Registration Information for
Undergraduate and Graduate Students

Brandeis University, Office of the University Registrar
Contents

Sage How-To-Guides and Information 3
Clearing a Registration HOLD 3
How to Add a Class 3
Special note on CHEM and BIOL Labs 3
Classes that Require a Paper Form 4
Individual Instruction Courses for Undergraduates 4
Time Conflicts 4
Graduate Students Enrolling in Undergraduate Courses for Credit 4
Summary of General University Requirements for Undergraduate Students 5-6
Repeating Courses 7
External Exams/Courses for Purpose 7
Declaring a Major/Minor 7
Advanced Placement (AP) 7
Physical Education 8
Study Abroad 8
Cross Registration 9
Preparing to Register/Selecting Courses 9-10
Pass/Fail Grading Option for Undergraduate Students 11
Undergraduate Academic Standing and Leaves 12-13
Directory Information/Privacy Settings 13-14
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.

How to Add a Class

During registration at the start of the semester the “Demand List/Wait List” option is not used to register for a closed course, students must contact the instructor to obtain a consent code which will allow the student to register him/herself for the course. Students may also 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.

Students can now email their registration forms to registrar@brandeis.edu from their Brandeis email to add courses anytime during the shopping period. Forms will be processed within one (1) business day. Forms that are unreadable or incomplete will not be processed.

Special note on CHEM and BIOL Labs

In order to accommodate students with time conflicts, it may be necessary to reassign students without course conflicts to another lab section.
The same registration deadlines apply to all courses which use the manual process as well as courses which are registered for using Sage.

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. 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. Signed forms are also accepted by email to registrar@brandeis.edu to add courses anytime during the shopping period.

Individual Instruction Courses for Undergraduates

92-, and 93-level courses (Internships), 98-level courses (Independent Study), 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.

Senior Thesis (99), Senior Essay (97), and Directed Research (95) can be added with a consent code provided by the instructor. No paper form is necessary.

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.

**Summary of General University Requirements for Undergraduate Students**

A student entering Brandeis as a freshman is required to complete a minimum of 128 credits (32 four-credit courses). Transfer students should refer to the *University Bulletin* for specifics on course requirements.

Undergraduates can review the courses they have taken and how they satisfy requirements by looking at their degree audit in Sage. The degree audit can be accessed by logging into Sage and selecting: Academics > Degree Audit

**Semesters Required For Graduation**

Students entering as freshmen are required to complete a minimum of seven full-time semesters from Brandeis Fall/Spring semesters, approved Fall/Spring Study Abroad programs, or approved Justice Brandeis Semester programs. At most, one of these seven semesters may be a Study Abroad Semester or a Justice Brandeis Semester. (For students wishing to complete two semesters of study abroad, or two Justice Brandeis Semesters, or one semester of each, the minimum number of semesters becomes eight full-time semesters.)

Transfer students must complete a minimum of four full-time semesters from Brandeis Fall/Spring semesters. A student's final semester cannot be spent in a Study Abroad program. In order to receive credit for work done abroad, students must return to Brandeis for at least one semester during the academic year.

**University Writing**

First-year students must satisfactorily complete one UWS course in their first or second semester. Before graduation each student must also take one writing-intensive course, and either a second writing-intensive course or an oral communication course.
Quantitative Reasoning

All students will take one course that is designated as meeting the quantitative reasoning requirement. These courses enable students to understand, interpret, analyze, and evaluate numerical data and quantitative information.

Foreign Language

The foreign language requirement is fulfilled by completing a third semester course (usually numbered in the 30s) in a language sequence or higher. No more than one course (and never the final one) in the sequence may be taken on the pass/fail grading option. Students should complete the language placement exam prior to registering in a course. In most languages, a grade of C- or higher is a required prerequisite for taking the next course in the sequence.

Students are generally not allowed to add language classes after the first week of classes, unless they have been attending and have the instructor's permission. Students who are enrolled in a language course, but who miss the first three classes, may be dropped from the course at the discretion of the instructor.

Non-Western and Comparative Studies

Students will complete one semester course that examines a particular culture, society, or region of the non-western world or that makes comparisons across cultural barriers. The goal of this requirement is to expand students’ understanding of human achievements and potentialities beyond the Western tradition.

School Distribution (ca, hum, sn, ss)

Students are required to complete one course in each of the four schools: creative arts, humanities, science, and social science. Fulfillment of the school distribution requirement can begin at any time and can be accomplished by selecting courses from a variety of disciplines. Courses that meet the school distribution are noted with the school code on the Schedule of Classes.
Repeating Courses

Although students may repeat, for the purpose of demonstrating a higher level of mastery, courses in which a passing grade already has been earned, such repeated courses do not yield additional credit toward the 128 credits required for graduation. Such repeated courses are also not included in the calculation of the grade point average, and do not count towards rate of work in the semester taken. Students may repeat a course in which a failing grade has been earned. The repeat course, if a passing grade is earned, yields credit towards the 128 credits required for graduation. Both grades in the courses are included in the calculation of the grade point average.

