

Early Registration Information for Undergraduate Students Spring 2010

October 26 – November 2, 2009



Brandeis University, Office of the University Registrar

Key Early Registration Dates

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 in Sage

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 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. 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 for spring 2010 may register starting on October 26 at 10:00 am.

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 Spring Term 2010.

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)

Early registration will close November 2, 2009 at 11:59pm.

Demand List

The demand list/ wait 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. The department will contact you if you are allowed to register for a course 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

* the Demand List option is only available 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 and 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 and 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, they do not use a course specific form.

* EL 94a (Experiential Learning) and PEER 94a (Undergraduate Peer Assistantship) also requires a specific form to register.

All manual registration forms can be found on the forms page of the registrar's website.

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. Information about your advisor can be found by logging into Sage and clicking to: **Academics > My Advisors**

Students should review their degree audit in order to plan to fulfill outstanding requirements. To view your degree audit log onto Sage and click to:

Academics > Degree Audit

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 major and minor, use the public display of the Schedule of Classes found on the Registrar's website. To search for particular classes which meet specific University requirements, use the Search Engine found on the 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

Undergraduate students may enroll in a total of 5.5 classes (22 credits) for the term. Physical education (PE) classes carry no credits and do not count against the maximum credit limit.

Minimum Course Load/ Rate of Work

Students must take at least three graded courses (12 credits) per term, and seven graded courses (28 credits) per academic year.

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.

Lectures with labs

If you are enrolling in a lecture course which requires a lab, be sure you enroll in both a lecture and a lab section. Biology and Chemistry courses may change students' registration to a different section in an effort to accommodate the largest number of students in the class.

Preparing to Register/Selecting Courses

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

Enrollment Limits

Due to the particular requirements of certain classes, 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 indicated 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 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 who wish to elect the pass/fail grading option should come to the registrar's office, Kutz 121, at the beginning of the semester. 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 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.

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.

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

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).