

***VIEWING STUDENT DATA IN SAGE
DEPARTMENT ADMINISTRATORS***

Welcome to sage

WELCOME TO THE SAGE SYSTEM

This document is an overview on how to use the sage system. Depending on the nature of your job, you may not have access to all the areas discussed in this manual.

In order for sage to provide you the best results please ensure you have your pop up blocker disabled and that you are running on either Internet Explorer 6.0 or above or Netscape 6.2 or above.

To ensure that the computer you are using is configured properly please review and run the “Before You Start” configuration on the sage log in page – <https://sage.brandeis.edu>.


If you ever have questions concerning sage or information in this document you may email sagehelp@brandeis.edu.

Logging onto sage

ACCESSING SAGE

To access the sage system go to <https://sage.brandeis.edu>. This is the sage Home and Log On Page. On this page you will find other helpful links and documents concerning using the sage system.

To log into sage enter your UNet ID and Password

Select the Staff option and press the  button.

The sage application will open and a listing of the following menus will appear on the left hand side:

- Manage Student Records: use to view Grade and Class Rosters
- Design Student Administration: use to set User Defaults, specifically Academic Career
- SA Self Service: use to access the Student By Major/Minor page as well as the Schedule of Classes and Course Catalog

Specify User Defaults

SETTING USER DEFAULTS

Setting your User Default can assist you with data entry. To set your user defaults go to: [Home](#) > [Design Student Administration](#) > [Specify User Defaults](#) > [Use](#) > User Defaults

User Defaults 1 and User Defaults 2 have the basic default information. Enter the appropriate defaults, specifically the Academic Career, and press the save icon.

FERPA Disclaimer

Warning: Student records are private. The student information you are accessing is protected under The Family Educational Rights and Privacy Act (FERPA). This information is only for the use of the individual student (for his/her records alone), designated academic advisors, and other Brandeis University officials with legitimate educational interests. All other access, use, distribution, or release of these records is prohibited.

Viewing Class Rosters

VIEWING CLASS ROSTERS – this is where one can view which students are enrolled, dropped or waitlisted for a particular class. Viewing the class roster is limited to subjects that are within your department you have been given specific access to view.

Home > Manage Student Records > Establish Courses > Inquire > Class Roster

1. Enter the Academic Institution of BRANU
2. Enter the Term: the term code schema is 1 + two digit year + semester indicator (1 = Spring, 2 = Summer, 3 = Fall). Example: Fall 2005 is 1053, Spring 2006 is 1061
3. Enter the Subject Area and a Catalog Number - AND/OR -
4. Press the **Search** icon for a listing of classes you have access to
5. Click on the class you would like to view and the class roster will open
6. Each Roster lists the name, email, student ID, academic level, primary major, grading basis, and units taken for the students
7. Once you are in the Class Roster you may select from three Enrollment Status (Enrolled, Dropped, and Waitlisted) views by dropping down on the Enrollment Status box. The lists, as well as the Total Students count, will alter based on the Enrollment Status selected.
8. The Detail hyper link opens up the Class Detail page
9. To access another Class Roster press the **Return to Search** icon at the bottom of the page. The system will prompt you to save – press No

Class Roster

Course ID: 009460 WOMEN/GENDER IN CULTURE & SOC Brandeis University
 Catalog: WMGS 5A Fall Semester 2005
 Class Nbr: 3662 Sect: 1 Lecture Regular Academic Session
 Instructor: Singh, Harleen

Roster Type

Enrollment Status: **Enrolled** ▼

Total Students: **Enrolled** [Detail](#)

Find First 1-52 of 52 Last

| Name | Email | Student ID | Acad Level | Major | Grading Basis | Units Taken |
|-----------------|----------------------|------------|------------|------------------|---------------|-------------|
| [Redacted] | ji | [Redacted] | Senior | Economics | Graded | 4.00 |
| [Redacted] | c | [Redacted] | Junior | Computer Science | Graded | 4.00 |
| [Redacted] | s | [Redacted] | Freshman | Undeclared | Graded | 4.00 |
| Appel, Luana C. | elappel@brandeis.edu | 20158734 | Sophomore | Undeclared | Graded | 4.00 |

Viewing Grade Rosters

VIEWING GRADE ROSTERS – this is where one can view the status of a class’s grade entry. Viewing the grade roster is limited to subjects that are within your department you have been given specific access to view.

