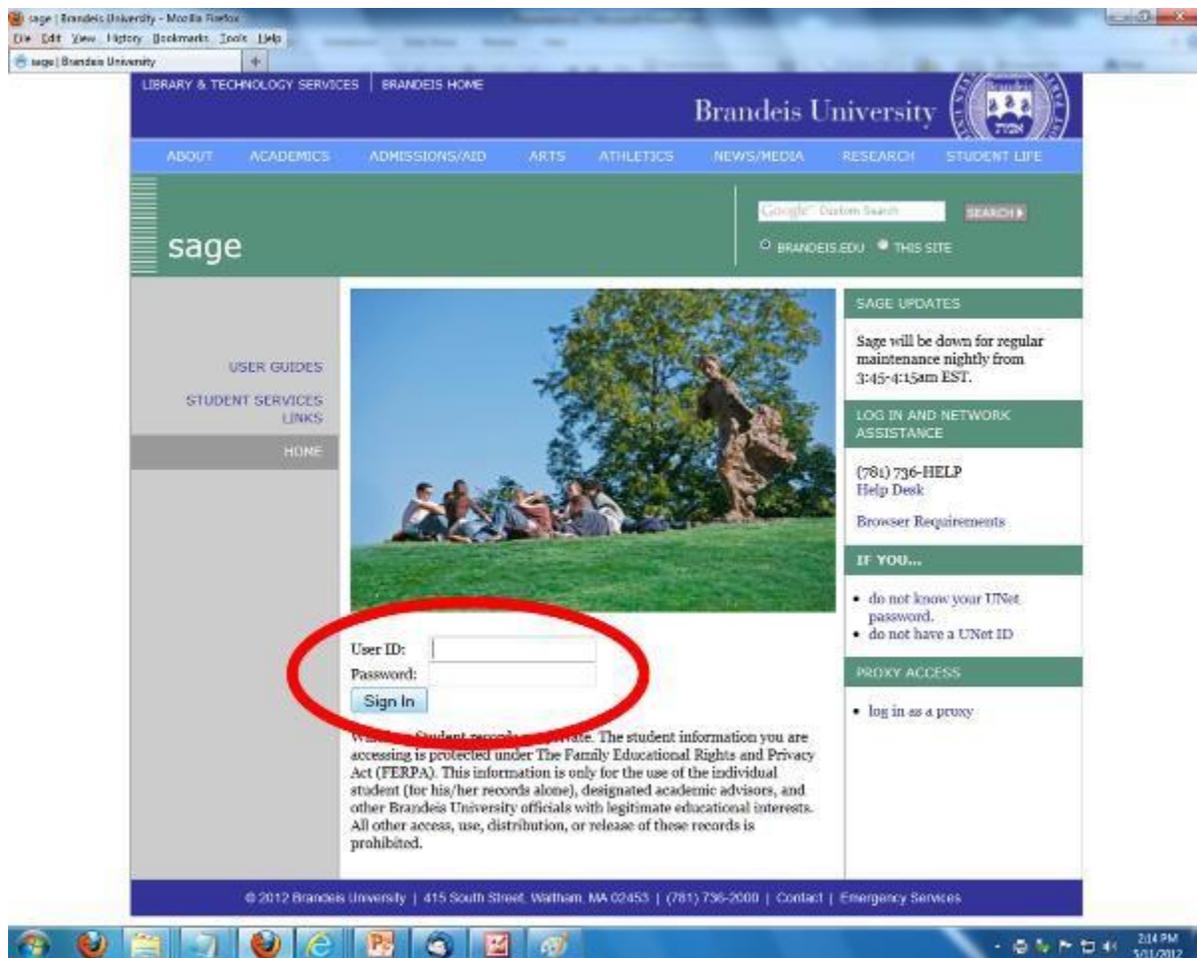


Please note if you are interested in enrolling in an online course, you will first need to complete a brief online orientation. Please email summer@brandeis.edu to be enrolled in the orientation. Upon successful completion of the orientation, you will receive the necessary consent code to enroll.

If you are interested in enrolling in an Economics course, please contact Leslie Yancich, the Econ Department administrator, leslie@brandeis.edu, for a consent code.

