

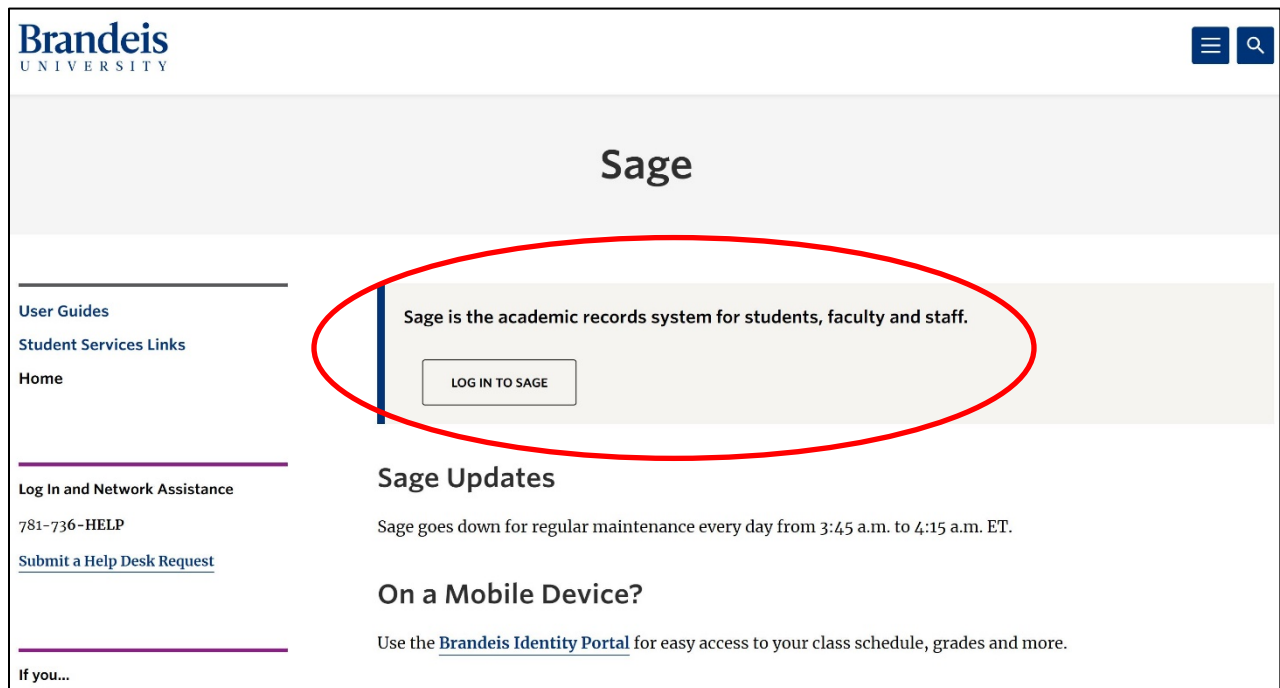
If you are interested in enrolling in one of the follow upper-level Economics courses: ECON 80A - Section 1 in Session 2, ECON 80A - Section 2 in Session 1, ECON 82B, ECON 83A or ECON 171A, please contact Leslie Yancich, the ECON Department administrator, lesliey@brandeis.edu, for a consent code to enroll in Sage. She will verify that you have completed the course prerequisites.

If you are interested in enrolling in INT 92g: Summer Internship, you must first have your internship approved. More information can be found at: <https://www.brandeis.edu/summer/registration/brandeis-students/int-92g.html>

If you enroll in a 10-week asynchronous online class, you must complete an online orientation before the class begins or your spot may be given to another student. After enrollment in the class in Sage you will be given access to the Online Orientation in LATTE.

TO BEGIN YOUR SUMMER ENROLLMENT:

1. Log in to Sage (<https://www.brandeis.edu/sage/>)



The screenshot shows the Sage website interface. At the top left is the Brandeis University logo. The main heading is "Sage". Below this, a red oval highlights the text "Sage is the academic records system for students, faculty and staff." and a "LOG IN TO SAGE" button. The left sidebar contains links for "User Guides", "Student Services Links", "Home", "Log In and Network Assistance", "781-736-HELP", and "Submit a Help Desk Request". The main content area includes "Sage Updates" and "On a Mobile Device?" sections.