Home > Manage Student Records > Establish Courses > Use > Grade Roster

1. Enter the Academic Institution of BRANU
2. Enter the Term - the term code schema is 1 + two digit year + semester indicator (1 = Spring, 2 = Summer, 3 = Fall). Example: Fall 2005 is 1053, Spring 2006 is 1061
3. Enter the Subject Area and a Catalog Number - AND/OR -
4. Press the Search icon for a listing of classes you have access to
5. Click on the class you would like to view and the grade roster will open

NOTE: Grade Rosters are generated twice a semester. If a roster is not present then the Roster Generation Process has not yet run.

6. Each Roster lists the student ID, senior indicator (flags students who are graduating this term with a *), name, grade input, official grade, career of the student, grading basis (Graded, Credit/No Credit, Audit etc.) and grading status (pending, posted)
7. For most undergraduate classes a mid term roster is also generated. The Roster Type field will indicate which roster you are viewing. To view the second roster, press the small arrow icon in the top right corner.
8. To access a Grade Roster for a different class press the Return to Search icon at the bottom of the page. The system will prompt you to save – press No

Grade Roster

First ◀ 1 of 2 ▶ Last

Term: Spring2005 Class Nbr: 2621 FEM.THEORIES HSTRCL/PERS Sect: 1

Session: Regular Catalog: WMNS 105B Seq Nbr: 2

Instructor: Kim,Nadia Class Detail

Roster Type

Final Grade Final Grade Display Ungraded Students Only

| ID | Senior | Name | Grade Input | Official Grade | Short Description | Grading Basis | Status | RD Option | Detail | Note |
|----|--------|------|-------------|----------------|-------------------|---------------|--------|-----------|--------|------|
| | | | A- | A- | Undergrad | Graded | Posted | Yes | Detail | Note |
| | | | A- | A- | Undergrad | Graded | Posted | Yes | Detail | Note |
| | | | A- | A- | Undergrad | Graded | Posted | Yes | Detail | Note |
| | | | J. A- | A- | Undergrad | Graded | Posted | Yes | Detail | Note |
| | * | | B+ | B+ | Undergrad | Graded | Posted | Yes | Detail | Note |

SA Self Service

USING SA SELF SERVICE

Home>SA Self Service > Instructor/Advisor Services > Home > Instructor/Advisor Services

You can also access this page directly by selecting the “Faculty” option when logging into sage

Below is the “Instructor/Advisor Services” homepage. As a Department Administrator the “Student By Major/Minor” page is where you will access the condensed view of important student information such as Program and Plan information (majors and minors), Degree Audit, Class Schedules, Grades and Unofficial Transcripts.

[Home](#) > [SA Self Service](#) > [Instructor / Advisor Services](#) > [Home](#) > [Instructor / Advisor Services](#)

Instructor / Advisor Services

Management

[View My Class Schedule](#)

[Access Class Roster](#)

[View Current Enrollment Figures](#)

[Log into MyCourses](#)

[Record Grades](#)

Course Catalog and Schedule

[View Course Catalog](#)

[View Schedule of Classes](#)

[View University Bulletin](#)

[View Registration Information](#)

Advisement

[View Advisee Information](#)

[New/Drop-In Advisees](#)

[Students By Major/Minor](#)

Faculty Data

[Faculty Data](#)



You may also access all the links under the Course Catalog and Schedule heading to view the Catalog, Bulletin and Schedule of Classes information as well as the View Current Enrollment Figures page under the Management heading.

For more information on how to use the Course Catalog, Schedule of Classes and Enrollment Statistics in sage go to:

Course Catalog - http://www.brandeis.edu/sagedocs/tutorials/inst_course_cat/inst_course_search.html

Schedule of Classes - http://www.brandeis.edu/sagedocs/tutorials/inst_class_sched/inst_class_sched.html

Enrollment Figures - <http://www.brandeis.edu/sagedocs/tutorials/figures/figures.html>

Students By Major/Minor

SEARCHING OPTIONS FOR STUDENTS BY MAJOR/MINOR

Home>SA Self Service > Instructor/Advisor Services > Home > Instructor/Advisor Services

1. Click on the Students By Major/Minor link. The Students By Major/Minor page will open.

Students By Major/Minor

Please select search criteria:

*Academic Career:

* Plan Type Major Minor

Admit Term From: Term To:

Graduation Term From: Term To:

* Academic Program Status Active in Program Leave of Absence
 Completed Program Withdrawn

Completion Term From: Term To:

Withdrawn Date From: Date To:

Or please select a student

Student ID:

Group Box

* Academic Plans View All

| | |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/> | American Hist & Wmns/Gndr Stds |
| <input type="checkbox"/> | Anthropology & Wmns/Gndr Stds |
| <input type="checkbox"/> | Comp. History & Wmns/Gndr Stds |
| <input type="checkbox"/> | English/Amer. Lit & Wmns/Gndr |
| <input type="checkbox"/> | Music & Women's/Gender Studies |
| <input type="checkbox"/> | Nr. East/Judaic & Wmns/Gndr St |
| <input type="checkbox"/> | Psychology & Womens/Gender Stds |
| <input type="checkbox"/> | Social Policy & Wmns/Gndr Stds |
| <input type="checkbox"/> | Sociology & Womens/Gender Stds |
| <input checked="" type="checkbox"/> | Women's and Gender Studies |

Check/Uncheck All

NOTE: You can generate student lists by using the search criteria options or you may view a single student by entering a student ID the Student ID field. Student IDs are eight digits beginning with a 2.

2. Using the Search Criteria – **Required** Search Fields

- a. Academic Career – this allows you to select either Graduate, Undergraduate or Rabb students. This value will default to what has been set in your user defaults and is a required field. To alter the value press the down arrow and select from the listing.
- b. Plan Type – this allows you to select students based on majors, minors or both. This is a required field and at least one check box must be selected. Major is the default value
- c. Academic Plans – the list of majors and minors in the right hand box is customized based on your security and will only show those majors and minors which are associated with your department. At least one plan must be selected. To select all the plans listed press the Check/Uncheck All box.
- d. Academic Program Status – there are four populations of students you may select; Active for the current or future terms, on Leave for the current term, Completed the program in past terms or Withdrawn from the university. At least one option must be selected. The default is Active in Program. If the Complete option or Withdrawn option is selected you must enter the corresponding Completion Term range and Withdrawn date range.

3. Using the Search Criteria – **Optional** Fields

- a. Admit Term – enter an admit term range to generate a list of students who were admitted in a certain term or term range.
- b. Graduation Term – enter a graduation term range to generate a list of students who are scheduled to graduate in a certain term range.

4. When the search criteria have been entered to meet your needs, press the icon to retrieve and view your results.

5. Example Results

- Search results for all Active undergraduate students who have a major in Women's and Gender Studies:

Instructions Sort By:

Find | View All First 1-8

Student Information | Student Contact | Student List/Excel

| Student ID | Name | Program | Degree Plan | Admit Term | Expected Graduation Term | Advisor Name | |
|------------|------|-------------------|-------------------------------|------------|--------------------------|--------------------|-------------------------------------|
| | | Arts and Sciences | BA Women's Studies | 1033 | 1071 | Reinharz, Shulamit | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1041 | 1073 | Smith, Faith Lois | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1033 | 1071 | Antler, Joyce | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1023 | 1061 | Lanser, Susan S | **Student Details** |
| | | Arts and Sciences | BA Women's and Gender Studies | 1033 | 1071 | Lamb, Sarah | **Student Details** |
| | | Arts and Sciences | DM Women's and Gender Studies | 1033 | 1071 | Smith, Faith Lois | **Student Details** |
| | | Arts and Sciences | BA Women's and Gender Studies | 1023 | 1061 | Smiley, Marion | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1023 | 1061 | Engerman, David | **Student Details** |

- Search results for all Active Undergraduate students who have a minor in Women's and Gender Studies:

Instructions Sort By:

Find | View All First 1-6

Student Information | Student Contact | Student List/Excel

| Student ID | Name | Program | Degree Plan | Admit Term | Expected Graduation Term | Advisor Name | |
|------------|------|-------------------|-------------------------------|------------|--------------------------|-------------------|-------------------------------------|
| | | Arts and Sciences | MN Women's and Gender Studies | 1023 | 1061 | Sherman, Aurora | **Student Details** |
| | | Arts and Sciences | MN Women's and Gender Studies | 1023 | 1061 | Lamb, Sarah | **Student Details** |
| | | Arts and Sciences | MN Women's and Gender Studies | 1033 | 1063 | Antler, Joyce | **Student Details** |
| | | Arts and Sciences | MN Women's Studies | 1033 | 1071 | Smith, Faith Lois | **Student Details** |
| | | Arts and Sciences | MN Women's and Gender Studies | 1023 | 1061 | Allara, Pamela | **Student Details** |
| | | Arts and Sciences | MN Women's Studies | 1023 | 1061 | Singh, Harleen | **Student Details** |

- Search results for all Undergraduate students who have a major or minor in Women's and Gender Studies and is currently on Leave:

Instructions Sort By:

Find | View All First 1 of 1

Student Information | Student Contact | Student List/Excel


| Student ID | Name | Program | Degree Plan | Admit Term | Expected Graduation Term | Advisor Name | |
|------------|------|-------------------|--------------------|------------|--------------------------|----------------|-------------------------------------|
| | | Arts and Sciences | BA Women's Studies | 1023 | 1061 | Allara, Pamela | **Student Details** |

- Search results for all Active Undergraduate students who have a major in Comp. History & Wmns/Gndr Stds: None as this is a graduate program only.


