Early Registration Information for
Undergraduate and Graduate Students

Brandeis University, Office of the University Registrar
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Sage How-To-Guides and Information

For information on how to use Sage please view the User Guides on the Sage help page at https://www.brandeis.edu/sage/help/index.html.

Clearing a Registration HOLD

Account HOLDS: Prior to registration it is important that students check to see if they have a hold on their account. If you have a registration HOLD, you are not allowed to participate in the registration/course enrollment process until all HOLDS are resolved.

There are several different reasons that you may have a hold, some of which are:
1. Outstanding financial obligations to the University
2. Health Center issues, including proof of health insurance or immunizations
3. If you have not declared a major after your sophomore year
4. ISSO check-in for international students

Students can see if they have a HOLD on their account by logging into Sage and looking at the HOLD box (located on the right hand side of the Student Center). Students can then contact the office that placed the HOLD. Once the situation has been resolved the HOLD will be removed from the student’s account electronically.

When and How do I Register

Sage is used by students for all online registration activity. Current students expecting to return from study abroad programs may register on the first day early registration opens.

Graduate students should refer to their program of study for specific appointment times.

Undergraduate registration for current on-campus students is conducted in three rounds, set by appointment times. To view your appointment time, log on to Sage and click Academics > Enrollment Appointments. Select the appropriate term.

Appointment #1: allows you to register for no more than 4 credits (which equals 1 semester course)

Appointment #2: allows you to register for a TOTAL of 8 credits (which equals 2 semester courses)
**Appointment #3**: allows you to register for a TOTAL of no more than 22 credits (which equals 5.5 semester courses)

**Demand List**

The demand list is an option used during early registration. If a class is closed that is critical to your plan this semester, be sure to select the option to be placed on the Demand List. To be placed on a Demand List, select the OK to Demand List checkbox when you attempt to enroll in the class.

At the end of the registration period, the Demand Lists are reviewed by departments and administrators to determine if additional sections can be mounted or if the numeric limit on a course should be adjusted.

Please note that:

* Once a class is closed, you cannot register for the class, but you may place yourself on the Demand List.

* Being on the Demand List does not count against your maximum credit limit. You may place yourself on multiple Demand Lists.

* Being on the Demand List does not automatically enroll you in the class should a seat become available. You will be contacted if the department approves you to move off of the demand list and into the class.

* The Demand Lists are reviewed by departments and then cleared about 4 weeks after the registration period ends. Once the list is cleared, you will no longer see any of your Demand List classes on your student study list.

* The Demand List option is available only during the early registration period.

**Preparing to Register/Selecting Courses**

It is recommended that each student connect with his/her advisor prior to registering.

Students may view their undergraduate degree audit in Sage to see their progress towards their major and general University requirements. To view your degree audit, log into Sage and click: **Academics > Degree Progress > Undergraduate Degree Audit**
To view your transcript, log into Sage and click:

Academics > Transcript/Enrollment Verifications > Unofficial Transcript

Make a list of alternate sections and classes before online registration opens. Plan your schedule out on a grid with all the days and times, so you can see where you have openings. Don't forget to include any evening recitation sessions, your extra-curricular activities, practice or meeting times, and breaks for meals.

If there is only one section offered of a class that you want to take, register for that class first and plan the rest of your schedule around it.

**Class Schedule and Course Syllabus**

To view all classes offered for an area of study, use the public display of the Schedule of Classes found on the Registrar’s website at http://www.brandeis.edu/registrar/registration/schedule.html. To search for particular classes which meet specific undergraduate requirements, use the Class Search link. Students may also search for classes by logging on to Sage.

**Minimum/Maximum Course Load for Undergraduate Students**

Undergraduate students must take at least three graded courses (12 credits) per term, and seven graded courses (28 credits) per academic year. Undergraduate students may enroll in a total of 5.5 courses (22 credits) per term.

Students may petition to take up to 6.5 classes in a single semester. Typically students must demonstrate a legitimate academic reason for taking the additional courses, have a minimum grade point average of 3.000 or above, and have successfully completed five courses in a previous semester. Students enrolled in more than 22 credits will be assessed an additional tuition charge per credit based on rates published in the *University Bulletin*.

**Minimum/Maximum Credit Limit for Graduate Students**

Graduate students enrolled in full-time programs are required to be enrolled in at least 12 credits each term. Specific programs may require a minimum rate-of-work that is higher than 12 credits, please consult the individual program listing for that information. Students who cannot maintain this minimum rate of work may be withdrawn from the University, or may be required to switch to a related part-time program if such exists.
IBS students have a 20 credit maximum, additional credits require permission from an IBS administrator.

**Classes Requiring Signatures**

Access to some classes is restricted by signature. To secure a space in such a course you will need a consent code (which serves as an electronic signature). To get a consent code, contact the person whose signature is required—usually the instructor or a named departmental representative. Or students may complete a paper add/drop form with the instructor’s signature and manually register at the Registrar’s office.

**Prerequisites/Corequisites**

A prerequisite is a requirement that must be satisfied before enrolling in a particular course. Where a prerequisite is listed (shown with course descriptions in the *University Bulletin*), be sure you have met that prerequisite or the instructor may request that you are administratively dropped from the class.

Students enrolling in a lecture course which requires a corequisite, you must enroll in both courses separately (i.e. taking a course with a lab).