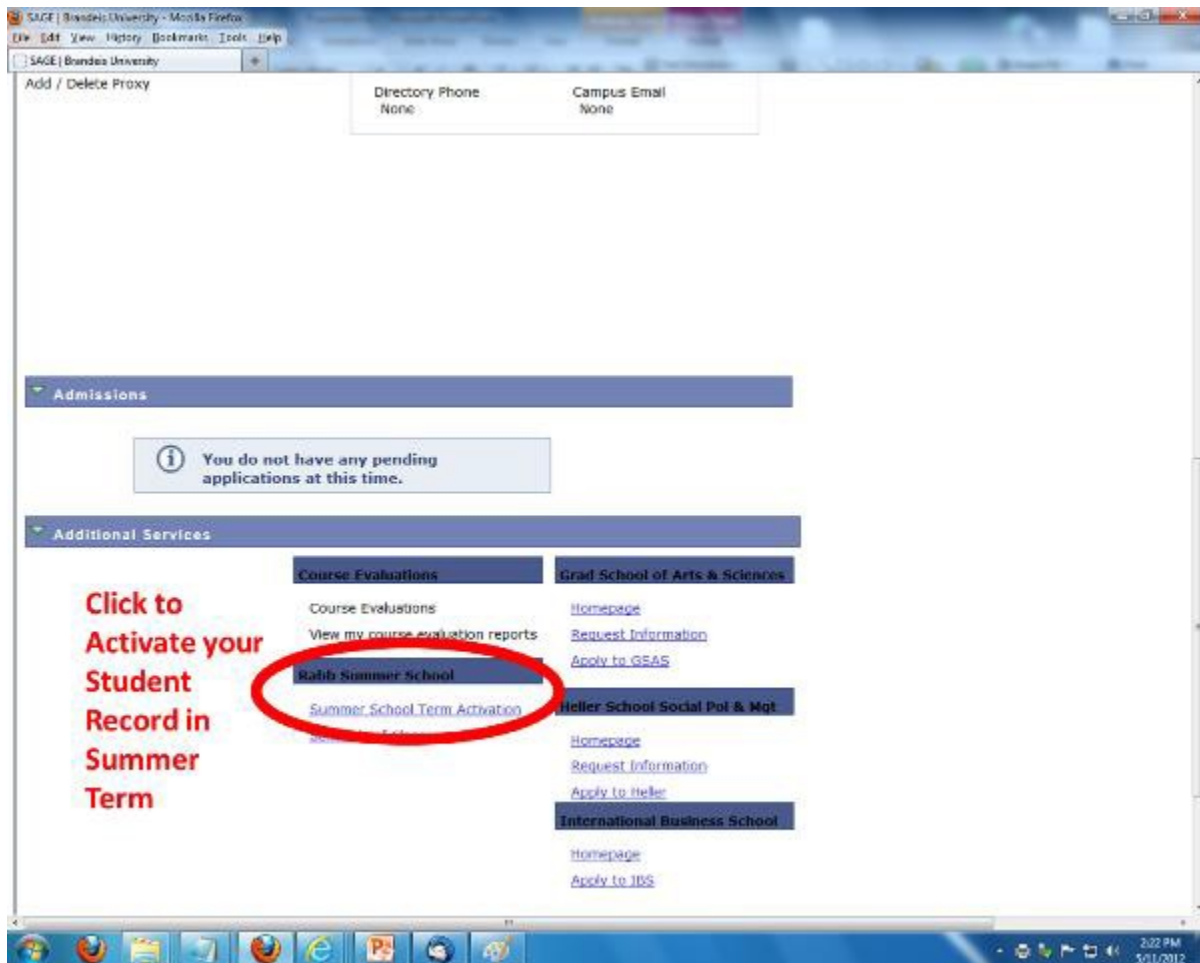
Log in using your UNet ID and UNet Password. Press the "LOG IN TO SAGE" button. The Student Center page will open. Reminder: Your UNet ID is your Brandeis email address minus the @brandeis.edu.

