

Registration Information for Spring 2008

January 8 – January 29, 2008

Brandeis University, Office of the University Registrar

Key Registration Dates

January 8	Registration opens for graduate and undergraduate students
January 15	First day of instruction for spring term
January 29	Last day to add a class. Last day to drop without instructor's permission
February 5	Last day for undergraduates to elect pass/fail for a spring term class or to request a "P" grade for the fall term if the election was made
February 26	Last day for undergraduates to drop a class without a "W"
April 2	Last day for undergraduates to drop courses with a "W" transcript notation

Sage How To Guides and Information

[Sage](#)

[Sage Registration Guide](#)

[Course Attribute Code Chart](#)

[Subject Listing Abbreviations](#)

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. various Brandeis Health Center issues, including proof of health insurance or immunizations
3. if you have not declared a major after your sophomore year

To view if a HOLD is on your account, log on to Sage and select the Personal Portfolio link. Contact the office which placed the HOLD. Once the situation has been resolved the HOLD will be removed from your account electronically.

Special Cases/ Special Forms

Registration for spring 2008 is from January 8 – January 29. During registration students no longer have the option to be placed on a “Demand List” for closed courses.

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 a copy of an Add/Drop form and obtain the signature of the instructor and bring the signed form to the Office of the Registrar, Kutz 121.

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), and PEER 94a (Undergraduate Peer Assistantship), all have specific forms that need to be completed by the student, signed by the instructor, and submitted 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 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.

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 (add link) 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

A student entering Brandeis as a freshman is required to complete a minimum of 128 credits (32 four-credit courses).

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 logging onto Sage and selecting: **Academics > View Undergraduate Degree Progress Report**

University Seminars

All students in their first year will complete one USEM course. These courses are designed to develop first-year students' analytical and writing or oral communication skills.

University Writing and Oral Communication

First-year students must satisfactorily complete one UWS course in their first year at Brandeis. Before graduation students 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 from various disciplines share a commitment to enabling 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.

Non-Western and Comparative Studies

Students will complete one semester course that examines some 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.

Summary of General University Requirements (continued)

School Distribution: Students must complete one semester course in each of the four schools: Creative Arts, Humanities, Science, and Social Science. Doubling-counting is allowed; therefore, students will often satisfy the school distribution requirement in the context of others (e.g. in satisfying the requirements of a major/minor). The limitations on double-counting are: the three-course foreign language sequence may not be applied toward the humanities requirement, no single course may satisfy both the quantitative reasoning requirement and the science requirement, and a single course may be used toward school distribution in only one school.

Physical Education

Don't forget the PE requirement is satisfied by the successful completion of two, semester-long, non-credit 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.

No courses in the 90's may be used to satisfy University Requirements

How to declare a major/minor

To declare a major or minor students must come to the Office of the University Registrar to obtain the appropriate form. The Major/Minor Form is to declare, add, or change a major/minor, and change advisors.

Students can come to the registrar's office to fill out this form and then obtain the appropriate signatures- the Major/Minor Form cannot be found online.

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.

Students may complete a second or a third major/minor in addition to their primary one. Completion of the second or third major/minor must take place within the normal time allotted for completion of a bachelor's degree. Students may declare a maximum of three majors and three minors.

Special Academic Opportunities

Advanced Placement

Students can receive credit for courses through the Advanced Placement Program of the College Entrance Examination Board. Students who receive qualifying scores and wish to apply eventually for Brandeis course credit must contact the College Board and request that their scores be reported to the Office of the University Registrar. For more on advanced placement, please refer to the University Bulletin.

Study Abroad

Students may receive credit toward their Brandeis degrees 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' participations. For more on study abroad contact the Office of Academic Services.

Cross-Registration

Full-time Brandeis undergraduate students enjoy cross-registration privileges with Babson, Bentley, Olin, and Wellesley College, and with the undergraduate schools of arts and sciences at Boston College, Boston University, and Tufts University. Under this program students may earn credit toward the Brandeis degree without payment of additional tuition through satisfactory completion of courses taken on these neighboring campuses.

A cross-registration course may be the fourth or fifth course in a student's program— a student must be enrolled in a minimum of 12 credit-hours in Brandeis courses to be eligible to cross-register. Cross-registration courses do not count toward the courses required for academic residency. Cross-registration courses and grades appear on Brandeis transcripts. Grades earned in cross-registered courses are not used in the calculation of the grade point average.

Cross-registered classes should be added at the start of the semester by obtaining the cross-registration form at the registrar's office, which must be signed by the cross-registration administrator in the registrar's office before securing the signatures of the instructor, as well as that of the Registrar of the host school. The completed form and syllabus for the class must then be returned to Brandeis' Office of the University Registrar Kutz Hall, 121 no later than January 29, 2008.

Graduate students should refer to their specific program information in the Bulletin regarding schools which participate in graduate cross-registration.

Preparing to Register/Selecting Course

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.

Minimum Course Load/ Rate of Work

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

Maximum Credit Limit

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

Prerequisites

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.

Co-requisites

If you are 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

Undergraduates who wish to elect the pass/fail grading option should come to the registrar's office at the beginning of the semester. February 5 is the last day for students to elect Pass/Fail for the spring term and cover grades from the fall term.

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.

Academic Standing and Leaves

Academic Standing

At the end of each undergraduate semester the Committee on Academic Standing announces the Dean's list of honor students. Students on the Dean's List have a semester GPA of a 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 work in the fall may receive an "S" in that course (99).

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 complete 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. Leave are typically 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, student may take two courses (8 credits) per semester for a maximum of four courses (16 credits). For more on Leave of Absence, please refer to the University Bulletin.

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 entered 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 students 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 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 Portfolio > Directory Restrictions**

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 Office of the Registrar with the permission code that was provided by the instructor. The office will then determine why the code is not working.

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 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 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 can take it again a different semester.

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

Undergrads taking graduate courses may register online with a signature code. Or students can print out an Add/Drop form and obtain 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 should come in person to the registrar's office and sign off on their original pass/fail form before the February 5 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.