Find | View All First 1 of 1

Student Information | Student Contact | Student List/Excel

| Student ID | Name | Program | Degree Plan | Admit Term | Expected Graduation Term | Advisor Name | |
|------------|------|---------|-------------|------------|--------------------------|--------------|-------------------------------------|
| | | | | | | | **Student Details** |

6. Using the Student ID selection is helpful if you want to view information for a single student. You can enter the Student ID if you know it or press the  icon to search for a student by name.

Lookup Student ID


Search By: 

EmplID:

[Advanced Lookup](#)


- a. Search By – press the down arrow and select an option from the list
 - b. Enter the Last Name, First Name or Name (Last Name, First Name) and press
 - c. Click on the appropriate result.
 - d. **If “No Matching Values” is returned then there is no student by that name/ID associated with your department at this time**
7. When the Student ID is entered, press the icon to retrieve and view your results
 8. All other search criteria are ignored when the Student ID field is populated


Or please select a student

Student ID: 

Sociology & Womens/Gender Stds
 Women's and Gender Studies
 Check/Uncheck All

Instructions Sort By:

Find | View All First  1 of 1

| Student ID | Name | Program | Degree Plan | Admit Term | Expected Graduation Term | Advisor Name | |
|---|------|-------------------|--------------------|------------|--------------------------|----------------|-------------------------------------|
|  2 | | Arts and Sciences | BA Women's Studies | 1023 | 1061 | Allara, Pamela | **Student Details** |

By using the search criteria you will be able to generate lists based on several criteria. All results reflected are up to minute data results. Feel free to experiment with the different search options to find the results that best fit your needs.

SORTING OPTIONS FOR STUDENTS BY MAJOR/MINOR

Once the data has been retrieved there are several ways to sort the data. Select the option that best serves your reporting need.

9. In the Sort By field press the down arrow to see the Sort By Options

The screenshot shows the 'Sort By' dropdown menu open, displaying the following options: Student Name (Last, First), Academic Plan, Admit Term, Advisor Name (Last, First), Degree, Exp Grad Term, and Student Name (Last, First). The table below shows the current data sorted by Student Name (Last, First).

| Student ID | Name | Program | Degree Plan | Admit Term | Expected Graduation Term | Advisor Name | Details |
|------------|------|-------------------|-------------------------------|------------|--------------------------|-------------------|---------------------|
| | | Arts and Sciences | BA Women's Studies | 1033 | 1071 | Reinharz,Shulamit | **Student Details** |
| | | Arts and Sciences | MN Women's and Gender Studies | 1023 | 1061 | Sherman,Aurora | **Student Details** |
| | | Arts and Sciences | MN Women's and Gender Studies | 1023 | 1061 | Lamb,Sarah | **Student Details** |
| | | Arts and Sciences | MN Women's and Gender Studies | 1033 | 1063 | Antler,Joyce | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1041 | 1073 | Smith,Faith Lois | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1033 | 1071 | Antler,Joyce | **Student Details** |

10. Select the sort option and the data will re-sort base on the option selected. The default sort option is Student Name

The screenshot shows the 'Sort By' dropdown menu set to 'Advisor Name (Last, First)'. The table below shows the data sorted by Advisor Name.

| Student ID | Name | Program | Degree Plan | Admit Term | Expected Graduation Term | Advisor Name | Details |
|------------|------|-------------------|-------------------------------|------------|--------------------------|----------------|---------------------|
| | | Arts and Sciences | MN Women's and Gender Studies | 1023 | 1061 | Allara,Pamela | **Student Details** |
| | | Arts and Sciences | MN Women's and Gender Studies | 1033 | 1063 | Antler,Joyce | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1033 | 1071 | Antler,Joyce | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1023 | 1061 | Engerman,David | **Student Details** |

The screenshot shows the 'Sort By' dropdown menu set to 'Degree'. The table below shows the data sorted by Degree Plan.

