

Spring 2012 Registration Information for Undergraduate and Graduate Students

January 12 2012 – January 30, 2012



Brandeis University, Office of the University Registrar

Key Registration Dates for Spring 2012

January 12	Registration opens for graduate and undergraduate students.
January 17	First day of instruction.
January 30	Last day to add a class. Last day to drop without instructor's permission.
February 6	Last day for undergraduates to elect pass/fail for a spring semester class. Last day for undergraduates to request a "P" grade for the fall term if the election was made last semester.
February 13	Last day to drop with instructor's permission a Module I class or change grading basis to audit
March 5	Last day for undergraduates with instructor's permission to drop a class without a "W."
March 26	Last day to add Module II classes.
April 2	Last day for undergraduates with instructor's permission to drop courses with a "W" transcript notation. Last day for graduate students to drop courses.

By registering for classes, students acknowledge their acceptance of the rules and regulations as stated in the Brandeis Student Rights and Responsibilities 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 <http://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 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.

Special Cases/ Special Forms

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—OR—students can print out the Add/Drop form from the registrar's website and obtain the signature of the instructor and bring the signed form to the Office of the University Registrar, Kutz 121, during regular business hours.

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:

Individual Instruction Courses for Undergraduates

92-, and 93-level courses (Internships), 98-level courses (Independent Study), 97-level courses (Senior Essays) 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.

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.

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.

The same registration deadlines apply to all courses which use the manual process as well as courses which are registered for using Sage.

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 Bulletin for specifics on course requirements.

Undergraduates can review the courses they've 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 on 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.

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 nor are they included in the calculation of the grade point average.

External Exams/Courses for Purpose

Advanced Placement exams and International Baccalaureate 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 must come to the registrar's office to fill out this form and then obtain the appropriate signatures. 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.

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. 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.

Advanced Placement

Students can receive credit for courses through the Advanced Placement Program of 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.

Special Academic Opportunities for Undergraduate Students

Physical Education

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.

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). Student athletes can also meet the physical education requirement through participation on a varsity athletics team. Completion of one full season of participation on a varsity athletics team, as certificated by the Department of Athletics, is equal to the completion of one semester-long noncredit PE course.

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

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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.

Minimum/Maximum Credit Limit for Graduate Students

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 Bulletin), be sure you have met that prerequisite or the instructor may drop you from the class.

Students enrolling in a lecture course which requires a co requisite, 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 come to the registrar's office at the beginning of the semester. February 6 is the last day for students to elect Pass/Fail for classes taken during the fall term and cover grades from the previous spring term, if the Pass/Fail option was elected.

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 at 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.

Changes in Privacy Settings

Log on to [Sage](#) and click: **Personal Information** and 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).

Frequently Asked Questions

My instructor gave me a permission code, but it does not work- what now?

Students should come to the registrar’s office with the permission code that was provided by the instructor. The office will then determine why the code is not working. In some cases, a signed Add/Drop form will be required to register the student in the class in lieu of the permission code.

Can a 90-level course fulfill a General University requirement?

No, a 90-level course cannot be used to fulfill a General University Requirement.

Can I drop a Senior Thesis (99d) after just one semester?

Students wishing to drop the 99d for the spring term may do so with the instructor’s signature.

Can I start a Senior Thesis (99d) in the spring semester?

Yes, in rare cases students will need to add a course out of sequence and they may do so. Students should come to the registrar’s office and fill out an Add/Drop form and obtain the proper signatures.

Can I take two PE classes in one semester?

Yes, students may take as many PE classes as they wish. PE is a non-credit activity and therefore is not calculated against the maximum credits per semester. A student can not take the same class in the same semester, but may take the course again during a different semester.

I'm an undergraduate interested in taking a graduate level class (a 200-level class), how do I register?

Undergraduates taking graduate courses may register online with a signature code. Or students can print out an Add/Drop form and obtain the appropriate signatures and come to the registrar's office to register.

How do I cover a grade from last semester that I elected pass/fail?

Students have two methods to cover a grade: 1) come in person to the registrar's office 2) e-mail passfail@brandeis.edu with their name, Sage ID, class title, and grade received before the February 6th deadline.

This is my last semester at Brandeis, can I cross-register?

Due to differences in academic calendars among the colleges in the consortium, it is not recommended for graduating seniors to enroll in a cross-registered course in their final semester.