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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.

**Reminder:** Your UNet ID is your Brandeis email address minus the @brandeis.edu.

If you do not have a UNet ID or forgot your password, [click here](#). The UNet Help Desk number is 781-736-4357.
Searching the Schedule of Classes

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

The Schedule of Classes and University Bulletin are located on the Office of the University Registrar’s website.

1. Accessing the Schedule of Classes and the Course Catalog in Sage

From the Student Center (your home page in Sage) under Academics, click Class and Catalog Search. Select the term to search for classes. (e.g. 1143 Fall 2014)
2. You can search classes via the **Class Search** tab or the **Course Catalog Search** tab.

A) **Class Search** tab

![Class Search Interface](image)

**Search for Classes**

**Enter Search Criteria**

- **Institution**: Brandeis University
- **Term**: 1142 Summer 2014

Please enter search criteria below to narrow your search.

**Class Search Criteria**

- **Course Subject**: select subject
- **Course Number**: contains
- **Attribute / Value**: selects a value
- **Course Career**: selects a career
- **Show Open Classes Only**: checkbox

Use Additional Search Criteria to narrow your search results.

- **Meeting Start Time**: greater than or equal to
- **Meeting End Time**: less than or equal to
- **Day of Week**: include only these days
- **Instructor Last Name**: contains
- **Class Nbr**: contains
- **Course Title Keyword**: contains
- **Minimum Units**: greater than or equal to
- **Maximum Units**: less than or equal to
- **Course Component**: select component
- **Session**: select session
Search Criteria

Note: You can enter as much or as little search criteria as you want. You do not have to fill in all of the blanks.

- **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 Lookup Function – the magnifying glass icon – to find attribute/value codes.

Using the Lookup Function (magnifying glass icon)
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 for that field.

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 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.

B) Course Catalog Search tab

This feature allows you to search courses by subject area. Select the subject you are interested in and the courses will appear.
2) Accessing the schedule of classes on the Office of the University Registrar's website.

A. Go to the Schedule of Classes
   http://www.brandeis.edu/registrar/registration/schedule.html
   Click on “Fall 2014 Schedule” link (circled below) to search classes by term, career (undergraduate or graduate), and subject.
Use the drop down menus shown in the figure below to change search criteria. To view Independent Study sections, click on the button that says “Include Independent Instructional Classes.”

(1-99) Primarily for Undergraduate Students

<table>
<thead>
<tr>
<th>Class #</th>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>9984</td>
<td>AAAS 5A</td>
<td>Introduction to African and Afro-American Studies</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>
</tr>
</thead>
<tbody>
<tr>
<td>6164</td>
<td>AAAS 114B</td>
<td>Race, Ethnicity, and Electoral Politics in the United States [ ss ]</td>
</tr>
<tr>
<td>9985</td>
<td>AAAS 125B</td>
<td>Caribbean Women and Globalization: Sexuality, Citizenship, Work [ ss wi ]</td>
</tr>
<tr>
<td>9986</td>
<td>AAAS 136B</td>
<td>Political Economy of the Third World [ env ss wi ]</td>
</tr>
<tr>
<td>9987</td>
<td>AAAS 138A</td>
<td>Theories of Development and Underdevelopment [ env ss wi ]</td>
</tr>
<tr>
<td>10507</td>
<td>AAAS 165A</td>
<td>Performance and the Politics of Black Authenticity [ ca ss ]</td>
</tr>
</tbody>
</table>

African and Afro-American Studies: History

<table>
<thead>
<tr>
<th>Class #</th>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>9994</td>
<td>HIST 125B</td>
<td>Slavery and the American Civil War [ ss ]</td>
</tr>
<tr>
<td>10385</td>
<td>HIST 173B</td>
<td>Resistance and Revolution in Latin America and the Caribbean [ env ss ]</td>
</tr>
</tbody>
</table>

African and Afro-American Studies: Arts
B. Selecting the “Class Search” link will provide more extended search features. This includes searching courses by days of the week and class meeting times, as well as courses that fulfill general university requirements.
Adding a Class in Sage

1. Log into your student center in Sage and select “Add, Drop, Swap Classes.”
2. Make sure that you are on the “add” tab and select the appropriate term (e.g. Fall Semester 2014). Then select “Continue.”
3. Enter the 4- or 5-digit class number found on the schedule of classes OR use the class search feature. (See page 4 for Class Search instructions.)

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.

Fall Semester 2014 | Undergraduate | Brandeis University

Add to Cart:
Enter Class Nbr

Open Closed Demand List

Find Classes
Class Search

Search

4. After finding a course, click the “select class” button.
5. 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 a course that requires permission, contact the instructor for a permission number. The permission number is valid only for the specific course, for one time use only. If you drop the course and decide to re-add it, the instructor will need to give you a new permission number.
6. 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.

**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.

- **AAAS 188 has been added to your shopping cart.**

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**Fall Semester 2010 | Undergraduate | Brandeis University**

**Add to Cart:**

- **Enter Class Nbr:**
- **Find Classes:**
  - **Class Search**

**Fall Semester 2010 Shopping Cart**

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAS 188</td>
<td>TuFr 3:10PM - 4:30PM</td>
<td>Clm-Sang</td>
<td>I. Sundiata</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**PROCEED TO STEP 2 OF 3**
7. Last, click the “Finish Enrolling” button.

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding those 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.

Fall Semester 2010 | Undergraduate | Brandeis University

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARAS 10E-1 (6014)</td>
<td>AFRICA AND THE WEST (Lecture)</td>
<td>Tu/Fri 3:10PM - 4:30PM</td>
<td>Óin-Sang Amer Ctr 124</td>
<td>I. Sundara</td>
<td>4.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

Cancel Previous Finish Enrolling
8. A green check mark indicates a successful enrollment. The red “X” indicates an error and therefore, the class has NOT been added. The message will indicate why the course could not be added. Please review below:

Add Classes

3. View results

See enrollment messages below.
Swapping Classes

The swap feature allows you to exchange a class in which you are enrolled for another course you are not enrolled in. The system will only swap classes if you are able to enroll in the new class (e.g. 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 in your Student Center – then select 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.

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
4. Confirm that the course you want to add and drop is correct. Then click the “Finish Swapping” button.

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

5. A green check mark indicates a successful enrollment. The red “X” indicates an error and therefore, the class has NOT been added. The message field will indicate why the course could not be added.
Dropping a Class

1. To drop a class, click on **Add, Drop, Swap Classes** in your Student Center. Then select the **drop** tab and the appropriate term.

2. Select the class you want to drop. Then click **“Drop Selected Classes.”**

3. Confirm the class you are dropping.

4. A **green check mark** indicates a successful enrollment. The **red “X”** indicates an error and therefore, **the class has NOT been added.** The message field will indicate why the course could not be added.
Confirming Your Registration

1. To confirm your registration, you can view and print a copy of your class schedule. In your Student Center, click Class Schedule under the Academics Section.

2. Select the current term. Select “Continue.”

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

4. 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 is 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 more students may be enrolled.

Please note: Being on a demand list does not automatically enroll you in the course. The department will contact you if you are allowed to register for the course.

1. Follow the regular “Add a Class” procedures (see pg. 10), until you see the screen below. Check the “Demand List if Class is Full” box. Then click “Next” and continue the steps outlined on pp. 13-14.

![Image of a demand list screen](image-url)
2. Once you are successfully placed on the demand list, you will receive the following message:

PLEASE NOTE
During early registration, if you have added yourself to a demand list for a course and were then given a permission code to enroll in that course, you must start a new Add transaction and follow the steps for “Adding a Class” with permission. (pp. 10-13)

DO NOT click on the demand list course in your shopping cart. You will not be able to enroll in the course from your shopping cart.
Dropping with a Permission Number

1. Click on **Add, Drop, Swap Classes** in your **Student Center** – then select the **drop** tab and the appropriate term.

2. Select the class that you want to drop. Then click **“Drop Selected Classes.”**

---

**Drop Classes**

1. **Select classes to drop**

   Select the classes to drop and click **Drop Selected Classes.**

---

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>AAAS 62A-1 (2773)</td>
<td>URBAN POLITICS (Lecture)</td>
<td>TuFr 9:10AM - 10:30AM</td>
<td>TBA</td>
<td>M. Mapps</td>
<td>4.00</td>
<td>✔️</td>
</tr>
<tr>
<td>☐</td>
<td>AAAS 115A-1 (4193)</td>
<td>INTRO TO AFRICAN HISTORY (Lecture)</td>
<td>TuFr 3:10PM - 4:30PM</td>
<td>TBA</td>
<td>I. Sundista</td>
<td>4.00</td>
<td>✔️</td>
</tr>
<tr>
<td>☐</td>
<td>BIOL 15B-1 (1449)</td>
<td>BIOLOGY: HUMAN IMPLICATNS (Lecture)</td>
<td>MoWeTh 11:10AM - 12:00PM</td>
<td>TBA</td>
<td>N. Simister</td>
<td>4.00</td>
<td>✔️</td>
</tr>
<tr>
<td>☐</td>
<td>HISP 104B-2 (2500)</td>
<td>PEOPLE, IDEA,LANG HISPANIC WOR (Lecture)</td>
<td>MoWeTh 10:10AM - 11:00AM</td>
<td>TBA</td>
<td>S. Gravina</td>
<td>4.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**DROP SELECTED CLASSES**
3. Confirm the class that you are dropping. If you are required to drop the class with a permission number, click the blue class link. See below:

![Image of class drop interface]

**2. Confirm your selection**

Click Finish Dropping to process your drop request. If permission to drop is required, click on the class link and enter the consent code in the "Permission Nbr" field.

To exit without dropping these classes, click Cancel.
4. Enter the permission number in the class permission number box and click “Next.”

Drop Classes

1. Select classes to drop - Enrollment Preference

Spring Semester 2011 | Undergraduate | Brandeis University

AAAS 82A - URBAN POLITICS

Class Preferences

<table>
<thead>
<tr>
<th>AAAS 82A-1</th>
<th>Lecture</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
<td></td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
<td></td>
</tr>
</tbody>
</table>

Enrollment Information

- Elective SS/P: Discrimination/Inequality
- SS School of Social Sci
- Distribution Requirement
- New Course for Fall 2005
- Cross-Listed in American Studies
- Cross-Listed in Politics: American Politics

<table>
<thead>
<tr>
<th>Permission Nbr</th>
<th>Grading</th>
<th>Units</th>
<th>Requirement Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Graded - UGRD</td>
<td>4.00</td>
<td></td>
</tr>
</tbody>
</table>

Description: SS

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecture</td>
<td>TuFr 9:10AM - 10:30AM</td>
<td>TBA</td>
<td>Mingus Ulysses Mapps</td>
<td>01/16/2011 - 05/04/2011</td>
</tr>
</tbody>
</table>

NEXT

Last Updated 7/1/2014
5. A green check mark indicates a successful enrollment. The red “X” indicates an error and therefore, the class has NOT been added. The message field will indicate why the course could not be added.

Drop Classes

3. View results

See enrollment messages below.