| Student ID | Name | Program | Degree Plan | Admit Term | Expected Graduation Term | Advisor Name | Details |
|------------|------|-------------------|-------------------------------|------------|--------------------------|-------------------|---------------------|
| | | Arts and Sciences | BA Women's Studies | 1033 | 1071 | Reinharz,Shulamit | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1041 | 1073 | Smith,Faith Lois | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1033 | 1071 | Antler,Joyce | **Student Details** |
| | | Arts and Sciences | BA Women's and Gender Studies | 1023 | 1061 | Smiley,Marion | **Student Details** |
| | | Arts and Sciences | BA Women's and Gender Studies | 1033 | 1071 | Lamb,Sarah | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1023 | 1061 | Engerman,David | **Student Details** |
| | | Arts and Sciences | BA Women's Studies | 1023 | 1061 | Lanser,Susan S | **Student Details** |
| | | Arts and Sciences | DM Women's and Gender Studies | 1033 | 1071 | Smith,Faith Lois | **Student Details** |
| | | Arts and Sciences | MN Women's and Gender Studies | 1023 | 1061 | Lamb,Sarah | **Student Details** |
| | | Arts and Sciences | MN Women's Studies | 1033 | 1071 | Smith,Faith Lois | **Student Details** |

DATA RESULTS FOR STUDENTS BY MAJOR/MINOR




Once the data has been retrieved and sorted it is time to review the student information provided. There are three result pages/tabs associated with the Students By Major/Minor page: Student Information, Student Contact and Student List/Excel. Depending on what your need is, each page can provide important information. To access student specific information such as a degree audit report or a class schedule, you will need to go to the Student Information tab. To access and export students campus email or mailbox use the Student Contact page and to export the search results into excel the third tab should be useful.

To access these pages simple click on the labeled tab.

Using the Student Contact and Student List Page/Tab to Export Data into an Excel File

1. Click on the Student List/Excel tab or the Student Contact tab depending on the data you would like to export
2. Ensure the data is accurate and sorted properly
3. Starting in the left hand corner near the Student Id label, press the right button on your mouse and drag the mouse down and to the right until all the fields are highlighted
4. For a PC User, you can either left click and press the Copy option or press CTRL C on your keyboard
5. Open up a new excel file and paste the selected material either by left clicking the mouse and selecting paste or by pressing CTRL V on your keyboard
6. For MAC Users, press the Apple C button to copy and press the Apple V button to paste the information into excel
7. Format the excel file and save


Using the Student Information Page/Tab

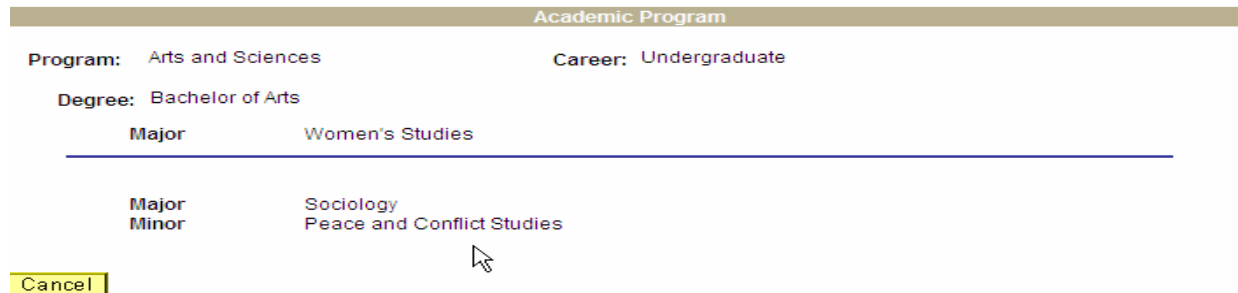
1. If there is a  icon to the right of the Student Id this indicates that the student has a hold on their account. This hold may prevent the student from registering or ordering a transcript. Department Administrators are not able to see the detail of the hold. If more information about the hold is needed contact the Office of the University Registrar
2. If there is a  icon to the right of the Student ID this indicates that there is a FERPA block on the students information. No information about the student may be released to outside sources. To see the details of the FERPA hold, press the  icon.

| Bio/Demo Data | |
|---|--|
| <input type="checkbox"/> Category 2 Releasable | <input checked="" type="checkbox"/> Category 3 Releasable |
| Academic Load | Recognized Sports & Activities |
| Academic Level | Height |
| Dates of Attendance | Weight |
| Program/Plan | |
| Honors/Awards | |
| Degrees Conferred | |
| No Photo Designated Releasable | |


NOTE: The FERPA detail page will list the data that IS releasable. In this case, only Category 3 information is releasable.

NOTE: Student information should never be released to any party except through the Office of the University Registrar.

