



# ADVISING & COURSE REGISTRATION: A GUIDE FOR FIRST YEAR STUDENTS

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Beginning your Journey  
at Brandeis

# Brandeis

ACADEMIC SERVICES









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# WELCOME TO BRANDEIS

The purpose of this eBook is to introduce you to advising at Brandeis as well as guide you through the registration process that happens in our Workday Student Information System. Use this eBook to assist you in preparing for course selection as it includes valuable content, suggestions and videos from our advising team.

## CLASS OF 2029



# Academic Services

Academic Services upholds a culture of inclusivity as we engage a diverse community of students, faculty and campus partners. We promote the growth of students as scholars and citizens through comprehensive advising and support over the course of their academic journey. We provide resources and opportunities that strengthen students' ability to define and achieve their academic goals, develop resilience and lead meaningful lives.

-Academic Services Office Mission Statement 08/2016



## Where to find Academic Services



Usdan East 130



781-736-3470



[acserv@brandeis.edu](mailto:acserv@brandeis.edu)



[brandeis.edu/academic-services](https://brandeis.edu/academic-services)



[@brandeisacserv](https://www.instagram.com/brandeisacserv)

# Meet with an Academic Advisor when you want to discuss...

## Academic exploration and planning

- Major/minor selection
- Course planning
- Graduation requirements
- Academic opportunities
- Academic interests
- University policies

## Academic Support

- Study skills
- Dealing with setbacks
- Identifying and using resources

## Personal Growth

- Goal setting
- Self-care
- Identifying strengths



# WHAT IS ADVISING?

Advisors are dedicated to helping students make informed decisions about their educational, personal and career goals. Advising is an active, intentional and collaborative partnership between advisor and advisee. Advisors value the unique backgrounds, identities and lived experiences that Brandeis students bring to the advising relationship and to their individual academic paths.

# WHO ARE MY ADVISORS?



When you enter Brandeis, you have a professional staff Academic Services Advisor, assigned based on the first letter of your last name, and a peer advisor, known as a Roosevelt Fellow. Advisors provide holistic support, guidance and resources to assist you along your academic journey. Whether you are planning for a future semester, deciding on a major or minor, working to understand a policy that impacts you, celebrating an accomplishment or facing an academic challenge, advisors are here for you! Your academic advisor will reach out periodically during the academic year, but students are responsible for communicating proactively if they need support.

When you declare a major, typically in your sophomore year, you will also be assigned a faculty advisor in that department.



# WHO ARE THE ROOSEVELT FELLOWS?

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Roosevelt Fellows are peer academic advisors who offer an informed student perspective on academics. These junior and senior peer leaders have specialized training and knowledge of the Brandeis curriculum, majors and campus resources. They are available to talk with you about course registration and planning, exploring departments, understanding academic policies and adjusting to Brandeis. Roosevelt Fellows support all students, including transfer students. Do not hesitate to be in touch with them!



## Meet with a Roosevelt Fellow when you want to...

- Gain a student perspective on academic questions
- Have informal conversations about your academic experiences
- Discuss your academic and social adjustments
- Review academic policies and degree requirements
- Get help with course planning



[bit.ly/rooseveltfellows](https://bit.ly/rooseveltfellows)



[@rooseveltfellows](https://www.instagram.com/rooseveltfellows)

## **SIGN UP FOR A GROUP ADVISING SESSION!**

Join your Academic Advisor and a Roosevelt Fellow for an incoming students group advising session. You will be introduced to academic advising resources and support, and talk through important dates and registration information for the Fall 2025 semester. Sign up for a session on the DEISconnect portal.



# Course Registration Dates

July 10 - 16:

Fall 2025 course registration opens for all new students.

July 17 - September 10:

Course registration open for all undergraduates.

All students entering in Fall 2025 should be prepared to register for courses in the Workday Student Information system beginning at 10:00 a.m. EDT on Thursday, July 10th. Class registration is conducted on a first-come, first-served basis, so please register early to maximize course choice. Registration remains open throughout the summer for students to make adjustments to their schedule.



