

Step-by-Step Guide to Registering for Summer School in Sage

Online courses - If you wish to enroll in an online course, you first need to complete a brief, self-paced orientation to online learning. Please email summerschool@brandeis.edu with the online course(s) you want to take to be enrolled in the orientation. Upon completion of the orientation, you will receive a Sage Permission Number to enroll.

Upper-Level Economics Courses

If you are interested in enrolling in an upper-level ECON course, please contact Leslie Yancich, the ECON Department administrator, lesliey@brandeis.edu, for a Permission Number (you will use this Permission Number in Step of this guide).

1. Log in to Sage. Sage is the Brandeis student records system and can be found at: <https://www.brandeis.edu/sage/>

The screenshot shows the Sage login page. At the top, there is a navigation bar with links for 'ABOUT', 'ACADEMICS', 'ADMISSIONS/AID', 'ARTS', 'ATHLETICS', 'NEWS/MEDIA', 'RESEARCH', and 'STUDENT LIFE'. Below this is a search bar and a 'sage' logo. The main content area features a large image of students sitting on a lawn. A red circle highlights the login fields: 'User ID:', 'Password:', and a 'Sign In' button. To the right of the login fields, there is a 'SAGE UPDATES' box with the text: 'Sage will be down for regular maintenance nightly from 3:45-4:15am EST.' Below this is a 'LOG IN AND NETWORK ASSISTANCE' section with a '(781) 736-HELP Help Desk' link and 'Browser Requirements'. Further down is an 'IF YOU...' section with a list of items: 'do not know your UNet password.' and 'do not have a UNet ID'. At the bottom, there is a 'PROXY ACCESS' section with a 'log in as a proxy' link. A privacy notice is at the bottom of the page: 'Warning: Student records are private. The student information you are accessing is protected under The Family Educational Rights and Privacy Act (FERPA). This information is only for the use of the individual student (for his/her records alone), designated academic advisors, and other Brandeis University officials with legitimate educational interests. All other access, use, distribution, or release of these records is prohibited.'

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

The screenshot shows the Student Center page on the Brandeis Sage system. The page is organized into several sections: Academics, Finances, and Personal Information. A large red arrow points downwards from the top right of the page towards the bottom, indicating the direction to scroll. Overlaid on the page in red text is the instruction: "Next, scroll Down to 'Additional Services'".

Next, scroll Down to "Additional Services"

Academics
[Class and Catalog Search](#) | [transcripts/enrollment verification](#)
[Class Schedule](#)
[Add, Drop, Swap Classes](#)
[Academics](#)

