

## Pre-Registration Information for IBS Graduates Fall 2008

April 8 – April 18, 2008



Brandeis University, Office of the University Registrar

### Key Registration Dates

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April 8	Pre-registration opens
April 18	Last day for pre-registration
August 18	Registration opens for add/drop
August 28	First day of instruction for fall term
September 11	Last day to add classes (except Module 2)

### Sage How To Guides and Information

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[Sage](#)

[Sage Registration Guide](#)

[Course Attribute Code Chart](#)

[Subject Listing Abbreviations](#)

### Clearing a Registration HOLD

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**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 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. failure to check in at ISSO

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

## When and How Do I Register?

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Sage is used by students for all online registration activity. Graduate students may register starting April 8 at 10:00 am. Pre-registration will close April 18 at 11:59 pm.

Pre-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 > View Enrollment Appointment**, select Fall Term 2008.

**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)

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 get 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:

\* when a course is closed, you cannot register for the course 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 course 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 in Sage.

\* the demand list option is only available during the pre-registration period.

## Manual Registration/Using Paper Request Forms

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**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).**

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 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.

**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 is only necessary if the student wants the undergraduate course to be taken for credit toward their graduate degree program.

### Cross Registration

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

Cross-registered classes should be added at the start of the semester by obtaining the cross-registration form at the University Registrar, Kutz Hall 121. First, the form must be signed by the cross-registration administrator in the registrar's office and then by the instructor and the Registrar of the host school. The completed form and syllabus for the class must be returned to Brandeis' Office of the University Registrar Kutz Hall, 121 no later than the last day of registration for the semester.

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

*The same registration deadline applies to both courses using the manual process and to those using Sage.*

## Preparing to Register/Selecting Courses

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

To view your transcript log into Sage and click: **Academics > View Unofficial Transcript**

If there is only one section of a course you want to take being offered, schedule that course first and plan the rest of your schedule around it.

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.

### 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. 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 new syllabus tool.

Refer to the [Sage Registration Guide](#) on specifics on how to navigate in Sage.

### Maximum Credit Limit

Graduate students may enroll in a total of 5 courses (20 credit hours) 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.

### 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.

## Directory Information

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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).