# Prepare for Registration

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STEP

01

Familiarize yourself with the Brandeis Core. This is the foundation of your liberal arts education.

[BRANDEIS CORE](#)

STEP

02

Discover academic programs of study in the University Bulletin, which features a listing of course offerings by department, details institutional policies and academic requirements.

[UNIVERSITY  
BULLETIN](#)

STEP

03

Search for courses offered for Fall 2025 in Workday and the Registrar's Schedule of Classes. Develop a list of potential courses. Check to make sure you have the prerequisites for the courses you plan to take.

[SCHEDULE OF  
CLASSES](#)

STEP

04

Review Academic Advising for New Students on our website. You will find recommendations for courses to get you started in a major or minor here.

[EXPLORING &  
DECLARING MAJORS](#)

# What is the Brandeis Core?

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## Brandeis Core Curriculum

Overview for New Students



The Core curriculum uniquely fosters curiosity. It allows you to explore across disciplinary boundaries and acquire new perspectives in a shared academic experience rooted in open inquiry and inclusion.



# HOW DO I COMPLETE THE CORE?



## During Your First Year

You will complete the following during your first year at Brandeis:

- First-Year Seminar (FYS)
- Navigating Health and Safety (HWL pre & HWL 1)

## Within Your Major

You will complete these foundational literacies within any major you declare:

- Writing Intensive
- Oral Communication
- Digital Literacy

## Before Graduation

You will complete these components throughout your time at Brandeis:

- World Language Sequence
- Difference and Justice in the World
- Diversity, Equity, and Inclusion Studies in the U.S.
- Creative Arts
- Science
- Quantitative Reasoning
- Humanities
- Social Science
- Health, Wellness and Life Skills (2 modules)

# What courses do I need to take in my 1st year at Brandeis?

## Composition Seminar (CSEM)

## First-Year Seminar (FYS)

First-Year Seminar is the centerpiece of the First-Year Experience and part of the Core requirements at Brandeis. The seminars will meet the Brandeis Core first-year writing requirement, which aims to improve students' written communication skills during their careers at Brandeis.

You will be placed in either CSEM or FYS based on your summer writing assessment. If you are placed in FYS for fall, after the FYS lottery ranking in mid-June, the Registrar's Office will enroll you in one of your top choices before registration begins. Look at your fall class schedule on Workday to learn of the section, date and time. Once registration opens, you are welcome to swap into another section on a seat-available basis. If the section you want is full, place yourself on the class waitlist. If you are placed in CSEM and need to swap into another section, you should contact [registrar@brandeis.edu](mailto:registrar@brandeis.edu) to make a request. If you do not see a FYS on your fall course schedule you will be placed in a spring section at a later time.

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[First-Year Seminar Website](#)





## HWL 1: Navigating Health and Safety

This component of the Brandeis Core is a two-part requirement: an online training course (to be completed prior to the start of the semester) and a 6-week module that you will take during your first semester at Brandeis:

**HWL 1-PRE - What Would Brandeis Do? Supporting Community Health and Safety** is an important, mandatory online training that all new undergraduates must complete on Moodle. The training will begin on July 31 and should be completed by August 21.

### HWL 1: Navigating Health and Safety

All new students must complete HWL 1 in their first semester in either Module 1 (first six weeks of the semester) or Module 2 (last six weeks). Please enroll yourself in the section that best fits your planned schedule.

**Note:** HWL 1 is a non-credit class, so you will need to find at least an additional three 4 credit courses (or 12 credits) to register for during the fall semester.

