

**Getting Started**

To access sage, open your browser (preferably Internet Explorer) and go to <https://sage.brandeis.edu>. Login using your UNet ID and UNet Password. Ensure that the Student option is selected and press the 'Sign In' button. The Student Services page will open.

**Note:** Your UNet ID is your Brandeis email address minus the @brandeis.edu. If you do not have a UNet ID, go to <https://unet.brandeis.edu> to set one up. If you do not remember your UNet Password go to <https://unet.brandeis.edu/cgi-bin/forgot-password>. The UNet Help Desk number is 781-529-UNET.


When using sage do not use the Back button. Use the page navigation or breadcrumbs instead. To ensure account security, logout and quit your browser when you finish your sage transactions.

**Find Classes and Plan Your Schedule**

Before you register, we strongly recommend that you plan your course selections carefully including alternatives for classes that might be closed. The Schedule of Classes and University *Bulletin* are on the registrar's website [www.brandeis.edu/registrar.htm](http://www.brandeis.edu/registrar.htm). You can also access the Schedule of Classes and the Course Catalog on sage.

1. From the **Student Services** page click **Academics**, then under **Course Catalog and Schedule**, click **View Schedule of Classes**. The **Class Search** page is displayed. Select the term in which to search for classes – for Fall Term 2009, enter “1093” and for Spring Term 2010, enter “1101”. Click **Advanced Search** to go to the Search Criteria page

2. Select your search criteria in the fields (several are described below). Narrow your search by selecting criteria in multiple fields. You must select at least two criteria in order to perform a search. **Note:** Broad searches take time! Use multiple criteria to speed up response.


- **Subject** – Enter a subject code, such as HIST for History or ENG for English. Use the lookup icon  next to the Subject field to find subject codes.
- **Catalog Number** – The catalog number corresponds to the course number and suffix from the Bulletin (101a). Enter a partial number and select the **Wildcard** dropdown, or enter the complete number and select **Exact Match**.
- **Attribute/Value** – attribute and value combinations indicate characteristics of a course. Enter GENR/QR for classes that satisfy the general University requirement for quantitative reasoning; GENR/WI to view writing intensive class sections. Use the Look Up Function to find attribute/value codes.
- **Open Only** – When this box is checked, only open class sections will display. When not checked, all classes (including closed sections) will display.
- **Description (Course Title)** – Enter a word or phrase from the course title. This field is **not** case-sensitive.
- **Class days** – Select specific days to look for meeting times.
- **Time** – Enter start and end time in hours and minutes including am or pm, as - 9:00am or 1:00pm.
- **Instructor's Name** – enter an instructor's name, or enter part of a name and select **Wildcard**.


3. After selecting your search criteria, click **Search**. A list of matching courses displays in the **Class Search Results** page. **Note:** The more restrictive your search, the faster this list will appear.

4. Review the class status (*Status*) number of available seats (*Avail*), and whether the class requires consent (*Consent Requires – See Note*) fields to determine if the class is open and available for enrollment.

5. Make a note of the **Class Numbers** of classes that you want to enroll in. To view additional information about a class, click the yellow **View Detail** button on the right of each class for the **Class Search Detail** page, or view the **Course Catalog** details.

**Using the Look Up Function**

The Lookup  icon located next to many fields will take you to a Lookup page for that field. Leaving fields blank, click the

Lookup  icon and then the **Lookup** button at the bottom of the page to display all appropriate values.

**Required Seminar Pre-Selection** **Before June 23**


Before June 28, students should submit their preferred choices for UWS classes.



1. From the **Student Services Page** menu click **Academics**, then **Required Seminar Pre Selection**.
2. Select **UWS** button to view the Class Ranking Page.

3. On the **UWS Ranking Page**, view the list of courses for the term(s) and indicate your ranking preference in the left-hand column. When you have finished ranking classes, click . The **UWS Summary Page** will display for your confirmation.
4. Press **Return to Ranking Page** to make changes to your UWS selections.
5. You can log out and revisit the **UWS Ranking Page(s)** as often as you would like to alter your preferences until 11:59pm on June 23. After June 30 you can confirm your Required Seminar registration. Click on the View My Schedule link from the enrollment pages, or from the **Student Services Page** menu click **Academics**, then **View My Class Schedule**.

### Registration: Add a Class

July 8-15

1. From the **Student Services Page** menu click **Academics**, then **Enrollment – Enroll in a Class**. Select the term you are registering for classes and click **Add Classes**.
2. Follow instructions located on the Add Class page and either enter a class number or use the lookup icon  to find a class number. If using the lookup, on the results page click the checkmark  to select the appropriate class number.
3. When you have finished entering classes, click . Some pages in sage are long; you may have to scroll down to find the Submit button. You may enter and submit classes one by one or several at a time.
4. If your enrollment is successful, sage will display **Success** in the Add Status field for that class. Click on the View My Schedule link to review your new schedule.
5. If your enrollment is unsuccessful, the Add Status field will display **Errors Found**. Click on the Errors Found link to view the error message. Follow the on-screen instructions to resolve the error.

How to Enroll						<input type="button" value="Submit"/>
Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status	
<input type="text"/>			0.00		Pending	<input type="button" value="Delete"/>
<input type="text"/>			0.00		Pending	<input type="button" value="Delete"/>

### Add Class Requiring Consent/Permission

If you try to add a class that requires consent, an error message displays when you click Submit. Classes which require consent do **NOT** participate in summer registration and may be added to your schedule during the Add/Drop period at the start of the term.

### Swap One Class for Another

After you register for one class, you can drop or swap classes. The swap feature allows you to exchange a class in which you are enrolled for another in which you are not. The system will only swap classes if you are able to enroll in the new class (i.e. there is class space available, etc.) enabling you to keep your place in the original class until the swap is completed.

1. To **Swap** a class, click on Swap Classes. The **Enrollment – Swap Classes** page displays. Follow the instructions on the page to exchange the enrolled class for the class into which you wish to swap.

### Drop a Class

1. From the **Student Services Page** menu click **Academics**, then **Enrollment – Enroll in a Class**. Select the term you are registering for classes and click **Drop Classes**.
2. Click the Drop/Update Classes link above the class schedule.
3. The Enrollment – Drop/Update Classes page displays. In the Action dropdown on the left, select the DROP action for the class you wish to drop. **Make sure** that this is the course you wish to drop.
4. Click **Submit** to drop the course.
5. If the action is successful, sage will display **Success** in the Update Status field. Click on the View My Schedule link to review your new schedule.
6. If the drop is unsuccessful, **Errors Found** will display in the Update Status field. Click on the Errors Found link to view the error message. Follow the instructions.

### Confirming Your Registration

1. To confirm your registration, you can view and print a copy of your class schedule. Click on the View My Schedule link from the enrollment pages, or from the **Student Services** page click **Academics**, and then click **View My Class Schedule**.
2. Confirm that your schedule is correct and print a copy if you wish.
3. To ensure account security, when you have completed your registration, Logout to close your registration session and then quit your browser