3. Press the  icon to see the comprehensive Academic Information about the student - Career(s), Program(s), Degree, Major(s) and Minor(s)



The screenshot shows a web interface for 'Academic Program'. At the top, it says 'Academic Program'. Below that, it lists 'Program: Arts and Sciences' and 'Career: Undergraduate'. Under 'Degree: Bachelor of Arts', there are two columns: 'Major' with 'Women's Studies' and 'Minor' with 'Sociology' and 'Peace and Conflict Studies'. A mouse cursor is pointing at the 'Sociology' text. At the bottom left, there is a yellow 'Cancel' button.

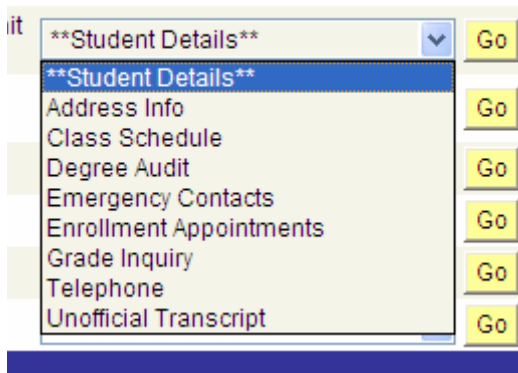
4. Press the  button to return to the previous page
5. The Degree field denotes the degree the student is pursuing. If the degree code reads DM that indicates that the major is a secondary major. If the degree code reads MN that indicates the student is pursuing a minor. If the degree field is blank that indicates the student is pursuing a concentration (this is only applicable to a few graduate programs).
6. The Admit Term and Expected Graduation Term denote when the student was admitted into the program and when they are estimated to complete their program.
7. The Advisor Name indicates which advisor has been assigned to this student for this major/minor. The majority of graduate students do not have an assigned advisor so this field will be blank.

NOTE: If there are inaccuracies with any of this data please contact the Office of the University Registrar.

Using the *Student Details***Options**

Using the ***Student Details*** drop down box you can view other important information about the student.

Go



The screenshot shows a dropdown menu with the text 'it' to its left. The menu is currently open, showing a list of options: '**Student Details**', 'Address Info', 'Class Schedule', 'Degree Audit', 'Emergency Contacts', 'Enrollment Appointments', 'Grade Inquiry', 'Telephone', and 'Unofficial Transcript'. To the right of each option is a yellow 'Go' button. The 'Go' button for '**Student Details**' is highlighted.

1. Press the down arrow to review the options
2. Select the desired option and press the **Go** icon. You will then go through a series of pages to view the pertinent student data.
3. Press the **Cancel** button on the bottom the pages to return back to the previous page. Do NOT press the back button on your browsers if at all possible.

Address and Phone Info – when these options are selected you can view the current data on file.

| Permanent, Permanent, Billing | | | |
|-------------------------------|-------------------|---------------|-------|
| Country: | USA | United States | |
| Address 1: | 2 Old Field Place | | |
| Address 2: | | | |
| Address 3: | | | |
| City: | Setauket | | |
| County: | | Postal: | 11733 |
| State: | NY | New York | |
| MailBoxStp | | | |
| Country: | USA | United States | |
| Address 1: | 415 South St. | | |
| Address 2: | MB 1263 | | |
| Address 3: | | | |
| City: | Waltham | | |
| County: | | Postal: | 02454 |
| State: | MA | Massachusetts | |

[On-Line Tutorials](#)
 [Help Desk \(X9UNET\)](#)
 [Sage Home Page](#)
 [Brandeis Home Page](#)

Cancel

There are several address types within sage to capture different address formats and needs.

Billing Address – Address to which the bills should be sent to if different from Home or Mailing

Local Non Campus Address – Address of students in off campus housing, if known

Mail Box and Mail Stop – Undergraduate Mail Box number and Graduate Mail Stop number.

Mailing Address – Address to which mail should be sent to if different from Home address

Non Custodial Bill Address – Address where an additional bill can be sent.

Permanent Address – Permanent address. Each student is required to have a Permanent Address.

Refund Address – Address to which a refund check mail should be sent to if different from Billing

SEVIS International and SEVIS Local – To be used by the ISSO Department only

Class Schedule – when this option is selected you can view the student class schedule term by term.