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[Navigating Health and Safety Website](#)



# AGENDA:

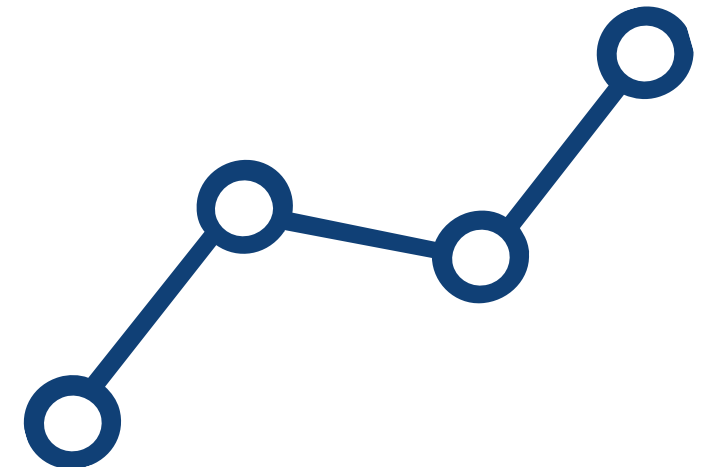
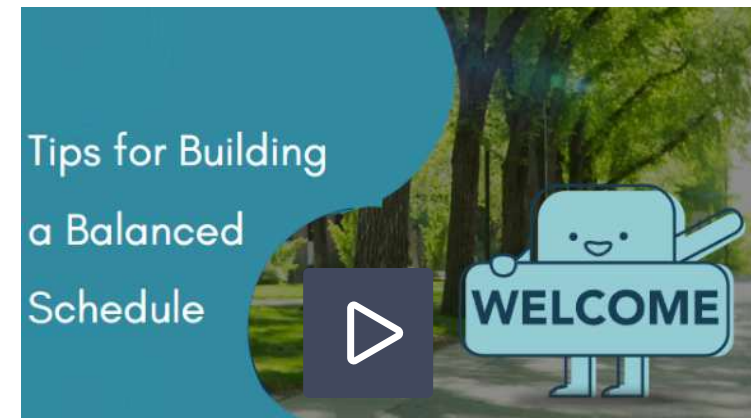
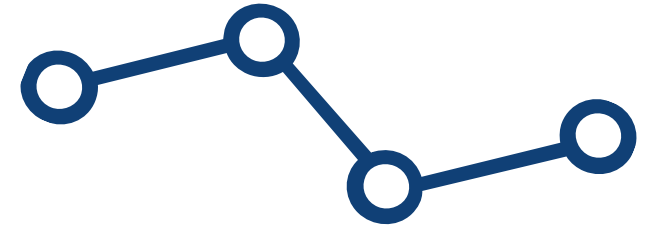
- 1. LECTURE ART+SCIENCE + COMM.
- 2. MEET FELICE FRANKEL @ 3:15PM SSC
- 3. PROJECT TIME
- 4. TRIPLE S

# HOW DO I BUILD A BALANCED SCHEDULE?

COURSES	CREDITS
CSEM or FYS	4
Language or other Core Requirement	4
Fun/Exploratory Course	4
Course Towards Planned Major or Minor	4
HWL-1	0, first semester requirement

This is one example of how you may want to structure your schedule in your first semester.

Please note: Due to space availability, you may not get into a FYS section in your first semester. If this is the case you will be able to take it in the spring semester.





# Sample Schedule 1

Student	Interest / Intended major	Course example
Parker	Parker is interested in pursuing pre-health coursework because they want to be a doctor and intend to apply to medical school after graduation. They are not yet sure of their major, but they are leaning toward Biology or Health: Science, Society, and Policy (HSSP).	Chemistry 11a Chemistry 18a Biology 14a FYS Italian 30A HWL-1

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## Explanation:

**CHEM 11 & 18:** These introductory courses begin a year-long sequence of general chemistry lecture (CHEM 11) and lab (CHEM 18). A background in general chemistry is required for pre-health careers and most science majors, including Biology. General chemistry can also fulfill HSSP requirements. Additionally, general chemistry is a prerequisite for more advanced chemistry courses that are also required for medical school and some majors.

**BIOL 14a:** This introductory course in genetics is a required course for pre-health, Biology and HSSP. Along with BIOL 15b, BIOL 14a is a prerequisite for required biology labs and other advanced coursework, so it is helpful to take these courses in your first year.

