’s Office.

The record of a student will display an incomplete (EI) or excused absence (EA) until a permanent grade has been provided or until these designations expire. Upon expiration, if a permanent final grade has not been submitted to replace the temporary grade, the University Registrar is instructed to record an “F” for the course.

Temporary Letter Grades
EI Excused Incomplete
EA Excused Absence (for a missed final exam that was scheduled by the Registrar’s Office during Finals Week; otherwise use ‘EI’)
NG Not Graded

When other required academic exercises, such as laboratory assignments, minor papers, or quizzes are not completed, and when such noncompliance is excused, instructors may, at their discretion, require the work to be made up or not count the assignment in determining a grade. When there is no satisfactory excuse for the incomplete work, instructors may record a failing grade.

VIII. University Bulletin

The University Bulletin is an annually published listing of course offerings and details institutional policies, academic requirements, and general information regarding the undergraduate and graduate schools at Brandeis.

• Students are responsible for the degree requirements outlined by the Bulletin published in the student's year of entry.

• The provisional publication, which can be found at http://www.brandeis.edu/registrar/bulletin/provisional/index.html, contains revisions made since the last published Bulletin and provides the draft for the next printed edition.

• Any questions regarding the Bulletin should be directed to Andrew Marx (X62017)

• Note: not all courses listed in the Bulletin are offered in any one semester. See the Schedule of Classes for classes taught in a particular term.
To mount a new course for inclusion in the Bulletin, approval is required. All new undergraduate courses follow a three-step process for approval: approval at the department level, the school council level, and the Dean of Arts and Sciences. All new graduate courses follow a two-step process for approval: approval at the department level and the appropriate Dean is required.

If you find that you need to edit the title or description of a course you are teaching, please contact Andrew Marx (X62017, amarx@brandeis.edu).

Undergraduate courses are approved to satisfy certain University requirements through the appropriate committees. However, sometimes students will approach an instructor about having a class fulfill a specific requirement. In order for this to happen, the instructor must file a request to the appropriate committee for consideration. Please contact our office (X62010) for guidance to the appropriate venues.

IX. Academic Calendar

The University Calendar can be found on the last page of the Bulletin and can also be found on the Registrar’s website. It is important to familiarize yourself with the calendar each year. Classes are expected to be in session unless there is a university observed holiday. Please pay special attention to any Brandeis days which regularly occur in a semester.

If the university closes and classes are cancelled due to weather or other circumstances, rescheduling missed classes will be attempted on a case by case basis. Instructors can contact Janet Driscoll at X62015 or jdriscoll@brandeis.edu.

Religious Observance Policy
In constructing the academic calendar, religious holy days will not be the sole factor in determining days on which classes will be held or suspended.

It is the policy of the University, however, that students be encouraged to observe their appropriate religious holy days; that instructors strive to facilitate this by allowing absence from classes for such purposes and by trying to ensure that no examinations, written reports, oral reports or other mandatory class assignments are scheduled for or due on such holy days; and that instructors provide ample opportunities for such students to make up work missed on such occasions without penalty. Jewish holidays begin at sundown of the previous evening and end at nightfall of the day listed.