

Pre-Registration Information for Undergraduates Fall 2008

April 8 – April 18, 2008



Brandeis University, Office of the University Registrar

Key Registration Dates

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	Fall term add/drop ends

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 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. 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, 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?

Sage is used by students for all online registration activity. Current students expecting to return from study abroad programs for fall term 2008 may register starting April 8th 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 > View Enrollment Appointment**, select Fall Term 2008.

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)

Pre-registration will close April 18, 2008 at 11:59pm.

The demand list is an option used during pre-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 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 that:

* 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

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 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.

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 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 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.

* PEER 94a, which is the 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 same registration deadline applies to both courses using the manual process and to those using Sage.

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 > View 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 > View Undergraduate Degree Progress Report**

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 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 new syllabus tool.

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

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.

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 course.

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.

Preparing to Register/Selecting Courses

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.

Year-Long Courses

Courses indicated with "C" and "D" suffixes run the full academic year. Students who enroll in the fall in such courses will be enrolled by the registrar's office for the spring term during their Round III appointment time. Please refer to the Bulletin for more specifics.

Undergraduate Required First-Year Courses

Students must complete a University Seminar (USEM) and University Writing Seminar (UWS) in their first year. See the New Student Academic Guide or the University Bulletin for specifics on this requirement. Failure to satisfy the USEM and UWS requirements in the first year may lead to academic probation.

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 pre-registration.

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 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.

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).