**Italian 30a:** Parker took Italian in high school and took the placement test to place into this level.



# Parker's Semester Schedule

	MON	TUE	WED	THU	FRI
9:00 - 10:00	Biology 14a 9:05AM-9:55AM		Biology 14a 9:05AM-9:55AM	Biology 14a 9:05AM-9:55AM	
10:00 - 11:00	Chemistry 11a 10:10AM-11:00AM	Chemistry 18a 9:35AM-10:55AM	Chemistry 11a 10:10AM-11:00AM	Chemistry 11a 10:10AM-11:00AM	Chemistry 11a 9:35AM-10:55AM
11:00 - 12:00	Italian 30A 11:15AM-12:05PM	Italian 30A 11:15AM-12:05PM	Italian 30A 11:15AM-12:05PM	Italian 30A 11:15AM-12:05PM	
12:00 - 1:00					
1:00 - 2:00		FYS 13a 12:45PM-2:05PM			FYS 13a 12:45PM-2:05PM
2:00 - 3:00	Chemistry 18a 12:30PM-4:30PM				
3:00 - 4:00				HWL 1 3:55PM-4:45PM	
4:00 - 5:00					
5:00 - 6:00					
6:00 - 7:00	Biology 14a 5:40PM-6:30PM				

# Sample Schedule 2

Student	Interest / Intended major	Course example
Alex	Alex has always loved history and is passionate about social issues, so they are interested in pursuing a major in the social sciences. They are excited to have the opportunity to explore courses in departments ranging from Anthropology to Politics to International and Global Studies (IGS). They would also like to begin learning a new language and decided to take Chinese given their specific interests in the socio-political history of Asia. They are feeling a little nervous about their Quantitative Reasoning and Science Core requirements, but are hoping to find courses in those areas that they enjoy.	Chinese 10a ENVS 2a IGS 10a HWL-1 FYS or CSEM

Explanation:

**Chinese 10a:** This introductory Mandarin course is intended for students with no previous knowledge of Chinese and will provide the foundation for more advanced language study in future semesters. The Brandeis Core curriculum requires completion of an intermediate language course (30-level or higher), so it is helpful for students who have no background in a language other than English to keep this in mind.

**ENVS 2a:** This course is a broad introduction to Environmental Studies and a great option for first-year students, and covers the School of Science (SN) Core requirement.

**IGS 10a:** This course is an introduction to International and Global Studies. It covers Core requirements including Difference and Justice in the World (DJW) and School of Social Science (SS), and would be a core course for the IGS major if Alex decides to pursue this.

# Alex's Semester Schedule

	MON	TUE	WED	THU	FRI
9:00 - 10:00					
10:00 - 11:00		ENVS 2a 9:55AM-10:55AM			ENVS 2a 9:55AM-10:55AM
11:00 - 12:00					
12:00 - 1:00	Chinese 10a 11:15AM-12:05PM	Chinese 10a 11:15AM-12:05PM	Chinese 10a 11:15AM-12:05PM	Chinese 10a 11:15AM-12:05PM	
1:00 - 2:00		CSEM 12:45PM-2:05PM		ENVS 2a 12:20PM-1:40PM	CSEM 12:45PM-2:05PM
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00		IGS 10a 3:55PM-5:15PM	HWL 1 4:05PM-4:55PM	IGS 10a 3:55PM-5:15PM	
5:00 - 6:00					
6:00 - 7:00					

# FREQUENTLY ASKED QUESTIONS

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## When do I declare a major?

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All new students come in undeclared. Students need to declare a major by the end of their fourth semester. This allows time in your first few semesters for academic exploration of a range of interests and fields. While it is possible to declare more than one major, only one is required to graduate (and no minors are required).

## How many classes should I take?

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4 or 4.5. A full courseload at Brandeis is 16 credits, or 4 courses. Most courses at Brandeis are 4-credit courses, with some courses carrying 2 credits. Examples of 2-credit courses include some science labs, music ensembles, or experiential learning classes (such as Galaxy). For example, if you are enrolled in four 4-credit courses plus a lab, you would be taking 4.5 classes (18 credits). While it is possible to take anywhere from 3 to 5.5 classes (12-22 credits) per semester at Brandeis, the curriculum is designed so that students taking 4 classes per semester can graduate in 8 semesters.