**Class Cancellations and Registration Moves to a Different Section**

In addition to failure to resolve holds, registrations will be canceled if a student withdraws from the University, takes a leave of absence or is granted permission to study abroad for the upcoming semester. Additionally, departments may cancel registrations in a class if a student does not meet the prerequisite for the class. The University has the right to cancel any class that has an enrollment of eight or fewer students.

Departments and programs may consolidate sections and change students’ registration to a different section in an effort to accommodate the largest number of students in the class.

**Pass/Fail Grading Option for Undergraduate Students**

Undergraduates who wish to elect the pass/fail grading option should complete the online form during the election period, see [http://www.brandeis.edu/registrar/registration/passfail.html](http://www.brandeis.edu/registrar/registration/passfail.html) for complete details.
Special Note for Graduate Students

Graduate students should pay particular attention to their enrollments and promptly register for independent studies, readings, and research courses. Students who have completed course work must register for the appropriate CONT class (CONT 500a or CONT 450a).

Graduate students are expected to adhere to the deadlines found in the University Bulletin; this includes the option to audit a course.

Classes that Require a Paper Form

While Sage is to be used for all online registration activity, there are some transactions that require a paper form and a visit to the Registrar’s office. Students may print out the Add/Drop form or other registration form from the Registrar’s website http://www.brandeis.edu/registrar/forms/index.html, obtain the signature of the instructor and bring the signed form to the Registrar’s office, Kutz 121, during regular business hours.

Individual Instruction Courses for Undergraduates

92-, and 93-level courses (Internships), 97-level courses (Senior Essays), 98-level courses (Independent Study), and 99-level courses (Senior Thesis), EL 94a (Experiential Learning), and PEER 94a (Undergraduate Peer Assistantship), all have specific forms that need to be completed by the student, signed by the instructor, and taken to the Registrar’s office for processing.

Time Conflicts

Students may not enroll in courses that have overlapping class meeting times listed in Sage. Students who attempt overlapping courses must present a signed Time Conflict Form indicating that the instructors of both courses are mindful of the conflict, that neither objects, and that no irregularities or conflicts will arise in the administration of final examinations. Students are accountable for all materials covered in class whether or not they are in attendance.
Graduate Students Enrolling in Undergraduate Courses for Credit

Graduate students who wish to enroll in an undergraduate (numbered under 100) course for credit must come to the Registrar’s office and obtain the necessary form. An exception to this is made for foreign language classes; graduate students can enroll in these courses using Sage. The paper form in this case is only necessary if the student wants the undergraduate course to be taken for credit toward their graduate degree program.

All manual registration forms can be found on the forms page on the Registrar’s website http://www.brandeis.edu/registrar/forms/index.html.

Graduate Students Auditing a Course

The privilege of auditing courses without a fee is extended to all regularly enrolled full-time graduate students, with the exception of special students. No course may be audited without the permission of the instructor and the student’s program chair. Students should print the Add/Drop form, obtain the appropriate signatures, and bring the form to the Registrar’s office.

Cross Registration

Undergraduate Students

Full-time Brandeis undergraduate students enjoy cross-registration privileges with Babson College, Bentley University, Olin College, Wellesley College, and with the undergraduate schools of arts and sciences at Boston College, Boston University, and Tufts University.

For additional information see www.brandeis.edu/registrar/registration/crossregistration.html.
**Graduate Students**

Graduate students should refer to their specific program information in the *Bulletin* regarding schools which participate in graduate cross-registration.

For additional information see
www.brandeis.edu/registrar/registration/crossregistration.html

By registering for classes, students acknowledge their acceptance of the rules and regulations as stated in the Brandeis Student Rights and Responsibilities Handbook and *University Bulletin*.

**Directory Information**

Information in the student section of the Brandeis University Online Directory is taken from data supplied by students. Students may at any time update names, addresses, and other personal data items. The request to change a primary name requires the presentation of two forms of identification, one of which is a picture ID, at the Registrar’s office during regular business hours. For security purposes, such changes may not be accomplished over the telephone or electronically. Changes to other items of personal data may be requested through the Sage system.

**Privacy Settings**

The university designates the following categories of student information as public "directory information,” such information may be disclosed by the institution for any purpose, at its discretion.

The university makes student directory information available electronically (as an online directory) at the start of the fall semester. (If you do not wish to appear in the online directory you must restrict the release of the “Name/On-Campus Info/On-line Directory” category.)

Current students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, and may use the personal privacy settings within sage to restrict disclosure of directory information, all or in part. To access this function in sage, log on and in the Personal Information section of the Student Center select "privacy settings" from the dropdown menu.
Changes to privacy settings may require up to 48 hours to take effect. Brandeis University assumes that failure on the part of any student to specifically request the withholding of public information indicates individual approval for disclosure.

**Categories:**

Name/On-Campus Info/On-line Directory
Names (primary, preferred, passport and degree names), campus email address, campus mailbox, campus mailstop, directory phone, campus address, residence hall address

If this category is restricted from release, your information will not appear in the on-line directory.
Of the information in this category the online directory only displays primary or preferred name, campus email, campus mailbox/mailstop, directory phone, and affiliation (undergraduate or graduate program).

Photo/Off-Campus Contact Info
All off-campus addresses, phone, and email information, date of birth, photograph and digital likeness.

Academic Information
Full-time/part-time status, class (freshman, sophomore, etc), dates of attendance, majors, and minors at Brandeis, previous institution(s) attended and major field of study, awards and honors, degree(s) conferred and date(s) conferred.

Athletic Information
Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes).

**Changes in Privacy Settings**

Log on to Sage and click: Personal Information and select Privacy Settings from the drop down box.