1. Log in to [SAGE](#) using Firefox or Internet Explorer. (Certain features are not supported in other browsers.)



2. Scroll down to the bottom of the Student Center welcome page.

Brandeis
sage

Student Center

Student Center

Academics

[Class and Catalog Search](#)
[Class Schedule](#)
[Add, Drop, Swap Classes](#)
[Academics](#)

Finances

My Account

Personal Information

Contact Information

Permanent Address Billing Address
None

Holds
No Holds.

To Do List
No To Do's.

Registrar Info
[Registrar's Office](#)
[University Bulletin](#)
[Schedule of Classes](#)

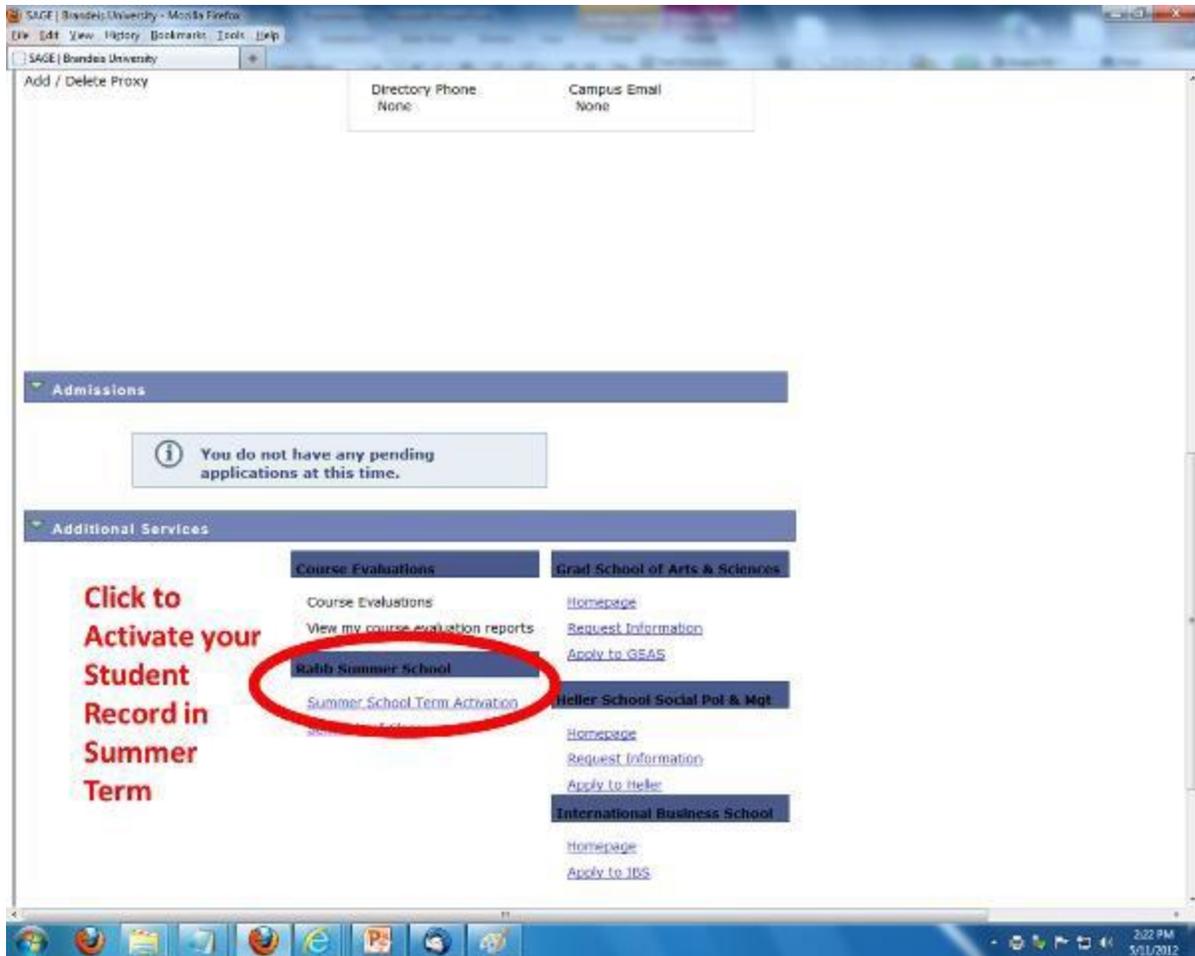
Financial Aid Info
[View Financial Aid Information](#)
[NSLDS Website](#)
[FAFSA on the web](#)

Other Links
[LATTE](#)

[Crisis Contact Information](#)

Next, scroll Down to "Additional Services"

3. Under "Additional Services," find the Rabb Summer School, click "Summer School Term Activation."



4. Read the terms, conditions and payment information carefully. When you are ready to enroll and pay for summer courses, select "Summer 2018" and click "Submit" at the bottom of the page.