2. Scroll down to the bottom of the Student Center welcome page.

The screenshot shows the Brandeis Sage Student Center interface. At the top, there is a navigation bar with the Brandeis Sage logo and a search box labeled "find my sage id#". Below this, there are several main sections: Academics, Finances, and Personal Information. The Academics section includes links for "Class and Catalog Search", "Class Schedule", "Add, Drop, Swap Classes", and "Academics". The Finances section includes "My Account" and "Account Inquiry", with a message stating "You have no outstanding charges at this time." The Personal Information section includes "Contact Information" with fields for "Permanent Address" and "Billing Address" (set to "None"). On the right side, there are several collapsible panels: "Holds" (No Holds), "To Do List" (No To Do's), "Registrar Info" (with links to Registrar's Office, University Bulletin, and Schedule of Classes), "Financial Aid Info" (with links to View Financial Aid Information, NSLDS Website, and FAFSA on the web), and "Other Links" (with a link to LATTE). A large red arrow points downwards from the top right towards the bottom of the page, indicating the direction to scroll. In the center of the page, there is a red text overlay that reads "Next, scroll Down to 'Additional Services'".

Next, scroll Down to "Additional Services"

3. Under "Additional Services," find the Rabb Summer School, click "Summer School Term Activation."



4. Read the terms, conditions and payment information carefully. When you are ready to enroll and pay for summer courses, select "Summer 2020" and click "Submit" at the bottom of the page.

NOTE: Some Brandeis students have reported an error message and inability to activate their record in summer term. This error is usually caused if you have two phone numbers checked off as being your "Preferred" phone number under the "Personal Information" > "Phone Numbers" screen in Sage.

Next you need to complete your Financial Responsibility Agreement (FRA). You'll need to sign it for Summer 2020, but if a Brandeis student does not have a FRA signed for Spring 2020, the spring FRA must be completed first. More information on the Financial Responsibility Agreement can be found at: <https://www.brandeis.edu/student-financial-services/financial-aid/financial-responsibility.html>

Registration instructions continue after this text about the FRA

Statement of Financial Responsibility

Payment of Fees / Promise to Pay

I understand that when I register for any class at Brandeis University or receive any service from Brandeis University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Brandeis University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.)

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at <http://www.brandeis.edu/registrar/bulletin>. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

If I decide to completely withdraw from Brandeis University, I will follow the instructions set forth in the University Bulletin, which I understand and agree are incorporated herein by reference.

Delinquent Account / Collection

Financial Hold:

I understand and agree that if I fail to pay my student account bill or any monies due and owing Brandeis University by the scheduled due date, Brandeis University will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, and receiving my diploma. Failure to pay may result in my withdrawal from the University.

Late Payment Charge:

I understand and agree that if I fail to pay my student account bill or any monies due and owing Brandeis University by the scheduled due date, Brandeis University will assess a late payment charge at the rate of \$100 or 2%, whichever is greater on the past due portion of my student account.

Collection Agency Fees:

I understand and accept that if I fail to pay my student account bill or any monies due, and owing, including any loan administered by the Brandeis Office of Student Financial Services, to Brandeis University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Brandeis University may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 40 percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Deposits**Undergraduate Admissions Deposits:**

All Undergraduate students are required to pay a \$500 University Deposit when admitted. This deposit is not deducted from the first semester's charges. It is held in reserve for possible future punitive charges. At the start of each academic year, the deposit will be replenished to the original amount. Any unused portion will be refunded when the students graduates or withdraws from the University. If a student decides not to enroll at Brandeis University the deposit will be forfeited.

Graduate Admissions Deposits:

Deposits made to a graduate program at point of admission will be applied to the first semester of graduate study. If a student decides not to enroll at Brandeis University the deposit will be forfeited.

Federal Aid

I understand that any federal Title IV financial aid that I receive, except for Federal Work Study wages, will first be applied to any outstanding balance on my account for tuition, fees, room and board. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan, Perkins Loan, and TEACH Grant programs. I authorize Brandeis University to apply my Title IV financial aid to other charges assessed to my student account such as student health insurance, parking permits, service fees and fines, and any other education-related charges. I further understand that this authorization will remain in effect until I rescind it and that I may withdraw it at any time by following the instructions at <https://www.brandeis.edu/student-financial-services/student-accounts/refund.html>. If I do not wish to agree to this portion of the Financial Responsibility Agreement (FRA), I understand that I can contact the Office of Student Financial Services at 781-736-3700 or sfs@brandeis.edu to request to sign a version that does not include this paragraph.