1. From the Select Term page click on the term of the class schedule you would like to view
2. The students Class Schedule will open, listing all the classes the student is currently enrolled in
3. To review the classes the students has dropped or is on the waiting list for check the appropriate boxes in the Class Schedule Filer Options and press the

Refresh Class Schedule button

Class Schedule

Fall Semester 2005



Undergraduate Brandeis University

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes **Refresh Class Schedule**

| HBRW 20B Cls#: 3252 | Section 1 | Component Lecture | Description INTERMEDIATE HEBREW | Grading Option Graded - UGRD | Grade | Units 4.00 | Status Enrolled |
|--|-----------|----------------------|---|---------------------------------|-------|---------------|-------------------------|
| | 9:10AM | 10:00AM | Mon,Wed,Thurs Instructor: Shorr,Esther | Schwartz 0003 | | | 09/01/2005 - 12/22/2005 |
| | 8:40AM | 9:30AM | Tues Instructor: Shorr,Esther | Schwartz 0003 | | | 09/01/2005 - 12/22/2005 |

| PHIL 1A Cls#: 4578 | Section 2 | Component Lecture | Description INTRO TO PHILOSOPHY | Grading Option Graded - UGRD | Grade | Units 4.00 | Status Enrolled |
|---------------------------------------|---|----------------------|---------------------------------------|---------------------------------|-------|---------------|-------------------------|
| | Requirement Designation: School of Humanities | | | | | | |
| | 1:40PM | 3:00PM | Tues,Fri Instructor: McGrath,Sarah | Lown 0201 | | | 09/01/2005 - 12/22/2005 |

Grade Inquiry – when this option is selected you can view the student’s grades and statistics term by term.

1. From the Select Term page click on the term of the grades you would like to view
2. The students schedule with grades will open. The students term and cumulative statistics are on the bottom of the page

| AMST 102A | Class Nbr | Sect | Course Title | Component | Grading Basis | Official Grade | Units Earned |
|---------------------------|-----------|------|--------------------------|-----------|---------------|----------------|--------------|
| | 2683 | 1 | WOMEN,ENVRMT,SOC.JUSTICE | Lecture | Graded - UGRD | B+ | 4.00 |

| BIOL 18A | Class Nbr | Sect | Course Title | Component | Grading Basis | Official Grade | Units Earned |
|--------------------------|-----------|------|---------------------|------------|---------------|----------------|--------------|
| | 1162 | 1 | GENERAL BIOLOGY LAB | Laboratory | Graded - UGRD | D- | 4.00 |

| BIOL 22A | Class Nbr | Sect | Course Title | Component | Grading Basis | Official Grade | Units Earned |
|--------------------------|-----------|------|--------------------------|-----------|---------------|----------------|--------------|
| | 1167 | 2 | GENETICS & MOLECULAR BIO | Lecture | Graded - UGRD | D | 4.00 |

| PHIL 22B | Class Nbr | Sect | Course Title | Component | Grading Basis | Official Grade | Units Earned |
|--------------------------|-----------|------|-------------------|-----------|---------------|----------------|--------------|
| | 3238 | 1 | PHILOSOPHY OF LAW | Lecture | Graded - UGRD | B | 4.00 |

| Term Statistics | | | | |
|-------------------|------------------------|-------------------------|--------------|-------------|
| Courses Attempted | Units Taken Toward GPA | Units Passed Toward GPA | Grade Points | Current GPA |
| 4 | 16.000 | 16.000 | 32.000 | 2.000 |

| Cumulative Statistics | | | |
|------------------------|-------------------------|--------------------|----------------|
| Total Taken Toward GPA | Total Passed Toward GPA | Total Grade Points | Cumulative GPA |
| 62.000 | 62.000 | 153.980 | 2.484 |

Unofficial Transcripts – when this option is selected you can view a student’s unofficial transcript

1. From the Unofficial Transcript page select the Report Type appropriate for this student. For example, ff the student is an Undergraduate student then you will want to select the Undergraduate-Unofficial Report Type.
2. Press the **Go** icon
3. The transcript will appear on the page
4. To print the transcript press the print option from your browser

Unofficial Transcript



Select a Report Type from the list and press Go to view your Report.

****This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place****

Academic Institution: Brandeis University

*Report Type: **Undergraduate - Unofficial**

Go

| Academic Career | Description | From Term | Descr | To Term | Descr |
|-----------------|---------------|-----------|-----------|---------|-----------|
| UGRD | Undergraduate | 1033 | Fall 2003 | 1053 | Fall 2005 |



Report Results

[Return to Reports Page](#)



Unofficial Transcript

Name :

Student ID:

Address :

Setauket, NY 11733

United States

- - - - - Academic Program History - - - - -

Program : Arts and Sciences

2005-04-14 : Active in Program

2005-04-14 : Women's Studies Major

2005-04-14 : Philosophy Major

Degree Audit – when this option is selected you can view the students’ degree audit report. The degree audit data is updated nightly.