NOTE: Some Brandeis students have reported an error message and inability to activate their record in summer term. This error is usually caused if you have two phone numbers checked off as being your "Preferred" phone number under the "Personal Information" > "Phone Numbers" screen in Sage.

Next you'll need to complete your Financial Responsibility Agreement. You'll need to sign it for Summer 2018, but if a Brandeis student does not have it signed for Spring 2018, the spring FRA must be completed first.

Student Center



Student Center

[find my sage id#](#)

Academics

[Class and Catalog Search](#) [transcripts/enrollment verifications](#)
[Add, Drop, Swap Classes](#)
[Academics](#)

Holds

Course Evaluation Incomplete
[details ▶](#)

Finances

My Account

[Account Inquiry](#)
[Financial Responsibility Agreement](#)

Payments

[Make Credit Card Payment](#)
[Make e-Check payment](#)
[Enroll in Payment Plan](#)

other financial... [▶▶](#)

Account Summary

You owe

For an updated balance, click on Account Inquiry.

Currency used is US Dollar.

To Do List

No To Do's.

Registrar Info

[Registrar's Office](#)
[University Bulletin](#)
[Schedule of Classes](#)

Financial Aid Info

[View Financial Aid Information](#)
[NSLDS Website](#)
[FAFSA on the web](#)

Other Links

[LATTE](#)

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

[Crisis/Weather Contact Info](#)

[Add / Delete Proxy](#)

other personal... [▶](#)

Contact Information



Additional Services

STATEMENT OF FINANCIAL RESPONSIBILITY

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at Brandeis University or receive any service from Brandeis University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Brandeis University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.)

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at <http://www.brandeis.edu/registrar/bulletin>. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

If I decide to completely withdraw from Brandeis University, I will follow the instructions set forth in the University Bulletin, which I understand and agree are incorporated herein by reference.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing Brandeis University by the scheduled due date, Brandeis University will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, and receiving my diploma. Failure to pay may result in my withdrawal from the University.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing Brandeis University by the scheduled due date, Brandeis University will assess a late payment charge at the rate of \$100 or 2%, whichever is greater on the past due portion of my student account.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due, and owing, including any loan administered by the Brandeis Office of Student Financial Services, to Brandeis University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Brandeis University may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 40 percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

DEPOSITS

Undergraduate Admissions Deposits: All Undergraduate students are required to pay a \$500 University Deposit when admitted. This deposit is not deducted from the first semester's charges. It is held in reserve for possible future punitive charges. At the start of each academic year, the deposit will be replenished to the original amount. Any unused portion will be refunded when the students graduates or withdraws from the University. If a student decides not to enroll at Brandeis University the deposit will be forfeited.

Graduate Admissions Deposits: Deposits made to a graduate program at point of admission will be applied to the first semester of graduate study. If a student decides not to enroll at Brandeis University the deposit will be forfeited.

COMMUNICATION

Method of Communication: I understand and agree that Brandeis University uses the Brandeis e-mail account as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Brandeis University on a timely basis.

Contact: I authorize Brandeis University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Brandeis University. I authorize Brandeis University and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me.

Updating Contact Information: I understand and agree that I am responsible for keeping Brandeis University records up to date with my current physical addresses, email addresses, and phone numbers through Sage Self Service. Upon leaving Brandeis University for any reason, it is my responsibility to provide Brandeis University with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Brandeis University. Perkins or Brandeis institutional loan borrowers must also update their addresses with the loan servicer, Campus Partners, directly at <https://www.mycampusloan.com>.