## What do I do if the classes I want are full?

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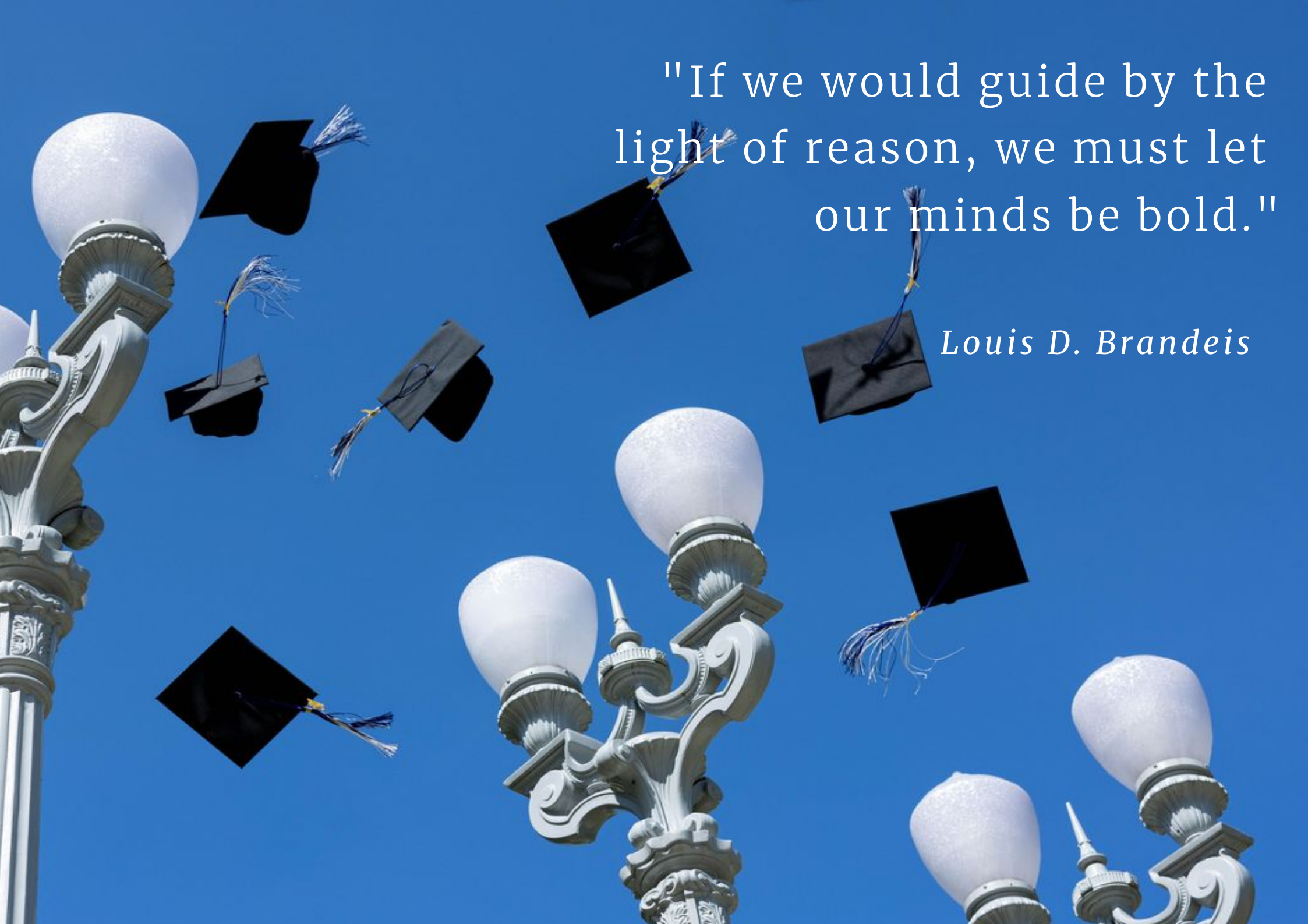
Every student will not get every class that they want to register for on the first try and/or in their first semester. There are, however, plenty of courses offered for every student to have enough credits for the semester.

