Sage 9.0 Users Guide

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Sage 9.0 Users Guide

Getting Started

To access sage, open your browser and go to https://sage.brandeis.edu.

Log in using your UNet ID and UNet Password.

Press the ‘Sign In’ button. The Student Center page will open.

**Note:** Your UNet ID is your Brandeis email address minus the @brandeis.edu. If you do not have a UNet ID, go to https://unet.brandeis.edu to set one up.

If you do not remember your UNet Password go to https://unet.brandeis.edu/cgi-bin/forgot-password.

The UNet Help Desk number is 781-736-7782.

When using sage do not use the back button. Use the page navigation or breadcrumbs instead. To ensure account security, logout and quit your browser when you finish your sage transactions.
Enrolling in Courses

Before you register, we strongly recommend that you plan your course selections carefully including alternatives for classes that might be closed.

The Schedule of Classes and University Bulletin are on the registrar’s website, www.brandeis.edu/registrar, under the Registration and Enrollment & University Bulletin tabs. You can also access the Schedule of Classes and the Course Catalog on sage.

1. From the Student Center (your home page in sage) under Academics, click Add, Drop, Swap Classes. Select the term to search for classes. (eg. Spring semester 2011)

To find classes, either

A) Enter the class number in the “Enter Class Number” box. This four-digit number can be found on the Schedule of Classes on the Office of the University Registrar’s website (http://www.brandeis.edu/registrar/registration/schedule.html)
B) Or, click search under the class search button.

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.

To find classes select your search criteria in the fields (several are described below). Narrow your search by selecting criteria in multiple fields. You must select at least two criteria in order to perform a search. **Note:** Broad searches take time! Use multiple criteria to speed up the response.
• **Course Subject** – Enter a subject code, such as HIST for History. Click the “select subject” button next to the Course Subject field to find subject codes.

• **Course Number** – The catalog number corresponds to the course number and suffix from the *Bulletin* (i.e. 101a). Enter a partial number and select the **Contains** from the drop down, or enter the complete number and select **Exact Match**.

• **Attribute/Value** – Attribute and value combinations indicate characteristics of a course. Enter GENR/QR for classes that satisfy the general University requirement for quantitative reasoning; GENR/WI to view writing intensive class sections. Use the Look Up Function to find attribute/value codes.

**Using the Look Up Function**
The Lookup icon located next to many fields will take you to a Lookup page for that field. Leaving fields blank, click the Lookup icon and then the button at the bottom of the page to display all appropriate values.

**Additional Search Criteria**

• **Meeting Time** – Search by specifying what time during the day you want to take classes.
• **Day of the Week** – Select the day of the week you want to take classes from the drop down box, or check off the days listed below.
• **Instructor’s Last Name** – Search classes by instructor’s last name.
• **Class Number** – If you know the class number you can also enter it here.
• **Course Title Keywords** – Locate a course by entering keywords (i.e. calculus).

2. After selecting your search criteria, click the **Search** button at the bottom of the page. A list of matching courses displays in the **Search Results** page.

3. Review if the class is open, the number of available seats, and whether or not the class requires permission.

4. Make a note of the **Class Numbers** of classes that you want to enroll in. To view additional information about a class, click the blue link next to the class section.
Adding a Class

1. After finding a course, click the “select class” button.

2. If the course requires permission, enter the code in the permission number box, as seen below. If the class does not require a permission number, select the “Next” button.

Please note: To enroll in the course that requires permission, you must contact the instructor for a permission number. The permission number given by the instructor is only valid for that course.
3. After clicking the “Next” button, the course will appear in your shopping cart. This does **NOT** mean you are registered for the course. Click “Proceed to Step 2 of 3” to continue with the enrollment process.

4. Click the “Finish Enrolling” button.
5. A green check mark indicates a successful enrollment. The red “X” indicates an error and therefore, the class has NOT been added.

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3. View results

See enrollment messages below.

