Department and Academic Administrators Documentation

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Sage Access

Log into Sage with your UNET user id and password (the same way you log into your Brandeis email). You must have a Brandeis email account before you can be given a Sage account. Navigate to sage.brandeis.edu to log in:

User ID: 
Password: 
Sign In

If you or someone in your department is new and needs a Sage account, please contact the Office of the University Registrar at registrar@brandeis.edu for a “Sage New User Security Request Form.” It takes up to 72 hours to receive Sage access after the Registrar’s office receives your form.

Semester Term Codes in Sage

Most requests in Sage require a term (semester) code. Brandeis term codes are 4 digit codes that are broken down as follows:

<table>
<thead>
<tr>
<th>Always the digit 1</th>
<th>Last two digits of the year - as in 2012</th>
<th>Represents the semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>1 = Spring</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 = Summer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 = Fall</td>
</tr>
</tbody>
</table>

Examples:

Summer 2012 = 1122
Fall 2012 = 1123
Spring 2013 = 1131

You can always look up the term code with the looking glass (🔍) if you forget it.

FERPA Holds

Symbol identifying a student who has requested a FERPA hold

Faculty and staff have access to a great deal of student information that is private and protected by federal laws (specifically the Family Educational Rights and Privacy Act – FERPA). This document provides a simple guide to how departments and individuals should handle student information in a manner that will be consistent with FERPA. The full Brandeis University Educational Records Policy may be found at www.brandeis.edu/registrar/bulletin/erp.html

FERPA divides student information into two categories – directory versus non-directory – which are subject to different restrictions.

Directory Information
Brandeis University considers the following to be public directory information:

- Name
- Address (including electronic address)
- Telephone number
- Date of birth
- Year and registration type
- Dates of attendance
- Previous institutions attended
- Awards and honors
- Photographs
- Dates of attendance and field of concentration at Brandeis
- Past and present participation in officially recognized sports and activities
- Weight and height of members of athletic teams

The university makes student directory information available electronically (as an online directory at the start of the fall semester).

While this directory information may be disclosed by the university for any purpose at its discretion — unless the student has requested the information to not be disclosed — faculty and staff should generally refrain from doing so. If directory information is to be released, then you must first check for restrictions preventing release — see Checking for Restrictions below.

Non-Directory Information
All other information regarding a student’s academic record is considered non-directory information. This information cannot be released outside of Brandeis University unless there is prior, written permission from the student. Examples of non-directory information include, but are not limited to:
Grades, GPA, class schedules, test scores, id numbers, financial, medical, and disciplinary records.

Checking for Restrictions
Students may use the personal privacy settings within Sage to restrict disclosure of directory information, all or in part, at any time. Faculty and staff may see whether students have placed FERPA restrictions on directory information by consulting Sage. When you view student records through the “Students by major/minor” page, or through the “View Advisee Information” page, the presence of restrictions are indicated with a window shade icon to the left of the student’s name in Sage. By clicking on the icon you may view the directory information that the student has chosen to release. Brandeis University assumes that failure on the part of any student to specifically request the withholding of public directory information indicates individual approval for disclosure.

Guideline #1 – Do not disclose/release any student information to an individual or organization from outside Brandeis.
If you receive such a request refer the requestor to the Registrar’s Office. Individually identifiable information contained in a student’s records may be disclosed to a third party outside of Brandeis University only with a student’s prior written consent. Departments should not disclose any information regarding a student record to a third party. All third-party related inquires should be directed to the Registrar’s office.

Guideline #2 – Do not place or post student information in a public location (physical or virtual) without the consent of the student.
Note that this includes the web and print publications, as well as hallways and lounges. See the attached authorization form for what is appropriate for departmental web pages.

Guideline #3 – Sharing student information with Brandeis colleagues should be limited to legitimate educational purposes.
For example, a PE instructor would likely have no educational purpose for getting a list of the students in the Chemistry PhD program, however an undergraduate advising head does have an educational purpose in asking how majors are performing in courses in the major, and an advisor would have reason for asking about performance in all courses.
Guideline #4 – Health and safety concerns override FERPA restrictions – you do not need to obtain prior consent when there are concerns regarding the health and safety of a student.
In the event that you are placed in such a situation the safety and health of students and others is the priority. Offices that should be consulted, even if after the fact, are Public Safety, the Dean of Students, Academic Services, and the Registrar’s office.