METHOD OF BILLING

I understand that Brandeis University mails one initial paper bill each semester. (Please note that all billing for GPS students is solely electronic.) Subsequent student account activity will be issued via email to the students' Brandeis email account and Sage Proxy Access email addresses. Therefore I am responsible for viewing and paying my student account balance by the scheduled due date. I further understand that failure to review my student account detail does not constitute a valid reason for not paying my bill on time. Brandeis reserves the right to change this method at any time.

RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25. I understand that returned payments and/or failure to comply with the terms of any payment plan or agreement I make with Brandeis University may result in cancellation of my enrollment, suspension of my eligibility to register for future classes, inability to use a payment plan for future terms, requirement to pay in certified funds and/or withdrawal from Brandeis University.

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Brandeis University are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities."

This agreement is valid for term:

	Select Term
I Agree	Select Term
	Summer 2017
	Fall Semester 2017

5. You are now ready to add courses to your summer record. Current Brandeis students may need to select the "Summer 2018" Term and click "Continue."

The screenshot shows the Student Center interface in Internet Explorer. The browser address bar displays the URL: https://stest90.ais.brandeis.edu/psp/SFPROTO90_1/EMPLOYEE/HRMS/c/JSA_LEARNER_SERVICES.SSS. The page features a 'sage' logo and a navigation menu on the left. The main content area includes buttons for 'Class and Catalog Search', 'Class Schedule', 'Add, Drop, Swap Classes', and 'Academics'. Below these is the 'Add Classes' section, which contains a 'Select Term' heading and a table. A red arrow points to the 'Summer 2010' row in the table. The 'CONTINUE' button at the bottom right is circled in red.

Select a term then click Continue.		
Term	Career	Institution
<input type="radio"/> Fall Semester 2010	Undergraduate	Brandeis University
<input type="radio"/> Summer 2010	Summer School	Brandeis University
<input type="radio"/> Spring Semester 2010	Undergraduate	Brandeis University
<input type="radio"/> Fall Semester 2009	Undergraduate	Brandeis University
<input type="radio"/> Summer 2009	Summer School	Brandeis University
<input type="radio"/> Spring Semester 2009	Undergraduate	Brandeis University
<input type="radio"/> Summer 2008	Summer School	Brandeis University
<input type="radio"/> Spring Semester 2008	Undergraduate	Brandeis University
<input type="radio"/> Fall Semester 2007	Undergraduate	Brandeis University
<input type="radio"/> Spring Semester 2007	Undergraduate	Brandeis University
<input type="radio"/> Fall Semester 2006	Undergraduate	Brandeis University

6. To add courses to your shopping cart, enter the 4-digit Sage Class Number (found in the [course descriptions](#)), and click "enter." You can also click "search" to find your courses.

The screenshot shows the 'Summer School Activation - Moodle Firefox' browser window. The page header includes the 'Brandeis sage' logo and navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the header is a 'Favorites | Main Menu' section and a 'go to ...' dropdown menu. The main content area has four tabs: 'Class and Catalog Search', 'Class Schedule', 'Add, Drop, Swap Classes', and 'Academics'. Under the 'Add, Drop, Swap Classes' tab, there are buttons for 'add', 'drop', and 'swap'. The 'Add Classes' section is active, showing a step-by-step guide. Step 1, 'Select classes to add', instructs users to enter a class number or click search. Below this, the page is for 'Summer 2012 | Undergraduate Non Degree | Brandeis University'. It features a 'Summer 2012 Shopping Cart' section with a status of 'Your enrollment shopping cart is empty.' and a 'Find Classes' section with a 'Class Search' button. A red circle highlights the 'Add to Cart' section, which includes the text 'Enter Class Nbr', an input field, and an 'enter' button. A red text box on the right side of the page contains the instruction: 'Enter the 4-digit Sage Class Number of the course you would like to take, or you can use the search feature.'

7. Review the course information (dates, times, instructor, etc.) for the course you selected. If you are satisfied with your choice, click "Next" to add the course to your shopping cart.

Certain summer courses (for example INT 92g and online classes) require a "Permission Nbr" to enroll. Your Internship Advisor or the Summer School Director, [Gwenn Smaxwill](#) will provide you with this number when you have been approved to register for the internship or online class.