Communication

Method of Communication: I understand and agree that Brandeis University uses the Brandeis e-mail account as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Brandeis University on a timely basis.

Contact: I authorize Brandeis University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Brandeis University. I authorize Brandeis University and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me.

Updating Contact Information: I understand and agree that I am responsible for keeping Brandeis University records up to date with my current physical addresses, email addresses, and phone numbers through Sage Self Service. Upon leaving Brandeis University for any reason, it is my responsibility to provide Brandeis University with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Brandeis University. Perkins or Brandeis institutional loan borrowers must also update their addresses with the loan servicer, Campus Partners, directly at <https://www.mycampusloan.com>.

Method of Billing I understand that Brandeis University mails one initial paper bill each Fall and Spring semester. (Please note that all billing for GPS & Summer School students is solely electronic.) Subsequent student account activity will be issued via email to the students' Brandeis email account and Sage Proxy Access email addresses. Therefore I am responsible for viewing and paying my student account balance by the scheduled due date. I further understand that failure to review my student account detail does not constitute a valid reason for not paying my bill on time. Brandeis reserves the right to change this method at any time.

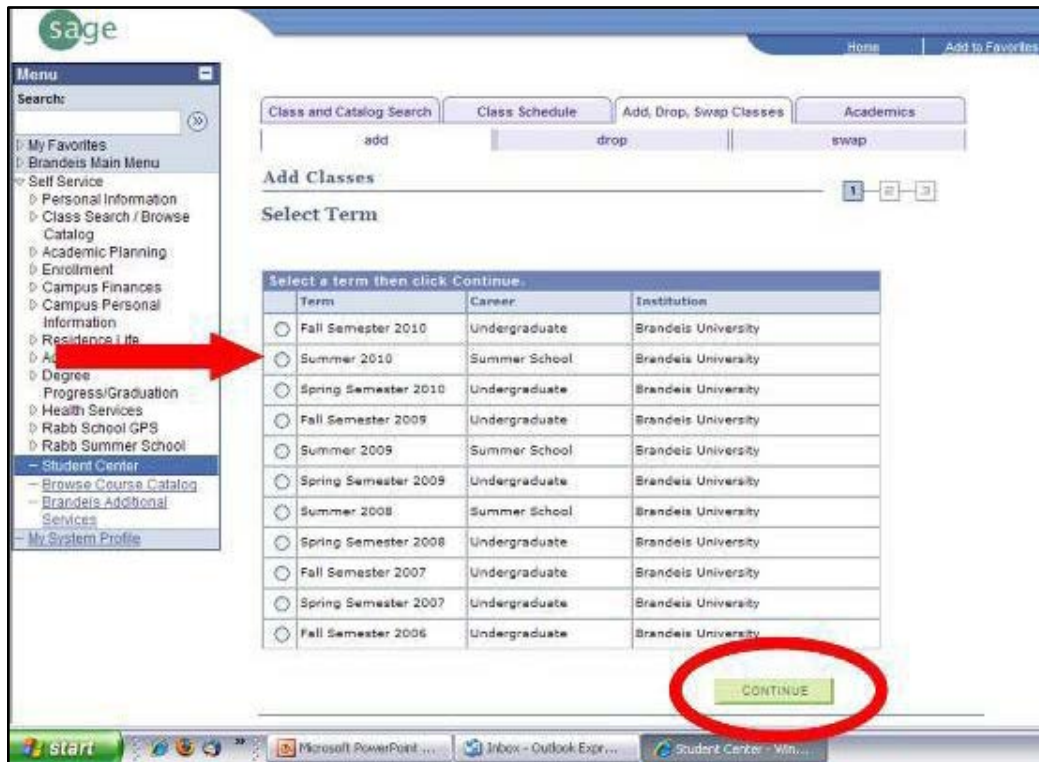
Returned Payments / Failed Payment Agreements

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25. I understand that returned payments and/or failure to comply with the terms of any payment plan or agreement I make with Brandeis University may result in cancellation of my enrollment, suspension of my eligibility to register for future classes, inability to use a payment plan for future terms, requirement to pay in certified funds and/or withdrawal from Brandeis University.