Frequently Asked Questions

What if a Brandeis parent calls to inquire about their child’s educational records?
When a student turns 18, or attends a post-secondary institution regardless of their age, the rights associated with FERPA are transferred to the student. Therefore, a parent can find out information regarding their child if the student has given the parent written consent. For students who are still claimed as dependents FERPA allows the university to share information with parents/guardians without the student’s explicit permission. However, unless there are health and/or safety concerns, we advise obtaining the student’s consent prior to speaking with the parent in any detail.

How are letters of recommendation handled under FERPA? Information regarding a student’s academic career may be included in a recommendation; however, the student must provide the instructor with written consent, which would normally be part of the student making the request to the instructor in the first place.

Is it necessary to have students’ permission before posting pictures on the departmental website?
If the student has restricted access to his/her photograph in Sage then, yes, you must obtain the student’s permission. This means that you must check in Sage to see if such a restriction has been placed. Courtesy would also suggest that you allow all students the choice of whether pictures they appear in are posted.

Are there any special circumstances or legal concerns of privacy pertaining to international students?
FERPA does not distinguish between international and non-international students; the confidentiality of all student records is protected.

Class Lists? Where can you post them?
Nowhere that is public – class lists (enrollment information) are protected and confidential. Students enrolled in a particular class can have access to the names and email of their fellow students in the class and that can be handled through the online version of the class in LATTE.
The Department Admin Center

Shortcuts have been created for most of the tasks that department administrators frequently access in Sage. They are in the Department Admin Center. This is the first page you see when you log into Sage.

Once you click on one of the shortcuts in the Department Admin Center, it will take you to the page that you are familiar with seeing. These pages are further explained below.

Tasks that you do which do not have shortcuts in the Department Admin Center can be accessed through the main menu on the left side of the screen.
Searching for a Course

The Registrar's Office public website offers a display of courses by department that includes cross-listed courses and electives. It is the simplest way to see all the information about a class in one place: class status (open/closed), link to course description, meeting times, enrollment, instructor (links to Faculty Guide), notes (i.e., instructor permission required, etc.) and a link to view course materials in the Bookstore. This page also has a space at the top for important departmental notes.

The public search page can be followed this navigation: www.brandeis.edu/registrar then click on “Schedule of Classes" and select the term you wish to search. Use the drop-down menu to select a department, select “graduate,” “undergraduate,” or “all” and click “Go.” There is a check-box to view independent instructional courses.

Sample of results:

Schedule of Classes — Undergraduate / Fall 2010 / African and Afro-American Studies

Notes for Undergraduate Students
To view course description, please click on the course # link. To see which University requirement(s) a course fulfills, hold the mouse over each code within the brackets under the course title.

(1-99) Primarily for Undergraduate Students

<table>
<thead>
<tr>
<th>Class #</th>
<th>Course #</th>
<th>Course Title</th>
<th>Time Location</th>
<th>Enrl / Lim / Wait</th>
<th>Instructor(s)</th>
<th>View Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>4937 AAAS 5001</td>
<td>Introduction to African and Afro-American Studies</td>
<td>Block 11 M W 12:30 PM-6:30 PM Golding Academic Center 105</td>
<td>Open 15/999/0</td>
<td>Heinrich, Robert</td>
<td>View Books</td>
<td></td>
</tr>
<tr>
<td>6016 AAAS 7301</td>
<td>Africa and the West</td>
<td>Block 33 M W 10:00 AM-12:00 PM Levan Center for Advanced Studies 104</td>
<td>Open 38/999/0</td>
<td>Sonditore, Ibrahim</td>
<td>View Books</td>
<td></td>
</tr>
</tbody>
</table>

(100-199) For Both Undergraduate and Graduate Students

<table>
<thead>
<tr>
<th>Class #</th>
<th>Course #</th>
<th>Course Title</th>
<th>Time Location</th>
<th>Enrl / Lim / Wait</th>
<th>Instructor(s)</th>
<th>View Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>6012 AAAS 1101</td>
<td>Race, Ethnicity, and Electoral Politics in the United States</td>
<td>Block 16 M W 12:30 PM-2:30 PM Mandel Ctr for Humanities/011</td>
<td>Open 15/999/0</td>
<td>Nappo, Mingus Ulisses</td>
<td>View Books</td>
<td></td>
</tr>
<tr>
<td>6018 AAAS 1225</td>
<td>Politics of Southern Africa</td>
<td>Block 24 T F 10:00 AM-11:50 AM Mandel Ctr for Humanities/010</td>
<td>Open 8/999/0</td>
<td>Njogu, Wellington</td>
<td>View Books</td>
<td></td>
</tr>
<tr>
<td>4978 AAAS 1296</td>
<td>Political Economy of the Third World</td>
<td>Block 55 M W 10:00 AM-11:50 AM Mandel Ctr for Humanities/053</td>
<td>Open 70/999/0</td>
<td>Njogu, Wellington</td>
<td>View Books</td>
<td></td>
</tr>
</tbody>
</table>

Cross-Listed in African & Afro-American Studies

<table>
<thead>
<tr>
<th>Class #</th>
<th>Course #</th>
<th>Course Title</th>
<th>Time Location</th>
<th>Enrl / Lim / Wait</th>
<th>Instructor(s)</th>
<th>View Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>5682 ECON 5849</td>
<td>The Economics of Race and Gender</td>
<td>Block 16 M W 12:30 PM-6:30 PM Lemberg Academic Center 055</td>
<td>Closed 25/25/0</td>
<td>Braddock, Elizabeth</td>
<td>View Books</td>
<td></td>
</tr>
<tr>
<td>6079 ENG 1098</td>
<td>Women Writing Desire: Caribbean Fiction and Film</td>
<td>Block 25 M W 8:00 AM-12:00 PM Olin-Sang Center for Creative Writing</td>
<td>Open 12/999/0</td>
<td>Smith, Faith Casey</td>
<td>View Books</td>
<td></td>
</tr>
<tr>
<td>6043 HIST 1520</td>
<td>History of Comparative Race and Ethnic Relations</td>
<td>Block 55 M W 9:00 AM-10:50 AM Olin-Sang Center for Creative Writing</td>
<td>Open 20/999/0</td>
<td>Sonditore, Ibrahim</td>
<td>View Books</td>
<td></td>
</tr>
</tbody>
</table>
Finding an Instructor’s Class Schedule

From the Admin Center, click “Class Search.”

In the search screen, make sure the term you wish to search for is selected from the drop-down menu. Then enter the instructor’s last name and click search. You will receive all of the courses being taught in the semester selected, including times and rooms (see below). Various other criteria can be used to search for courses in a department using this search engine.

Search for Classes

Enter Search Criteria

**Institution**
- Brandeis University

**Term**
- 1093 Fall Semester 2009

Select at least 2 search criteria. Click Search to view your search results.

**Course Subject**
- select subject

**Course Number**
- contains

**Attribute / Value**
- /  

**Course Career**
- Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

**Meeting Time**
- between and (example: 1:00PM)

**Day of Week**
- Include Only These Days
  - Mon  
  - Tues  
  - Wed  
  - Thurs  
  - Fri  
  - Sat  
  - Sun  

**Instructor Last Name**
- contains

**Class Nbr**
- (example: 1136)

**Course Title Keyword**
- (example: statistics)

**Course Units**
- between and

**Course Component**
- 

**Session**
- 

CLEAR CRITERIA  SEARCH
Sample of search results:

Search for Classes

Search Results

When available, click View All Sections to see all sections of the course.

Brandeis University | Fall Semester 2009

The following classes match your search criteria: Show Open Classes Only: No, Instructor Last Name: contains 'NYANGONI', Campus: Waltham, Location Code: Brandeis University

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **AAAS 5A - Introduction to African and Afro-American Studies**
  - **Section:** 2-LGC(2652)
  - **Days & Times:** Mo: 3:10PM - 5:00PM
  - **Room:** Rabb Graduate Center 119
  - **Instructor:** Marieta Joyner
  - **Meeting Dates:** 08/27/2009 - 12/14/2009

- **AAAS 9BA - Independent Study**
  - **Section:** 6-IND(2675)
  - **Days & Times:** TBA
  - **Room:** TBA
  - **Instructor:** Wellington Nyangon
  - **Meeting Dates:** 08/27/2009 - 12/14/2009

- **AAAS 99D - Senior Research**
  - **Section:** 5-IND(2679)
  - **Days & Times:** TBA
  - **Room:** TBA
  - **Instructor:** Wellington Nyangon
  - **Meeting Dates:** 08/27/2009 - 12/14/2009

- **AAAS 125B - Political Economy of the Third World**
  - **Section:** 2-LGC(3855)
  - **Days & Times:** Tu 4:40PM - 7:30PM
  - **Room:** Rabb Graduate Center 119
  - **Instructor:** Wellington Nyangon
  - **Meeting Dates:** 08/27/2009 - 12/14/2009

START A NEW SEARCH
Class Rosters

You can view the students enrolled in a course on the Class Roster and use the class roster to create an email list. Access the class roster by clicking on “Class Roster” from the Admin Center. Enter the term, subject area and catalog number for the course and click search.

To create an email list, click “Create email List” at the center of the page.

A new screen will appear with the email data. Copy and paste the information into your email program.

***Please use the BCC email function for privacy***
**Class Consent (Permission) Codes**

There are consent codes to *add* courses and consent codes to *drop* courses. They function in exactly the same way they used to function – there are just two sets of them.

*Permission to Add* codes are used for the following:

- To allow a student to add a course if instructor permission is required
- To allow a student to add a course if the course is closed (full)
- To allow an undergraduate student to add a graduate course (200 and above)
- To allow graduate students to add undergraduate courses (below 90)

*Permission to Drop* codes are used to do the following:

- To allow a student to drop a course that requires instructor permission to drop before the add/drop deadline
- To allow an undergraduate student to drop a course after the add/drop deadline (both with and without a “W” grade, depending on the date in the Academic Calendar). **NOTE:** Graduate students cannot drop classes in Sage after the add/drop periods ends. Graduate students should complete the appropriate paperwork and refer to the Academic Calendar for deadlines to drop or audit a class.

Consent codes are unique and can only be used once. They also have an expiration date so that codes given during early registration cannot be used when final registration begins.

Both faculty and administrators have the ability to track in Sage to whom consent codes are given to prevent giving out duplicate codes (since they can only be used once). And Sage will let you know when the codes have been used, by whom they have been used and when a student who previously used a code has dropped the course (for the case of low-limit, high-demand courses). Faculty and administrators have the same view of this data so they can both give out codes for courses (if needed and authorized) and not worry about giving out the same codes as along as they each check the “issued” box. Don’t forget to save!

To access consent codes, click on “Class Consent Codes” from the Admin Center. Enter a term, subject area, class number and then click search:
Here are two sample screenshots of the Permission to Add and Permission to Drop tabs:

### Codes for Permission to Add

**Academic Institution:** BRANU

**Class Information**
- **Class No:** 3083
- **Term:** Fall Semester 2009
- **Session:** Regular Academic Session
- **Subject:** Theater Arts
- **Catalog:** 4A
- **Section:** 1
- **Enrollment Capacity:** 12
- **Enrollment Total:** 12
- **Wait List Total:** 0
- **Instructor(s):** Adrianna Krystansky

Consent-to-add codes signify permission for both graduate students and undergraduate students to add either a signature required course or a closed course during a registration period.

Consent-to-add codes are generated each registration period for most courses. Each code is unique, can be used only once, and has an expiration date. Distribution of codes can be tracked by checking the “Issued” box. Once a consent code has been used by a student, the student name and the date the code was used will display on this page.

The following enrollment activities require a specific paper form and a student visit to the Office of the University Registrar:
- Graduate students entering in a course numbered below 100 excluding language courses.
- Undergraduate students enrolling in courses with overlapping meeting times.
- Undergraduate students enrolling in independent instruction courses.

![Permission to Add Tab]

### Codes for Permission to Drop

**Academic Institution:** BRANU

**Class Information**
- **Class No:** 3083
- **Term:** Fall Semester 2009
- **Session:** Regular Academic Session
- **Subject:** Theater Arts
- **Catalog:** 4A
- **Section:** 1
- **Enrollment Capacity:** 12
- **Enrollment Total:** 12
- **Wait List Total:** 0
- **Instructor(s):** Adrianna Krystansky

Consent-to-drop codes signify permission for undergraduate students to drop a course following the deadlines specified in the Academic Calendar.

Consent-to-drop codes are generated each registration period for most courses. Each code is unique, can be used only once, and has an expiration date. Distribution of codes can be tracked by checking the “Issued” box. Once a consent code has been used by a student, the student name and the date the code was used will display on this page.

Graduate students dropping a class after the final registration period must use a paper form, obtain the instructor and advisor signatures, and visit the Office of the University Registrar.
Online Grade Submission

All grades are submitted by the instructors directly to the Registrar's Office via Sage. Grades for graduating students are due earlier than for continuing students (please see deadlines in the academic calendar). Graduating students who expect to complete their program at the end of the current semester (both seniors and graduate students) are indicated on the Sage grade roster with an asterisk in front of their name.

**While administrators do not have access to submit grades, they often receive questions from faculty about submitting grades. The following screen shots may help answer common questions about submitting grades. From the Faculty Center, click on the Grade Roster Icon in “My Teaching Schedule” for the term they wish to submit grades.

An instructor can click the box to view only the graduating students whose grades need to be in early. When all of the grades that the instructor wishes to submit at any given time have been entered, they MUST click the “Approve Posting” box (on top or bottom) and then click “Save.”
If an instructor submits an unsatisfactory grade for an undergraduate student (a grade below a C- or an NG) a form for each unsatisfactory grade needs to be submitted to the Office of Academic Services. A link for that form is on the bottom of the Grade Roster page (see below). The form is a PDF and can be printed out as many times as necessary, completed and returned to Academic Services.

There is also a link on the Grade Roster for detailed instructions about online grade submission in Sage that instructions can access if they have additional questions.
The Student Center

All information about a student, including their degree audit, transcript, personal information is available on or through the Student Center. Administrators can access the Student Center through the Student's by Major/Minor Page.

There are several sections on the Student Center to pay attention to. At the very top, it indicates if a student has a hold as well as displays the FERPA privacy indicator. Any holds are further explained in the “Holds” box in the right column.

There are two main boxes:

Academics: Links to all of a student’s academic records are here. Click each one to be directed to another page to view the academic information you are accustomed to seeing about a student.

Personal Information: Most of the information you want to know about a student is already visible in the box. Some students have given Brandeis Emergency Contact information and you can view this by clicking on the link.

The “To Do List” is a feature in use by the Study Abroad Office to track the tasks students are requested to do during the semester abroad.
Major/Minor Lists

Lists of students in your major or minor may be obtained on the Students by Major/Minor Page. There are many options on this page including selecting students by the year they entered Brandeis, expected graduation date, status (active, withdrawn, leave of absence), and lists of students who already have a degree.

Once you select a group of students to view, you can also use this list to create an email list or a spreadsheet. You can also click into each student’s Student Center to view their academic and personal information.

Basic required fields to obtain a list:

Sample of results: These results can be sorted in a variety of ways to suit your needs. To create an email list from these results, click “Create Email list” and follow the instructions above under “Class Rosters.” To go to the student’s Student Center, click on “Student Details.”
Student data from the “Student List/Excel” tab can be copied and pasted into an Excel spreadsheet. Highlight all of the data, then in the blank Excel spreadsheet, right click and select “Paste Special.” Select “Unicode” and click OK.

To obtain a specialized list, such as graduating students in a particular semester or newly admitted students, use the additional search criteria boxes to narrow your search. For example, here is a search for students graduating in Spring 2010 who are in the graduate students in American History, sorted by student last name:
Undergraduate Degree Audit

The Undergraduate Degree Audit displays a student's progress toward completion of their major/minor, as well as their Brandeis course history and transfer credit. The first page is a summary which indicates the year of the student's major requirements and their expected graduation date along with the links to their major/minor degree audit.

### American Studies
- **Plan Type:** Major
- **Advisor:** Cohen, Jacob
- **Status:** In Process

### Journalism
- **Plan Type:** Minor
- **Advisor:** Farrelly, Mauree
- **Status:** In Process

### Summary Statistics

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUM GPA</td>
<td>3.355</td>
</tr>
<tr>
<td>Brandeis Total Earned Units</td>
<td>62</td>
</tr>
<tr>
<td>Transfer Units</td>
<td>0</td>
</tr>
<tr>
<td>CUM Total Units</td>
<td>62</td>
</tr>
<tr>
<td>In Process Units</td>
<td>12</td>
</tr>
<tr>
<td>Projected Total Units</td>
<td>74</td>
</tr>
</tbody>
</table>

### General University Requirements Summary

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>128 Total Units</td>
<td>In Process</td>
</tr>
<tr>
<td>Academic Residency-Semesters</td>
<td>In Process</td>
</tr>
<tr>
<td>Academic Residency-Units</td>
<td>In Process</td>
</tr>
<tr>
<td>Minimum 2.00 Overall GPA</td>
<td>3.355</td>
</tr>
<tr>
<td>University Seminar: USEM</td>
<td>Complete</td>
</tr>
<tr>
<td>University Writing: UWS</td>
<td>Complete</td>
</tr>
<tr>
<td>University Writing: Wt</td>
<td>Complete</td>
</tr>
<tr>
<td>Non-Western Comparative</td>
<td>Not Started</td>
</tr>
<tr>
<td>QR and School Distribution</td>
<td>In Process</td>
</tr>
<tr>
<td>Quantitative Reasoning</td>
<td>Complete</td>
</tr>
<tr>
<td>School of Creative Arts</td>
<td>Complete</td>
</tr>
<tr>
<td>School of Humanities</td>
<td>Complete</td>
</tr>
<tr>
<td>School of Science</td>
<td>Not Started</td>
</tr>
<tr>
<td>School of Social Science</td>
<td>Complete</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Not Started</td>
</tr>
<tr>
<td>Physical Education</td>
<td>In Process</td>
</tr>
</tbody>
</table>
The Transfer Course History tab shows all transfer credit that has been approved and accepted by Brandeis. A department cannot count, toward a major or minor, any credit that does not appear on this page. If a course does not appear on the degree audit that may be because the student has not completed the Petition for Major/Minor Transfer Credit (TC03). However, if a course has not been accepted for transfer credit by Brandeis, a department cannot count it toward a student’s major or minor.

“Units earned” is related to university residency and is not relevant for whether or not courses count toward major or minor credit. As long as a course appears on this page it is eligible to count toward a major or minor.
Making Major/Minor/Advisor Changes directly in Sage

Departments can now add and drop majors and minors, change degrees (BA/BS), change advisors, and change tracks/specializations directly in Sage for undergraduate students. No more paper forms to keep track of! Department Chairs should notify the Registrar’s Office of whom they would like to be authorized to submit these updates in Sage.

To find it, click on “Major/Minor Change Requests” from the Admin Center.

Step 1:

Enter the name or ID number of the student for whom you would like to make the major/minor changes and click “Search.”

Major/Minor Change Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Step 2:

Any majors or minors that the student currently has declared are displayed in the box at the top. From the drop down menu, select the action you would like to do on behalf of this student and then click “Go.”
Adding a Major or Minor:

Select “Add Major/Minor” from the drop down menu and click “Go.” When the “Add” screen comes up, fill in the 4 required fields and click “Submit.”

1) Degree – BA or BS (for majors only)
2) Plan Type – Major or Minor
3) In – Select the major or minor you are declaring
4) Advisor – Enter the advisor’s name

There are two optional fields:

1) Track/Specialization
2) Comments – If there is any information that may be helpful for the Registrar’s Office in processing your request, please enter it here.
Dropping a Major or Minor:

Select “Drop Major/Minor” from the drop down menu and click “Go.” When the “Drop” screen comes up, select the major or minor you wish to drop and click “Submit.”

Changing Advisor:

Select “Change Advisor” from the drop down menu and click “Go.” When the “Change Advisor” screen comes up, there are 2 required fields:

1) Academic Plan – the major or minor for which you wish to change the advisor
2) The NEW advisor (the current advisor is listed in the box at the top)

If you wish to make any comments, enter those in the “Comments” field.

Click “Submit” to submit your request for processing.
Changing Degree:

Note: This option only applies to those majors which can change between BA and BS (in the School of Science and HSSP).

Select “Change Degree” from the drop down menu and click “Go.” When the “Change Degree” screen comes up, there are 2 required fields:

1) Change from – The degree that the student currently has declared for their first major automatically appears. In the drop down menu, select the degree that you would like to change to.
2) In – select the major for which you would like to change the degree.

If you wish to make any comments, enter those in the “Comments” field.

Click “Submit” to submit your request for processing.
Changing Track:

Note: This option only applies to those majors which have tracks or specializations.

Select “Change Track” from the drop down menu and click “Go.” When the “Change Track” screen comes up, there are 2 required fields:

1) Major – Select the major for which you wish to change the track or specialization.
2) From and To – If the student currently has a track, it will appear under “From.” Use the drop down menu to select the student’s new track.

If you wish to make any comments, enter those in the “Comments” field. Click “Submit” for processing.

Below are the Majors and Minors that this student has declared. For majors, the degree (BA or BS) is indicated on the right.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Acad Plan</th>
<th>Degree Advisor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>International &amp; Global Studies</td>
<td>BA</td>
</tr>
<tr>
<td>Major</td>
<td>Politics</td>
<td>BS</td>
</tr>
<tr>
<td>Major</td>
<td>Economics</td>
<td>BS</td>
</tr>
<tr>
<td>Minor</td>
<td>Business</td>
<td>BS</td>
</tr>
</tbody>
</table>

If you wish to change a student’s degree (from BA to BS or BS to BA), use the drop down menus to select the new degree and the major and then click the submit button.

Include any comments that will be helpful in processing this request.

Status: Not Submitted

[Submit] [Cancel]
Graduate Degree Audit Checklists and Milestones

The graduate degree checklist in Sage monitors the progress a graduate student is making toward completion of his/her program requirements, such as courses, residency, qualifying exams, teaching, language, dissertation prospectus, and dissertation. Unlike the undergraduate degree audit the graduate student checklist is not currently automated and as such does not track completion of specific courses but only whether course work is complete or not.

The department administrator is responsible for updating a student’s checklist with the Registrar’s Office by using the Master’s or PhD Degree Audit Check List Update Form found on the Forms link on the Registrar’s homepage. This form also allows the department to provide detail relating to languages, qualifying exams and dissertation prospectus which is then conveyed as milestones on the student’s academic transcript. Final dissertation titles also become milestones on the transcript.

View the Graduate Degree Audit Checklists from the Student Center.

Graduate Degree Audit Check List

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Admit Term</th>
<th>Graduation Term</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Biochemistry</td>
<td>Fall 2013</td>
<td>Spring 2012</td>
<td>Added to Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status: Initiated</th>
</tr>
</thead>
</table>

- - - - Non-Course Milestones - - - -

**Language Requirement Complete**

Arabic passed May 1, 2006 / Modern Hebrew passed March 26, 2007 / French passed on October 10, 2007

- Completed

**Qualifying Examination[s]**

Middle East exam Passed with Distinction on April 27, 2007

- Completed

**Dissertation Prospectus**

Accepted on March 30, 2008

- Completed
Final Exam Planning

Faculty are required to submit their plans for giving a final exam early in the semester so that the Registrar’s Office can prepare the final exam schedule, order bluebooks and hire proctors. This is done through the Final Exam Planning Page in Sage. Faculty will be notified when the planning page is available to view. Some academic administrators assist faculty with providing us this information or assist us with contacting faculty who have not completed the Planning Page. Faculty access the Final Exam Planning page through the Faculty Center.

To access the Final Exam Planning page, click on “Final Exam Planning” from the Admin Center.

Find an Existing Value

Select the term for which you need to either enter or view final exam data for and click enter. All of the exams you have the ability to view will appear.

Sample of search results:

Click on the course you wish to view or make final exam selections for and this screen will appear. If you select “Yes” you will be given a set of questions to answer for the Registrar’s Office to prepare for the exam. If you answer “No,” no other information is needed. If you have additional courses, you can click “Next in List” to go to the next course.” When all the data has been entered, you must click “Save.”
Select each course

Donahue, Brian M
Classic Texts in American Culture to 1900
AMST 100A

Using the drop down menu, select yes or no to indicate whether or not you will have a 3-hour final exam during final exam week. If you select yes, answer the accompanying questions. Click save at the bottom of the page to save your entries.

If you have indicated yes, the exam will be scheduled Thursday, May 9, 2003 08:15 AM - 12:15 PM

<table>
<thead>
<tr>
<th>Please answer the following questions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are 22 students enrolled in this course.</td>
</tr>
<tr>
<td>Number of bluebooks (0 if you do not need any bluebooks)</td>
</tr>
<tr>
<td>Number of TA's assigned to this course (answer required)</td>
</tr>
<tr>
<td>(Please note: Faculty and TAs are required to attend the final exam)</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>Number of additional proctors requested (answer required)</td>
</tr>
<tr>
<td>(Please note: Courses with enrollments over 40 will be considered, taking into account the number of TAs who will be assisting with the exam as well as proctor availability)</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>Room Request:</td>
</tr>
<tr>
<td>Equipment, accessibility needs:</td>
</tr>
</tbody>
</table>

Comments:

For additional concerns or questions about final exams, please contact Richard Cummans in the Registrar's Office at rcummans@brandeis.edu or x62018

Save  Return to Search  Next in List  Previous in List
# University Registrar Contact List

<table>
<thead>
<tr>
<th>For inquiries about:</th>
<th>Please contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>Mark Hewitt <a href="mailto:mhewitt@brandeis.edu">mhewitt@brandeis.edu</a></td>
</tr>
<tr>
<td>Academic Policy</td>
<td>Mark Hewitt <a href="mailto:mhewitt@brandeis.edu">mhewitt@brandeis.edu</a></td>
</tr>
<tr>
<td>Bulletin</td>
<td>Andrew Marx <a href="mailto:amarx@brandeis.edu">amarx@brandeis.edu</a></td>
</tr>
<tr>
<td>Checklists and Milestones</td>
<td>Richard Cunnane <a href="mailto:rcunnane@brandeis.edu">rcunnane@brandeis.edu</a></td>
</tr>
<tr>
<td>Classroom Scheduling</td>
<td>Janet Driscoll <a href="mailto:jdriscol@brandeis.edu">jdriscol@brandeis.edu</a></td>
</tr>
<tr>
<td>Data Requests</td>
<td>Shohreh Harris <a href="mailto:shohreh@brandeis.edu">shohreh@brandeis.edu</a></td>
</tr>
<tr>
<td>Degree Audit Advising (Graduate)</td>
<td>Richard Cunnane <a href="mailto:rcunnane@brandeis.edu">rcunnane@brandeis.edu</a></td>
</tr>
<tr>
<td>Degree Audit Advising (Undergraduate)</td>
<td>Kristina Law <a href="mailto:krielly@brandeis.edu">krielly@brandeis.edu</a></td>
</tr>
<tr>
<td>Final Exams</td>
<td>Richard Cunnane <a href="mailto:rcunnane@brandeis.edu">rcunnane@brandeis.edu</a></td>
</tr>
<tr>
<td>General Inquires</td>
<td>Marissa McLaughlin <a href="mailto:mmclaughlin@brandeis.edu">mmclaughlin@brandeis.edu</a></td>
</tr>
<tr>
<td>Graduate Student Issues</td>
<td>Richard Cunnane <a href="mailto:rcunnane@brandeis.edu">rcunnane@brandeis.edu</a></td>
</tr>
<tr>
<td>LATTE</td>
<td>Janet Driscoll <a href="mailto:jdriscol@brandeis.edu">jdriscol@brandeis.edu</a></td>
</tr>
<tr>
<td></td>
<td>LATTE support for users is provided by the LTS Help Desk and can be reached at <a href="mailto:latte@brandeis.edu">latte@brandeis.edu</a></td>
</tr>
<tr>
<td>Registration</td>
<td>Andrew Marx <a href="mailto:amarx@brandeis.edu">amarx@brandeis.edu</a></td>
</tr>
<tr>
<td>Sage</td>
<td>Andrew Marx <a href="mailto:amarx@brandeis.edu">amarx@brandeis.edu</a></td>
</tr>
<tr>
<td>Sage Security</td>
<td>Mark Hewitt <a href="mailto:mhewitt@brandeis.edu">mhewitt@brandeis.edu</a></td>
</tr>
<tr>
<td></td>
<td>To submit a ticket regarding issues with the functionality within Sage, please email a detailed statement of the problem to <a href="mailto:sage-registrar@brandeis.edu">sage-registrar@brandeis.edu</a></td>
</tr>
<tr>
<td>Schedule of Classes</td>
<td>Janet Driscoll <a href="mailto:jdriscol@brandeis.edu">jdriscol@brandeis.edu</a></td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>Sandra Fallon-Ludwig <a href="mailto:sfallon@brandeis.edu">sfallon@brandeis.edu</a></td>
</tr>
<tr>
<td>Transcripts and Enrollment Verification</td>
<td>Haydee Vazquez <a href="mailto:vazquez@brandeis.edu">vazquez@brandeis.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td>Andrew Marx <a href="mailto:amarx@brandeis.edu">amarx@brandeis.edu</a></td>
</tr>
</tbody>
</table>