

Early Registration Information International Business School Spring 2010

October 26 – November 2, 2009



Brandeis University, Office of the University Registrar

Key Early Registration Dates

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|-----------------------|-------------------------------------|
| October 26 at 10:00am | Early registration opens in Sage |
| October 26-27 | Round I registration appointments |
| October 28-29 | Round II registration appointments |
| October 30-November 2 | Round III registration appointments |
| November 2 at 11:59pm | Early registration ends |

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

Sage How To Guides and Information

To locate information on how to effectively use sage please visit the sage help page at sage.brandeis.edu.

Clearing a Registration HOLD

Account HOLDS: Prior to registration it is vital 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 the HOLD is resolved. There are several different reasons that you may have a hold, some of which are:

1. outstanding financial obligations to the University
2. various Brandeis Health Center issues, including proof of health insurance or immunizations
3. failure to check in at ISSO

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. Graduate students may register starting October 26 at 10:00 am. Early registration will close November 2 at 11:59 pm.

Early registration for IBS students is conducted in three rounds, set by appointment times. To view your appointment time, log on to Sage and click **Academics > Enrollment Appointment**, select Spring Term 2010.

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

Appointment #2: allows you to register for a TOTAL of 8 credits (which equals 2 full semester courses)

Appointment #3: allows you to register for a TOTAL of no more than 20 credits (which equals 5 full semester courses)

Demand Lists

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 a class should a seat become available. The department will contact you if you are allowed to register for a class that you are on the Demand List for or you may see if additional seats are added when registration opens again at the start of the term.

* 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 in Sage.

* the demand list option is only available during the early registration period.

Manual Registration/Using Paper Request Forms

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 (full time study) or CONT 450A (part time study).**

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 Office of the University Registrar Kutz Hall 121.

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

Auditing a Course

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

Enrolling in Undergraduate Courses: A graduate student who wishes to enroll in an undergraduate course (numbered under 100) needs to complete an add/drop form signed by the instructor and bring it to the Office of the University Registrar by the end of the registration period. Instead of using an add/drop form, a student may register online using sage if a consent code from the instructor has been obtained.

Petition for Graduate Credit for an Undergraduate Course: 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 Office of the University Registrar's website and obtain the required signatures. This form should be returned to Richard Cunnane in the Office of the University Registrar.

Cross Registration

Graduate students should refer to their specific program information in the *Bulletin* regarding schools that participate in graduate cross-registration. For more information, visit www.brandeis.edu/registrar/schedule/crossregistration.html.

The manual registration deadline is 5:00pm on the last day of early registration.

Preparing to Register/Selecting Courses

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

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 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.

Maximum Credit Limit

IBS students may enroll in a total of 5 courses (20 credits) for the term.

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 course.

Courses 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. Or students may complete a paper add/drop form with the instructor's signature and manually register at the registrar's office.

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 or takes a leave of absence. Additionally, departments may cancel registrations in a course if a student does not meet the prerequisite for the class. The university has the right to cancel any class which 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.

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. However, the request to change a primary name requires the presentation of two forms of identification, one of which is a picture ID, at the Office of the University Registrar in Kutz 121 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.

Changes in Privacy Settings

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

Public Notice Designating Directory Information

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. Currently enrolled students and newly matriculated students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. Students may use the personal privacy settings within sage to restrict disclosure of directory information, all or in part. 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.

Category I - Name, local addresses (including electronic address) and telephone number, home address and telephone number, date of birth, full-time/part-time status, class (i.e. freshman, sophomore, etc.) and photographic and digital likeness.

Category II - Dates of attendance and major at Brandeis, previous institution(s) attended and major field of study, awards and honors, degree(s) conferred and date(s) conferred.

Category III - Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes).