Student User Guide

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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., 1173 Fall 2017).
2. You can search classes via the **Class Search** tab or the **Course Catalog Search** tab.

**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. However, you must enter information for at least one field, or you will receive an error message.
• **Course Subject** – Enter a subject code, such as HIST for History and enter **Search**. Or 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 (e.g., 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 (e.g., calculus).

1. 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.

2. Review if the class is open, the number of available seats, and whether or not the class requires permission. To view additional information about a class, click the blue link next to the class section.

3. **ECON 2A - A Survey of Economics**

4. Make a note of the **Class Numbers** of courses that you want to enroll in.
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 2017 Schedule” or current term 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.”
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.
Clearing a Registration HOLD

Account HOLDS: Prior to registration it is important that students check to see if they have a hold on their account. If you have a registration HOLD, you are not allowed to participate in the registration/course enrollment process until all HOLDs are resolved. Students can see if they have a HOLD on their account by logging into Sage and looking at the HOLD box (located on the right hand side of the Student Center).

There are several different reasons that you may have a hold, some of which are:

1. Outstanding financial obligations to the University or if you have not completed a “Financial Responsibility Agreement”
2. Health Center issues, including proof of health insurance or immunizations
3. If you have not declared a major after your sophomore year
4. ISSO check-in for international students

Students can then contact the office that placed the HOLD. Once the situation has been resolved the HOLD(s) will be removed from the student’s account electronically.
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 2017). 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.)
4. After finding a course, click the “select class” button.

   ![Select Class Button](image)

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

   ![Permission Nbr Entry](image)

*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 5A** has been added to your Shopping Cart.

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**Fall Semester 2017 | Undergraduate | Brandeis University**

**Open**  **Closed**  **Demand List**

**Fall Semester 2017 Shopping Cart**

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAS 5A-1</td>
<td>TuTh 2:00PM - 3:20PM</td>
<td>TBA</td>
<td>F. Smith</td>
<td>4.00</td>
<td>✔️</td>
</tr>
<tr>
<td>ECON 212A-1</td>
<td>MoWe 5:00PM - 6:20PM</td>
<td>TBA</td>
<td>S. Fournier</td>
<td>4.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Proceed To Step 2 Of 3**
7. Last, click the “Finish Enrolling” button.

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:

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 (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** 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.
4. Confirm that the course you want to add and drop is correct, then click the “Next” button.
5. Confirm your selection by clicking the “Finish Swapping” button.

6. 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. See example below.
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 by clicking the “Finish Dropping” button.

4. A green check mark indicates you have successfully dropped the class. The red “X” indicates an error and therefore, the class has NOT been dropped. The message field will indicate why the course could not be dropped.
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

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.

After you have added yourself to the demand list in Sage, contact the instructor to obtain a consent code which will allow you to register for the class using Self-Service in Sage. Permission to enroll in a closed or consent required course is at the discretion of the instructor. Being on a demand list does not automatically enroll you in the course nor guarantee you a consent code.

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.
2. Once you are successfully placed on the demand list, you will receive the following confirmation message:

3. **View results**

   See enrollment messages below.

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.

**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.”

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:
4. Enter the permission number in the class permission number box and click “Next.”

Drop Classes

1. Select classes to drop - Enrollment Preference

Fall Semester 2017 | Undergraduate | Brandeis University

AAAS 5A - INTRO AFR./AFRQ-AM STUDY

<table>
<thead>
<tr>
<th>Class Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAS 5A-1 Lecture Open</td>
</tr>
<tr>
<td>Permission Nbr</td>
</tr>
<tr>
<td>Grading Graded - UORD</td>
</tr>
<tr>
<td>Units 4.00</td>
</tr>
<tr>
<td>Requirement Designation</td>
</tr>
<tr>
<td>Description SS</td>
</tr>
</tbody>
</table>

<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 Lecture</td>
<td>TuTh 3:00PM - 4:20PM</td>
<td>TBA</td>
<td>Faith Lois Smith</td>
<td>08/09/2017 - 12/08/2017</td>
<td></td>
</tr>
</tbody>
</table>
5. A **green check mark** indicates a successful enrollment. The **red “X”** indicates an error and therefore, the **class has NOT been dropped**. The message field will indicate why the course could not be dropped.

<table>
<thead>
<tr>
<th>Class and Catalog Search</th>
<th>Class Schedule</th>
<th>Add, Drop, Swap Classes</th>
<th>Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>add</td>
<td>drop</td>
<td>swap</td>
<td></td>
</tr>
</tbody>
</table>

**Drop Classes**

3. **View results**

See enrollment messages below.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAS</td>
<td>Error: Permission is required to drop from this class. This class is scheduled in a session that now requires permission to drop in classes.</td>
<td>X</td>
</tr>
</tbody>
</table>

See enrollment messages below.