**Be flexible:** Have a few backup courses saved in Workday.

**Be patient:** Add yourself to course waitlists.

**Explore:** Be open to discovering new areas of interest.



A low-angle shot looking up at several ornate, white-painted street lamps with multiple frosted glass globes. Several black graduation caps with tassels are captured mid-air, appearing to have just been tossed from the lamps. The background is a clear, vibrant blue sky.

"If we would guide by the  
light of reason, we must let  
our minds be bold."

*Louis D. Brandeis*



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Course registration takes place in Workday, Brandeis' student information system.

In this video you will learn how to:

- Log in to Workday
- Clear your holds and complete registration requirements
- View your external credits
- Search for classes and create a saved schedule
- Add yourself to waitlists and request prerequisite overrides
- Find module courses

# Workday Terms

## Onboarding

A series of tasks that you must complete BEFORE you can proceed to registration.

## Registration Holds

Registration holds on your record will prevent you from being able to register. You can view and resolve holds through the Academics application or your student profile in Workday.

## Job Aids

Job Aids are how-to guides with screenshots and instructional videos. If you are stuck on how to complete a task in Workday, use a job aid to help you through.

## Units

The Workday term for credits.



# Workday Tips

When using the **class search tool** on Workday, you will be able to **filter** your search by:

- Academic department
- Section status (open, waitlist, closed courses)
- Course tags
- Meeting patterns (class days/times)

**Course tags** are very useful to search for requirements within a major, or search for courses that satisfy a Brandeis Core requirement. For example, if you wanted to find courses that satisfy the Creative Arts (CA) requirement, you would type “CA” in the box and select “General Education requirements - Creative Arts.”

**Request a Prerequisite Override.** If you have already fulfilled a stated prerequisite (through a qualifying AP score, for example) and would like a faculty member to override the prerequisite for a course, you can request an override on Workday.

# CLAIMING EXTERNAL CREDIT

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A combined maximum of four courses (16 credits) from external sources may be applied toward the 128 credits needed for graduation at Brandeis. Use the Registrar's website to review external credit policies and charts for qualifying scores. External sources include:

- Advanced Placement/ International Baccalaureate Exams
- A-Level
- French Baccalaureate
- Fall/spring pre-matriculation college coursework not needed for high school graduation
- Fall/spring courses for students on a health deferral or gap year

If you intend to use your AP/IB scores for placement/credit, you must have your scores sent to Brandeis.

(Our College Board code is 3092)

Questions?

Email [transfer@brandeis.edu](mailto:transfer@brandeis.edu) or visit the [Registrar's website](#).

## How can I check if my AP/IB scores have been received?

See if your scores have been received by logging into Workday and clicking on the cloud icon at the top right to view your profile. From your profile, click on “Academics” in the left sidebar. The External Records tab will appear if your AP/IB scores have been sent to Brandeis.

## Once received, how can I claim my AP/IB scores?

Once your scores are on Workday, you can have them officially applied to your Brandeis record by emailing [transfer@brandeis.edu](mailto:transfer@brandeis.edu). Once claimed, you'll see them on the Transfer Credit tab under Academics on Workday. Note: you can choose to forgo applying AP/IB credit to get a stronger foundation in a subject.

## If I took college courses in high school, how do I know if those credits will count toward my Brandeis degree?

College courses taken while in high school can be used for external credits if a B- or better was earned, and the course did not count towards high school graduation. More information on this as well as the petition process to get these credits onto your Brandeis record is located on the Registrar's Office website.

# PLACEMENT TESTING



Placement tests are not required in all subjects. Students are expected to complete the writing assessment (refer to page 12) and the math placement. For other subjects, placement tests are important if you need to determine the appropriate starting level for a course/s you wish to take or if you want to test into a higher level of a course.



- You should utilize these tests early, before the start of registration.

- You should be in touch directly with the academic departments should you have any specific questions regarding the test or your readiness to take a course in that subject area.