External Exams/Courses for Purpose

Advanced Placement (AP) exams, International Baccalaureate (IB) exams, French Baccalaureate and A-Level Exams, college courses taken while in high school, or summer courses taken outside of Brandeis, may be used for placement purposes, general degree requirements (for example, school distribution, foreign language), and major/minor requirements as allowed by individual departments and programs. Courses transferred for purpose have no numeric credit value and will not count toward the 128 credits required for graduation. Students may request transfer of courses from these sources through the Registrar’s office.

Declaring a Major/Minor

To declare a major or minor, students should contact the UAH of their intended major or minor. A worksheet to declare a major or minor, drop or change a major or minor is available http://www.brandeis.edu/registrar/forms/major-minor.html. Students are encouraged to choose a major after meeting with a faculty advisor in that intended department by the end of their first year. Students who have not declared a major by the end of their sophomore year will have a registration hold placed on their Sage account blocking registration for the fall term of their junior year.

Advanced Placement (AP)

Students can receive credit for courses through the Advanced Placement (AP) program offered by the College Board. Students who receive qualifying scores and wish to eventually apply for Brandeis course credit must contact the College Board and request that their scores be reported to the Registrar’s office. For more on advanced placement, please refer to the University Bulletin.
Physical Education

Physical education is an undergraduate degree requirement at Brandeis. This requirement is satisfied by 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 complete the physical education requirement by the end of their sophomore year.

Completion of one full season of participation on a varsity athletics team, as certified by the Department of Athletics, is equal to the completion of one semester-long noncredit course. A student may satisfy the physical education requirement through the completion of two full seasons of participation on a varsity athletics teams.

Students may earn exemption from all or part of the physical education requirement by scoring well on a battery of physical fitness tests that are administered at the university each year. First- and second-year students may take a physical fitness exam to be exempted from the physical education requirement. The physical education exam is held each year in the fall. Sneakers and comfortable clothing are required. Please allow 30 minutes for the test. The test will consist of cardio (12 minute run), flexibility test, BMI (body mass index), and muscular strength and endurance test. A score of 70-79 exempts you from one (half of the requirement), and a score of 80 or better will exempt you from two classes (total requirement).

Full exemption is given to anyone who has served in the military. Students may also take the Red Cross course outside of Brandeis to get CPR and AED certified. Any exemption for certification has to be the equivalent of the class offered by Brandeis. Certification will only exempt the student from one semester of the physical education requirement. Please see the Department of Athletics for complete information on requesting an exemption.

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.

Study Abroad

Students may receive credit toward their Brandeis degree through participation in educational programs abroad that have been approved by the Undergraduate Curriculum Committee on the recommendation of the Office of Academic Services. Over 250 programs in sixty-nine countries have been approved for Brandeis students’ participation. For more on study abroad contact the Office of Academic Services.
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.

Preparing to Register/Selecting Courses

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. Signed forms are also accepted by email to registrar@brandeis.edu to add courses anytime during the shopping period.

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).

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 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.
Undergraduate Academic Standing and Leaves

Academic Standing

At the end of each undergraduate semester the Committee on Academic Standing (COAS) announces the Dean’s List of honor students. Students on the Dean’s List have a semester GPA of 3.50 or higher and have not received a D, E, U, F, or NC (PE and labs are included); have not received more than one C; and have received a regular letter grade in at least three four-credit courses. Seniors doing honors (99) work in the fall may receive an “S” in that course.

A satisfactory semester contains no grades of E, F, or NC no more than one grade of D and a semester GPA of a least a 2.0. Students currently in good academic standing who receive a single grade of D and have a GPA of 2.0 will be placed on advising alert. But, if the course is required for the major, the student may be placed on probation. Students currently on advising alert receiving a single grade of a D, with a GPA of at least 2.0 will be on academic probation. For more on Academic Standing please refer to the University Bulletin.

Leave of Absence

Any degree-seeking undergraduate student who has been in residence for two semesters and has a satisfactory record from the preceding semester is eligible for a leave of absence. A leave of absence is granted for only one or two semesters and may be extended only once. Leaves are arranged through the Office of Academic Services.

Leave of Absence for Medical Reasons

A student may petition to take a Leave of Absence for Medical Reasons for up to one year for personal health or family health reasons. During a leave of absence for medical reasons, a student may be eligible to take two courses (8 credits) per semester for a maximum of four courses (16 credits). Leaves are arranged through the Office of Academic Services.
Voluntary Withdrawal

A student can withdraw from the University at any time during a semester up to and including the last day of instruction. Withdrawals requested after the last day of instruction must be approved by the Committee on Academic Standing. When a student withdraws a grade of a “W” is received for each course.

Involuntary Withdrawal

The University may require a student to withdraw at any time if the student’s academic performance is unable to fulfill the University’s academic requirements.

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.