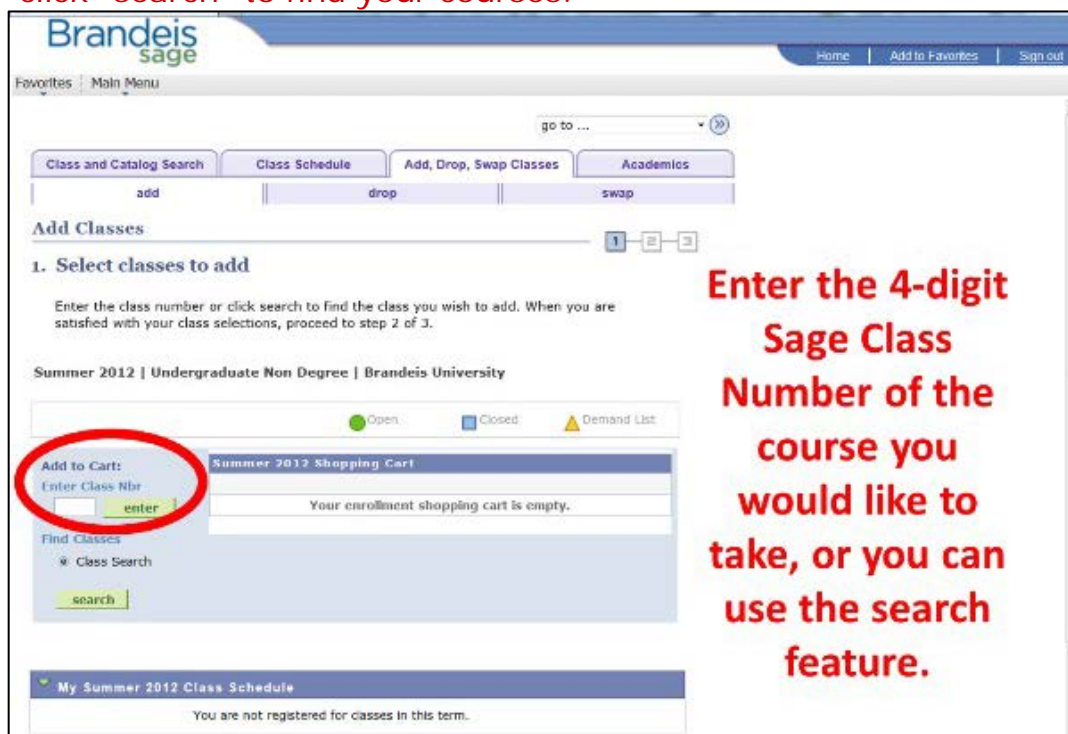
This agreement is valid for term:

I Agree	Select Term
	Select Term
	Summer 2020

5. You are now ready to add courses to your summer record. Current Brandeis students may need to select the "Summer 2020" Term and click "Continue."



6. To add courses to your shopping cart, enter the 4-digit Sage Class Number (found in the [course descriptions](#)), and click "enter." You can also click "search" to find your courses.



7. Review the course information (dates, times, instructor, etc.) for the course you selected. If you are satisfied with your choice, click "Next" to add the course to your shopping cart.

Certain summer courses (like INT 92g and upper-level ECON classes) require a "Permission Nbr" to enroll. Your permission number for INT 92g will come from [Internship Instructor Alyssa Canelli-Strousberg](#) and Leslie Yancich, the ECON Department administrator, lesliey@brandeis.edu can provide you with this number when you have been approved to register for a upper-level (ECON 80+) ECON class.

The screenshot shows the Brandeis University Summer School Activation interface. The course details for CHEM 11A-1 are displayed, including enrollment preferences, session information, and a table of sections. The 'NEXT' button is highlighted with a red circle.