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Spring Semester 2011 | Undergraduate | Brandeis University

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAS 02A</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>

Updated 12/14/2010
Swap One Class for Another

After you register for one class, you can drop or swap classes. The swap feature allows you to exchange a class in which you are enrolled for another in which you are not. The system will only swap classes if you are able to enroll in the new class (i.e. there is class space available, etc.) enabling you to keep your place in the original class until the swap is completed.

1) To **Swap** a class, click on **Add, Drop, Swap Classes** – then click on the **Swap** tab.

2) Select the course you want to drop from the drop-down list in the “Swap this Class” box.

3) Enter the class number or search for the class that you want to add in the “With This Class” box.

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**Swap a Class**

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

**Spring Semester 2011 | Undergraduate | Brandeis University**

- **Swap This Class**
  - Select from your schedule: AAAS 92A: URBAN POLITICS

- **With This Class**
  - Search for class
  - Enter Class Nbr

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Updated 12/14/2010
4) Confirm that the course you want to add and the course you want to drop is correct then click the “Finish Swapping” button.

5) If the action is successful, sage will display **Success** with a green check mark in the Status field. Click on the **View My Schedule** link to review your new schedule. If the drop is unsuccessful, the status field will display **Errors** with a red X-mark. The message field will indicate why the drop was not successful.
**Dropping a Class**

1. From the **Student Services Page** menu under **Academics**, select **Add, Drop, Swap Classes**. Select the term you are registering for classes and click on the **Drop** tab.

2. Select the class you want to drop, then click “Drop Selected Classes.”

3. Confirm the class you are dropping.
4. If the action is successful, sage will display **Success** with a green check mark in the Status field. Click on the **View My Schedule** link to review your new schedule.

5. If the drop is unsuccessful, the status field will display **Errors** with a red X-mark. The message field will indicate why the drop was not successful.
Confirming Your Registration

1. To confirm your registration, you can view and print a copy of your class schedule. Click on the Class Schedule link at the bottom of the page from the enrollment pages, or from the Student Center under Academics, and click My Class Schedule.

2. Confirm that your schedule is correct and print a copy if you wish.

3. To ensure account security, when you have completed your registration, logout to close your registration session and then quit your Browser.

How to Add Yourself to a Demand List (this option is available during Early Registration Only)

If a class if full, students have the option of adding themselves to a demand list. 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: Being on a Demand List does not automatically enroll you in the course should a seat become available. The department will contact you if you are allowed to register for the course.

1. Follow the regular “Add a Class” procedures, except check the “Demand List if Class is Full” box.
2. Once you are placed on the demand list, you will receive the following message:

![Add Classes](image)

3. View results

See enrollment messages below.

Spring Semester 2011 | Undergraduate | Brandeis University

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 60A</td>
<td>Messages Class 200B is full. You have been placed on the demand list.</td>
<td>✔</td>
</tr>
</tbody>
</table>

MY CLASS SCHEDULE | ADD ANOTHER CLASS

**Adding a Course you are on the demand list for (this option is available during Early Registration only)**

During early registration, if you have added yourself to a demand list for a course and then been given a permission code to enroll in the class, do NOT click on the class below in your shopping cart to start the add process. Start a new Add transaction and follow the steps for Adding a class with permission. (The Demand list option is only available during early registration, after early registration the Demand Lists are purged)
Dropping with a Permission Number

1. From the **Student Services Page** menu under **Academics**, select **Add, Drop, Swap Classes**. Select the term you are registering for classes and click on the **Drop** tab.

2. Select the class you want to drop, then click “Drop Selected Classes.”
3. Confirm the class you are dropping. If you are required to drop the class with a permission number, click the blue class link.

Enter the permission number in the class permission number box and click “Next.”
4. If the action is successful, sage will display **Success** with a green check mark in the Status field. Click on the View My Schedule link to review your new schedule. If the drop is unsuccessful, the status field will display **Errors** with a red X-mark. The message field will indicate why the drop was not successful.

3. **View results**

   See enrollment messages below.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAA 02A</td>
<td><strong>Success</strong> This class has been removed from your schedule.</td>
<td>✅</td>
</tr>
</tbody>
</table>