Step-by-Step Guide to Registering for Summer School in Sage

**Online courses** - If you wish to enroll in an online course, you first need to complete a brief, self-paced orientation to online learning. Please email summerschool@brandeis.edu with the online course(s) you want to take to be enrolled in the orientation. Upon completion of the orientation, you will receive a Sage Permission Number to enroll.

**Upper-Level Economics Courses**
If you are interested in enrolling in an upper-level ECON course, please contact Leslie Yancich, the ECON Department administrator, lesliy@brandeis.edu, for a Permission Number (you will use this Permission Number in Step of this guide).

1. **Log in to Sage.** Sage is the Brandeis student records system and can be found at: [https://www.brandeis.edu/sage/](https://www.brandeis.edu/sage/)
2. Scroll down to the bottom of the Student Center welcome page.

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 2019" 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.
5. Next you’ll need to complete your Financial Responsibility Agreement. You’ll need to sign it for Summer 2019, but if a Brandeis student does not have it signed for Spring 2019, the spring Financial Responsibility Agreement must be completed first.

If you are not automatically prompted to complete the Financial Responsibility Agreement. You can find it under “Finances”
6. You are now ready to add courses to your summer record. On the main Student Center page, under “Academics,” select “Add, Drop, Swap Classes.” Current Brandeis students may need to select the "Summer 2019" Term and click "Continue."
7. To add courses to your shopping cart, enter the 4-digit Sage Class Number (found in the course descriptions of the Summer School website), and click "enter." You can also click "search" to find your courses.

Enter the 4-digit Sage Class Number of the course you would like to take, or you can use the search feature.
8. 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, online classes, and upper-level ECON classes) require a "Permission Nbr" to enroll. To learn about how to register for INT 92g visit: http://www.brandeis.edu/summer/registration/brandeis-students/int-92g.html

Information about how to obtain Permission Numbers for online classes and upper-level ECON classes is on page 1 of this guide.
9. Repeat steps 7 & 8 until you have placed all of your summer courses in your shopping cart.

Repeat these steps to add all your summer courses to your shopping cart.
10. When you have placed all of your courses in your shopping cart, click "Proceed to Step 2 of 3."
11. 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. After enrolling in Sage you will have the opportunity to pay for your classes online.

After reviewing your courses, click “Finish Enrolling”
12. Your enrollment is now confirmed.

Students are expected to pay for their Summer classes by May 24, 2019 for the Online Session and for Session 1 and June 28, 2019 for Session 2. If your payment is not received by the payment deadline, we reserve the right to remove you from the class. If your summer plans change, please drop your courses in Sage before the enrollment deadline.
13. To learn more about the various methods of payment for Summer term, visit:  
http://www.brandeis.edu/summer/tuition/payment-details/index.html

**Please note: paper bills are not mailed to home addresses for Summer term.**

For those looking to pay online, you can view and pay your student account via Sage and by clicking "View Account or Manage Payments“ you will be connected to [https://brandeis.afford.com](https://brandeis.afford.com).

You may give a parent, guardian or other payer “participant access” to your account so they may submit payment. To grant access select the "Manage Account Access" button at the top of the page. Enter the participant's information after clicking the green "Add" button. Your payer can then log into the account at the [Brandeis Tuition Management Systems site: https://brandeis.afford.com/](https://brandeis.afford.com/).

**Thank you for registering for Summer School classes!**