Subjects that utilize placement tests:

- Biology
- Chemistry
- Computer Science
- Economics
- Languages
- Math
- Physics



Learn more about Placement testing:

**PLACEMENT TESTING**



**Click to learn more about:**

[STUDY ABROAD](#)

[PRE-LAW](#)

[PRE-HEALTH ADVISING](#)

[WORLD LANGUAGES &  
CULTURES](#)

## OTHER ACADEMIC OPPORTUNITIES

Beyond majors and minors, there are many academic opportunities and paths at Brandeis for you to explore. Here is some information about a few of them that may interest you.



## STUDY ABROAD

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Brandeis students are able to study abroad any summer, during the fall or spring of their junior year or fall semester of their senior year. (Given the residency requirements, be sure to talk with an academic advisor about your interest in studying abroad.) All majors and minors can study abroad! As an entering first-year student, we recommend starting or continuing to study a foreign language, especially since programs in countries where French, Hebrew, Italian or Spanish is spoken require a minimum of two semesters of language study.

## PRE-LAW

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If you are considering applying to law school, the best thing to do is to take substantive classes that interest you, in any subject. Law schools do not favor applicants from any particular major, nor is it required for an applicant to declare multiple majors to be competitive. You are invited to join the Hiatt Pre-Law Listserv for weekly announcements about events, opportunities, announcements and job/internship postings and to touch base with the pre-law advisor in the Hiatt Career Center.

## PRE-HEALTH

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Pre-Health Advising supports students interested in any health profession, including medicine, dentistry, physician assistant, nursing, optometry, veterinary medicine and more! A pre-health advisor can help you explore different health professions, connect you with opportunities to gain experience and eventually guide you through the application process. For students who indicated an interest in pre-health, please keep an eye out for a separate email from Pre-Health Advising with additional information.

## WORLD LANGUAGES & CULTURES

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Video by Zev Ross, Class of 2024

## Helpful Websites:

[Academic Advising FAQs for New Students](#)

[Advising Group Sessions Sign Up Form](#)

[Brandeis Core](#)

[Claiming External Credit](#)

[Exploring & Declaring Majors](#)

[New Student Enrollment Checklist](#)

[Placement Testing](#)

[Registrar's Office](#)

[Student Accessibility Support](#)

[University Bulletin](#)

[Workday Student Training Guides](#)

[2025-26 Academic Calendar](#)

[2025-26 Roosevelt Fellows](#)



# Save the Dates

## **Group Advising Sessions- Sign Up Now!**

Monday, June 16 - Thursday, July 10

## **Fall 2025 course registration open for new students**

Thursday, July 10 - Wednesday, July 16

## **Course registration open for all undergraduates**

Thursday, July 17 - Wednesday, September 10

## **New Student Orientation\***

Sunday, August 24 - Tuesday, August 26

## **\*Getting to Know Academics at Brandeis**

Monday, August 25

Orientation events today will focus on your academic experience at Brandeis. From defining your liberal arts experience, to meeting faculty and departments, to gaining knowledge about academic success resources, you will definitely be ready to start your academic journey at Brandeis!

## **First Day of Classes (& the Roosevelt Fellow Ice Cream Social!)**

Wednesday, August 27





# WHAT OUR STUDENTS SAY ABOUT ADVISING



Academic advising ensures students *feel comfortable with their choices* and *offers suggestions* that are helpful for their academic goals. I can connect with an advisor whenever I am feeling confused about a course or any other academic related discussions. I think academic advising *plays an important role* in shaping the future of students.

[My advisor] answers all my questions and always *helps me when I'm anxious and/or need support.*

My academic advisor is nice, *patient* and *knowledgeable* about majors, minors and class options.

[My Academic Advisor] is fantastic! She is very *knowledgeable* about academic policies and campus life, provides helpful solutions and information and is extremely kind and a *great listener.*

We hope you find this eBook helpful as you plan out your first semester at Brandeis. A reminder that registration remains open throughout the summer for students to make adjustments to their schedule.