The screenshot shows the 'Add Classes' page in the Brandeis Sage system. The course selected is CHEM 11A - GENERAL CHEMISTRY I. The page displays various details including session information, enrollment preferences, and a table of sections. A red circle highlights the 'Next' button, which is used to add the course to the shopping cart.

Review the course information and select "Next" to add the course to your shopping cart

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	MoTuThFr 9:00AM - 10:50AM	TBA	Claudia Novack	05/29/2012 - 06/29/2012

8. Repeat steps six and seven until you have placed all of your summer courses in your shopping cart.

Summer School Activation - Mozilla Firefox

Brandeis sage

Home | Add to Favorites | Sign out

Class and Catalog Search | Class Schedule | Add, Drop, Swap Classes | Prerequisites

add | drop | swap

Add Classes

1. Select classes to add

Enter the class number or click search to find the class you wish to add. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ CHEM 18B has been added to your Shopping Cart.

Summer 2012 | Undergraduate Non Degree | Brandeis University

Open Closed Demand List

Add to Cart:
Enter Class Nbr

enter

Classes
Class Search
search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CHEM 11A-1 (2075)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	●
	CHEM 11B-1 (2116)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	●
	CHEM 18A-1 (2076)	MoTh 1:00PM - 5:20PM	TBA	C. Novack	2.00	●
	CHEM 18B-1 (2117)	MoTu 1:00PM - 5:20PM	TBA	C. Novack	2.00	●

PROCEED TO STEP 2 OF 3

2:44 PM 5/11/2012

Repeat these steps to add all your summer courses to your shopping cart

9. When you have placed all of your courses in your shopping cart, click "Proceed to Step 2 of 3."

The screenshot shows the Brandeis Sage website interface for Summer School Activation. The page title is "Summer School Activation - Moodle Firefox". The navigation bar includes "Home", "Add to Favorites", and "Sign out". The main content area is titled "Add Classes" and includes a section "1. Select classes to add". A green notification box states "CHEM 18B has been added to your Shopping Cart." Below this, the "Summer 2012 | Undergraduate Non Degree | Brandeis University" section displays a "Summer 2012 Shopping Cart" table. The table has columns for "Delete", "Class", "Days/Times", "Room", "Instructor", "Units", and "Status". Four courses are listed in the cart, all with a green status indicator. A red circle highlights the "PROCEED TO STEP 2 OF 3" button at the bottom of the cart area.

When you have placed all your courses in your shopping cart, click "Proceed to Step 2 of 3"

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CHEM 11A-1 (2075)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	
	CHEM 11B-1 (2116)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	
	CHEM 18A-1 (2076)	MoTh 1:00PM - 5:20PM	TBA	C. Novack	2.00	
	CHEM 18B-1 (2117)	MoTu 1:00PM - 5:20PM	TBA	C. Novack	2.00	

10. Review your courses on the confirmation screen. By clicking "Finish Enrolling," you will incur a non-refundable \$50 registration fee. This once-per-summer fee is applicable whether you remain enrolled in courses or not. Carefully consider whether your plans are tentative or final. Enrollment through Sage presumes immediate payment.

Summer School Activation - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Summer School Activation

Brandeis sage
Home Add to Favorites Sign out

Favorites Main Menu
Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

By pressing submit, and achieving a successful enrollment you are agreeing to accept the rules and regulations stated in the Brandeis Student Rights and Responsibilities Handbook and the University Bulletin, including the published Financial Regulations.

NOTE: By pressing "Finish Enrolling", and achieving a successful enrollment, you will be financially obligated for payment of all tuition and fees.

Summer 2012 | Undergraduate Non Degree | Brandeis University

Open Closed Demand List

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 11A-1 (2075)	GENERAL CHEMISTRY I (Lecture)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	Open
CHEM 11B-1 (2116)	GENERAL CHEMISTRY II (Lecture)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	Open
CHEM 18A-1 (2076)	GENERAL CHEMISTRY LAB I (Laboratory)	MoTh 1:00PM - 5:20PM	TBA	C. Novack	2.00	Open
CHEM 18B-1 (2117)	GENERAL CHEMISTRY LAB II (Laboratory)	MoTu 1:00PM - 5:20PM	TBA	C. Novack	2.00	Open