Class Preferences

CHEM 11A-1 Lecture ● Open Permission Nbr

Grading Graded - UGRD

Units 4.00

Requirement Designation

Description SN QR

Enrollment Information

- Core Course in Biological Physics
- Core Course in Post-Bac Premedical Program
- QR Quantitative Reasoning Requirement
- SN School of Science Distribution Requirement

Session Summer Session 1

Career Undergraduate

Buttons: CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	MoTuThFr 9:00AM - 10:50AM	TBA	Claudia Novack	05/29/2012 - 06/29/2012

NOTES

Review the course information and select "Next" to add the course to your shopping cart

8. Repeat steps six and seven until you have placed all of your summer courses in your shopping cart.

Brandeis sage

Home | Add to Favorites | Sign out

Class and Catalog Search | Class Schedule | Add, Drop, Swap Classes | Prerequisites

add | drop | swap

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.

✓ CHEM 18B has been added to your Shopping Cart.

Summer 2012 | Undergraduate Non Degree | Brandeis University

Open Closed Demand List

Add to Cart:
Enter Class Nbr

enter

Classes
Class Search
search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CHEM 11A-1 (2075)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	●
	CHEM 11B-1 (2116)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	●
	CHEM 18A-1 (2076)	MoTh 1:00PM - 5:20PM	TBA	C. Novack	2.00	●
	CHEM 18B-1 (2117)	MoTu 1:00PM - 5:20PM	TBA	C. Novack	2.00	●

PROCEED TO STEP 2 OF 3

2:44 PM 5/11/2012

9. When you have placed all of your courses in your shopping cart, click "Proceed to Step 2 of 3."

Summer School Activation - Mozilla Firefox

Brandeis sage

Home | Add to Favorites | Sign out

Class and Catalog Search | Class Schedule | Add, Drop, Swap Classes | Requirements

add | drop | swap

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.

✓ CHEM 18B has been added to your Shopping Cart.

Summer 2012 | Undergraduate Non Degree | Brandeis University

Open Closed Demand List

Add to Cart:
Enter Class Nbr

Find Classes
Class Search

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="button" value="X"/>	CHEM 11A-1 (2075)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	●
<input type="button" value="X"/>	CHEM 11B-1 (2116)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	●
<input type="button" value="X"/>	CHEM 18A-1 (2076)	MoTh 1:00PM - 5:20PM	TBA	C. Novack	2.00	●
<input type="button" value="X"/>	CHEM 18B-1 (2117)	MoTu 1:00PM - 5:20PM	TBA	C. Novack	2.00	●

2:44 PM 5/11/2012

When you have placed all your courses in your shopping cart, click "Proceed to Step 2 of 3"

10. Review your courses on the confirmation screen. By clicking "Finish Enrolling," you will incur a non-refundable \$50 registration fee. This once-per-summer fee is applicable whether you remain enrolled in courses or not.

Carefully consider whether your plans are tentative or final.

Online enrollment through Sage assumes immediate payment.

Summer School Activation - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Summer School Activation

Brandeis sage

Home Add to Favorites Sign out

Favorites Main Menu

Add Classes 1 2 3

2. Confirm classes

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

NOTE: By pressing "Finish Enrolling", and achieving a successful enrollment, you will be financially obligated for payment of all tuition and fees.

Summer 2012 | Undergraduate Non Degree | Brandeis University

Open Closed Demand List

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 11A-1 (2075)	GENERAL CHEMISTRY I (Lecture)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	●
CHEM 11B-1 (2116)	GENERAL CHEMISTRY II (Lecture)	MoTuThFr 9:00AM - 10:50AM	TBA	C. Novack	4.00	●
CHEM 18A-1 (2076)	GENERAL CHEMISTRY LAB I (Laboratory)	MoTh 1:00PM - 5:20PM	TBA	C. Novack	2.00	●
CHEM 18B-1 (2117)	GENERAL CHEMISTRY LAB II (Laboratory)	MoTu 1:00PM - 5:20PM	TBA	C. Novack	2.00	●

