Early Registration Information

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Undergraduates

Sage How-To-Guides and Information

To locate information on how to effectively use sage, please visit the sage user’s guide page at sage.brandeis.edu.

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 why 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. ISSO check-in for international students
4. If you have not declared a major after your sophomore year

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.

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.

**Manual Registration/Using Paper Request Forms**

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.

**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 enroll at their own risk and are responsible for all material covered in class whether or not they are in attendance.

**Individual Instruction Courses for Undergraduates**

* 92-, and 93-level courses (Internships) have specific forms, which need to be completed by the student, signed by the instructor and submitted in person to the Registrar’s office for processing.

* 98-level courses (Independent Study) have a specific form which needs to be completed by the student, signed by the instructor and submitted in person to the Registrar’s office for processing.

* 97-level courses (Senior Essays) and 99-level courses (Senior Thesis) require appropriate signatures on an add/drop form. Use the general add/drop form.

* EL 94a (Experiential Learning) and PEER 94a (Undergraduate Peer Assistantship) courses also require a specific form to enroll.

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

*The Manual registration deadline is 5 p.m. on the last day of early registration.*

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.
Preparing to Registrar/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 each program, use the public display of the Schedule of Classes found on the Registrar’s website. Students may also search the schedule by logging on to Sage. There are many course syllabi available for previewing. Log on to LATTE to use the syllabus tool.

Prerequisites

Where a prerequisite is listed (shown with course descriptions in the Bulletin), be sure you have met that prerequisite. A prerequisite is a requirement that must be satisfied before enrolling in a particular class.

Classes Requiring Signatures

Access to some classes is governed 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. Students may complete a paper add/drop form with the instructor’s signature and manually register at the Registrar’s office, in lieu of obtaining a consent code.

Enrollment Limits

Due to the particular requirements of a class, the instructor may place an enrollment limit on the class. Once the enrollment reaches this number, students are given the option of placing themselves on the Demand List. An enrollment limit may also be placed if the enrollment in a course reaches the seating capacity of its classroom.

Year-Long Classes

Courses with “C” and “D” suffixes run the full academic year. Please refer to the Bulletin for more specifics.

Physical Education

Physical education is an undergraduate degree requirement at Brandeis. This requirement is satisfied by the successful completion of two, semester-long, noncredit activity courses, participation on a varsity athletics team, or by passing a fitness test taken during the first two years. Students should plan on completing the physical education requirement by the end of their sophomore year. Juniors and seniors who have not met the requirement should make enrolling in a PE course a priority. Please refer to the Bulletin for more specifics on the requirement.
Pass/Fail Grading Option Undergraduate Students
The Pass/Fail Grading Option Request Form for undergraduate students is online. Petitions to extend the deadline beyond this date will not be considered. Pass/Fail cannot be elected during early registration.

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.

Cross Registration
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. Undergraduate students interested in cross-registration should come to the Registrar’s office, Kutz 121, at the beginning of the semester. Cross-Registration does not take place during early registration.

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

Graduate Student Information

Students who have completed course work must register for the appropriate CONT class: CONT 500A (full-time study) or CONT 450A (part-time study).

Enrolling in Undergraduate Courses: A graduate student who wishes to enroll in an undergraduate course (numbered under 100) can either request a consent code from the instructor that can be used for online registration or complete an add/drop form signed by the instructor and bring it to the Registrar’s office by the end of the registration period. If a consent code is obtained, the student can enroll in the class online and avoid the paper form process. Please refer to the Sage Student User Guide, step # 5 of Adding a Class in Sage (page 10) for instructions on how to input the consent code.

Petitioning for an Undergraduate Course to Count Towards a Graduate Degree: A graduate student seeking credit toward their graduate degree by taking an undergraduate class must complete the Petition for Graduate Credit Form found on the forms page of the Registrar’s website. After obtaining the required signatures, this form should be returned to Richard Cunnane in the Registrar’s office.

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: Graduate students should refer to their specific program information in the Bulletin regarding schools which participate in graduate cross-registration. Students should come to the Registrar’s office to obtain the paperwork at the beginning of the semester in which they want to cross-register. For additional information see www.brandeis.edu/registrar/registration/crossregistration.html. Cross-Registration does not take place during early registration.
Public Notice Designating Directory Information/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).