NOTE: At this time the degree audit report is only for Undergraduate students and only for the General University Requirements.

The **Degree Audit Report** page is a summary of the Student Information, Academic Program Information, Academic Statistics and the General University Requirement statuses.

| Student Info | |
|-----------------|------------------------------------|
| ID Number: | <input type="text"/> |
| Name: | <input type="text"/> |
| Preferred Name: | <input type="text"/> |
| Mailbox: | <input type="text"/> |
| Email ID: | <input type="text"/> @brandeis.edu |
| Telephone: | 781/529- <input type="text"/> |

| Academic Program | |
|-------------------------|-------------------|
| Current Program Status: | Active in Program |
| Admit Term: | Fall 2003 |
| Requirement Term: | Fall 2003 |
| Degree: | BA |
| Degree Expected Term: | Spring2007 |

| Plan Type | Academic Plan | Advisor | Status |
|-----------|----------------------------|---------------------|---------------|
| | General Univ. Reqs | | In Process |
| Major | Women's and Gender Studies | Reinharz,Shulamit T | Not Available |
| Major | Philosophy | Smiley,Marion | Not Available |

| Summary Statistics | | | | | |
|--------------------|-----------------------------|----------------|-----------------|------------------|-----------------------|
| CUM GPA | Brandeis Total Earned Units | Transfer Units | CUM Total Units | In Process Units | Projected Total Units |
| 2.484 | 62 | 0 | 62 | 16 | 78 |

| General University Requirements Summary | |
|---|-------------|
| Requirement | Status |
| Total Units | In Process |
| Overall GPA | 2.484 |
| Academic Residency-Semesters | In Process |
| Academic Residency-Units | In Process |
| Univ Sem Humanistic Inquires | Complete |
| University Writing | Complete |
| Quantitative Reasoning | Complete |
| Foreign Language | Not Started |
| Non-Western Comparative | Not Started |
| School Distribution | Complete |
| School of Creative Arts | Complete |
| School of Humanities | Complete |
| School of Science | Complete |
| School of Social Science | Complete |
| Physical Education | Complete |

The **Brandeis Course History** page is a summary of all the classes taken by the student as well as the term GPA.

Student Info

ID Number: [REDACTED] Mailbox: [REDACTED]
 Name: [REDACTED] Email ID: [REDACTED]@brandeis.edu
 Preferred Name: Telephone: 781/529-2[REDACTED]

Brandeis Course History

Term: Fall Semester 2003

| Course | Title | Grade | Instructor | Units |
|-----------|-------------------------|-------|-----------------|-------|
| PHIL 110A | HOW SHOULD I LIVE? | A | Teuber,Andreas | 4.00 |
| USEM 23A | OPERA AS DRAMA | B+ | McGrade,Michael | 4.00 |
| WMNS 5A | WOMEN IN CULTURE & SOC. | B- | Lanser,Susan S | 4.00 |
| YDSH 10A | BEGINNING YIDDISH | C+ | Kellman,Ellen | 4.00 |

Term GPA: 3.083

Term: Spring Semester 2004

| Course | Title | Grade | Instructor | Units |
|-----------|---------------------------|-------|-----------------|-------|
| MUS 52A | OPERA | B- | McGrade,Michael | 4.00 |
| PHIL 67B | CONTEMP. CONTINENTAL PHIL | C+ | Mcafee,Noelle | 4.00 |
| UWS 11B | UNIVERSITY WRITING SEM. | B- | Kirshen,Douglas | 4.00 |
| WMNS 106B | WOMEN IN HEALTHCARE SYST | C | Arndt,Margarete | 4.00 |

Term GPA: 2.418

The **Transfer Course History** page is a summary of all the transfer credit that has been applied to the students' record.

Student Info

ID Number: [REDACTED] Mailbox: [REDACTED]
 Name: [REDACTED] Email ID: [REDACTED]@brandeis.edu
 Preferred Name: Telephone: 781/529-[REDACTED]

Transfer Course History

Source Institution: Other Sources Articulation Term: 1033

Transfer Courses **Transfer Source**

| Brandeis Course | Title | Units | Grade | Req Code |
|-----------------|---------------------|-------|-------|----------|
| 1 PE 2 | 1/2 PHYSICAL ED REQ | 0.00 | T | PE-1 |
| 2 PE 12 | 1/2 PHYSICAL ED REQ | 0.00 | T | PE-1 |

Units Earned: 0.00