CANCEL PREVIOUS **FINISH ENROLLING**

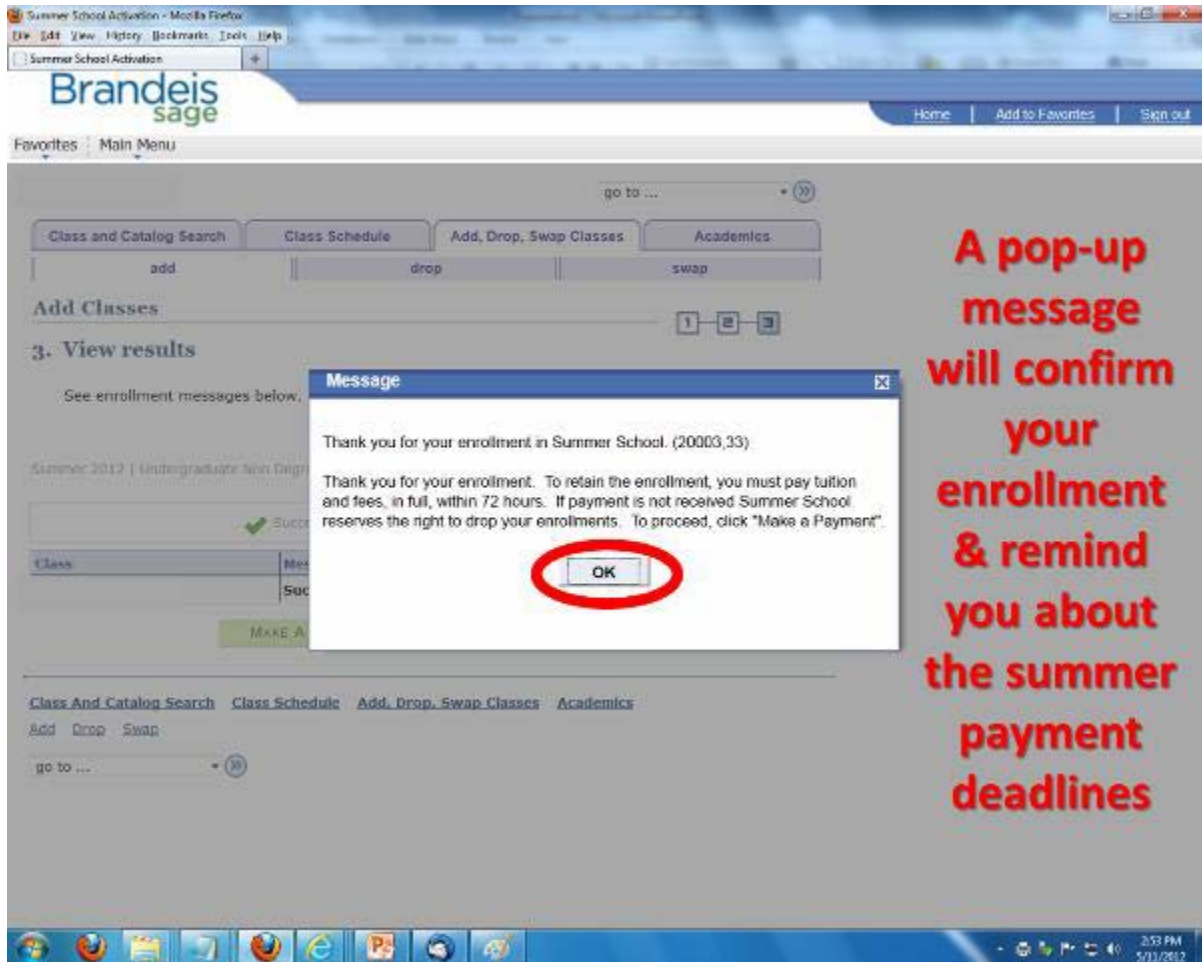
Class And Catalog Search Class Schedule Add, Drop, Swap Classes Academics

Add Drop Swap

2:00 PM 5/11/2012

After reviewing your courses, click "Finish Enrolling"

11. Your enrollment is now confirmed. You are expected to pay your Summer Session I and Session O tuition before May 23, 2020 and Summer Session II tuition before June 27, 2020.



12. Students can view their bill and pay online through the Student Account Center (SAC). To access the SAC, please click on View Account or Manage Payments in the student Sage account.

Parent participants can view their bill and pay online through the SAC using their login credentials at the Nelnet portal (<http://www.brandeis.afford.com/>).

More information on payment options can be found at: <https://www.brandeis.edu/student-financial-services/student-accounts/payment.html>

TROUBLESHOOTING:

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