CANCEL PREVIOUS **FINISH ENROLLING**

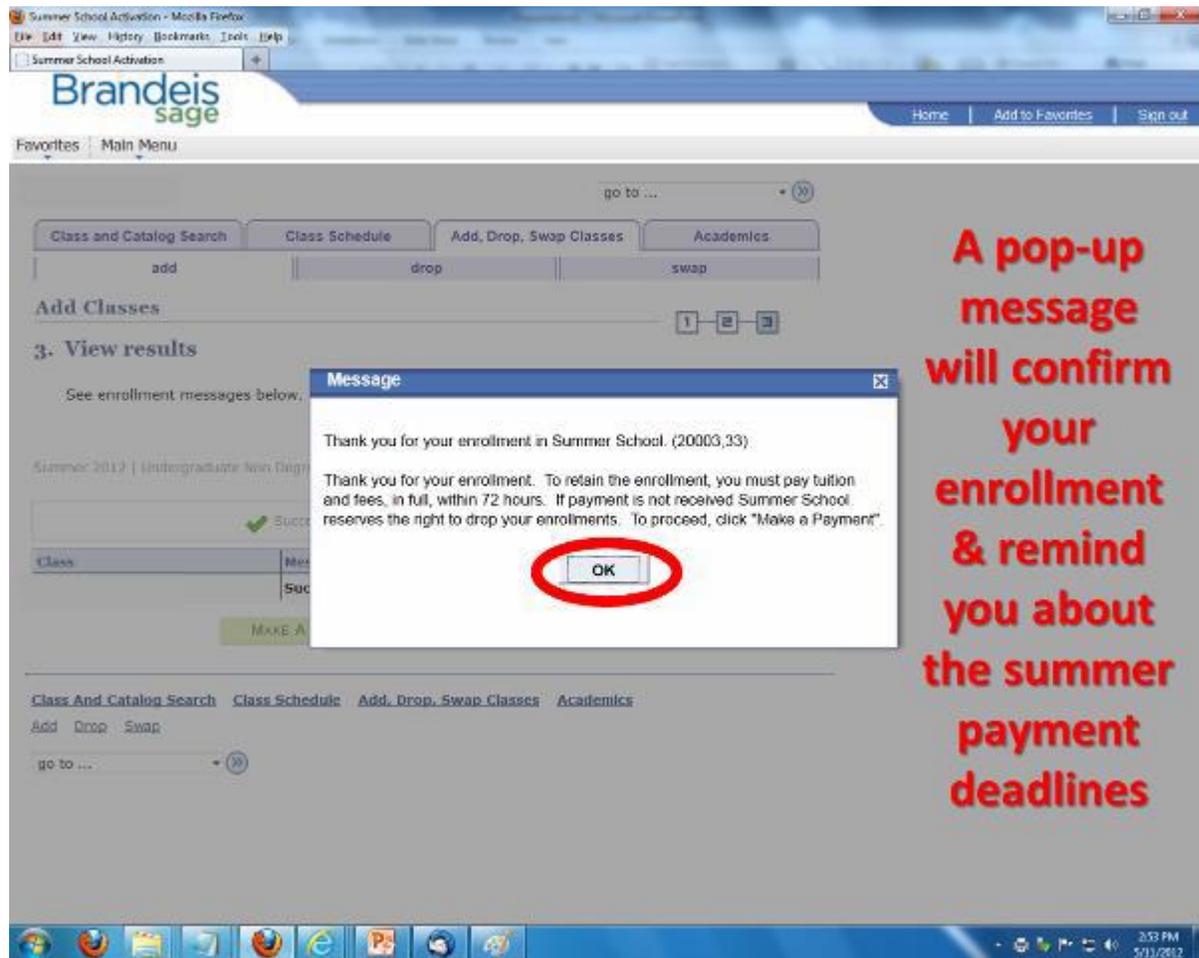
Class And Catalog Search Class Schedule Add, Drop, Swap Classes Academics

Add Drop Swap

2:00 PM 5/31/2012

After reviewing your courses, click "Finish Enrolling"

11. Your enrollment is now confirmed. You are expected to pay your Summer Session I tuition by May 25, 2018 and Summer Session II tuition by June 29, 2018. Please see the [information below](#).



12. To access your account balance, please visit <https://brandeis.afford.com/>.