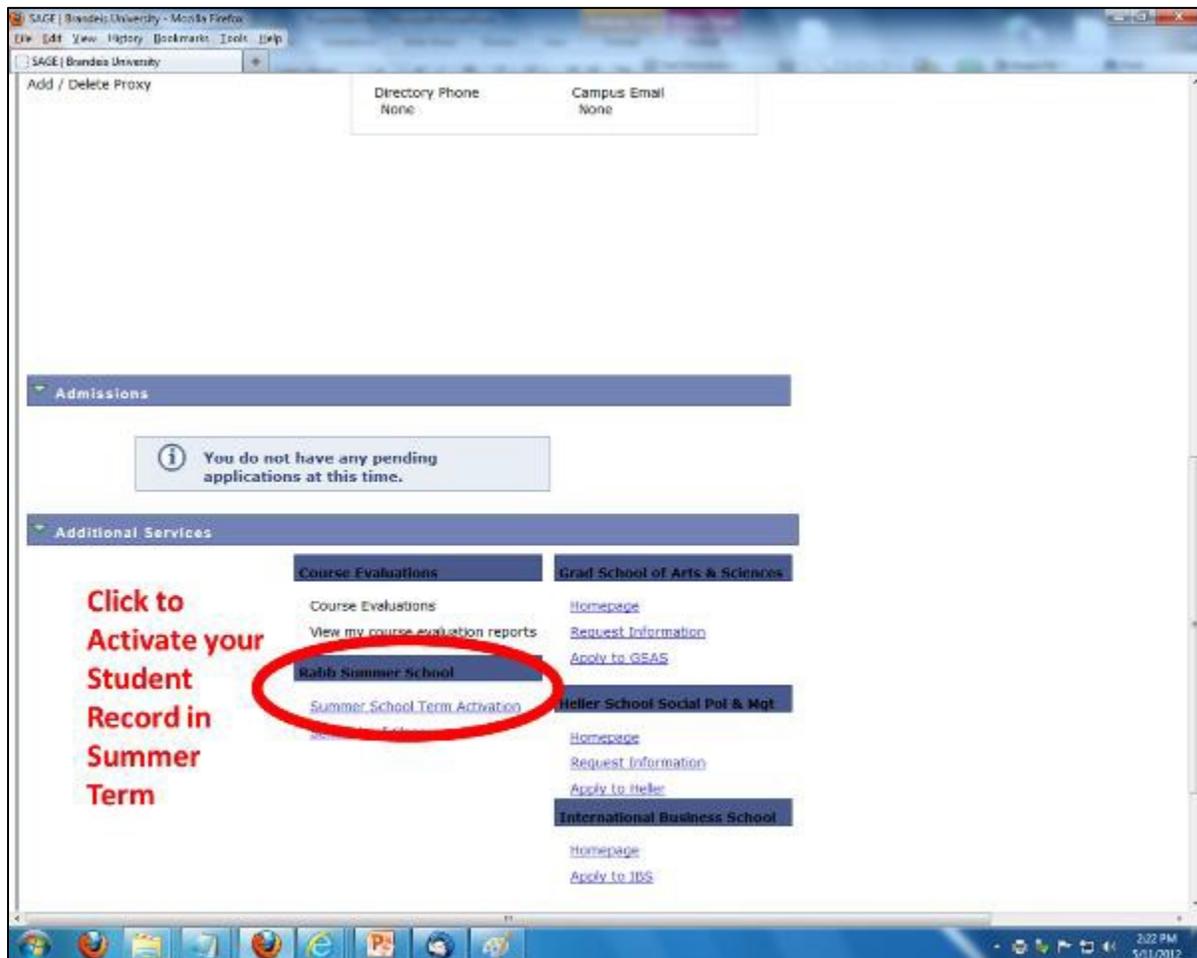
Finances
My Account
[Account Inquiry](#)

Personal Information
Contact Information
Permanent Address | Billing Address: None

Other Links
[LATE](#)

Other sections visible:
Holds: No Holds.
To Do List: No To Do's.
Registrar Info: [Registrar's Office](#), [University Bulletin](#), [Schedule of Classes](#)
Financial Aid Info: [View Financial Aid Information](#), [NSLDS Website](#), [FAFSA on the web](#)

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 2019" 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.

5. Next you'll need to complete your Financial Responsibility Agreement. You'll need to sign it for Summer 2019, but if a Brandeis student does not have it signed for Spring 2019, the spring Financial Responsibility Agreement must be completed first.

If you are not automatically prompted to complete the Financial Responsibility Agreement. You can find it under "Finances"

The screenshot displays the Brandeis Sage Student Center interface. At the top, there is a navigation bar with the Brandeis Sage logo and a 'Welcome' message. Below this, there are tabs for 'Department Admin Center', 'Student Center', and 'Menu'. The main content area is titled 'Student Center' and includes a search box for 'find my sage id#'. The page is organized into several sections:

- Academics:** Includes links for 'Class and Catalog Search Academics' and 'transcripts/enrollment verifications'.
- Finances:** Contains a 'My Account' section with links for 'View Account or Manage Payments', 'View 1098-T', and 'Financial Responsibility Agreement'. A red arrow points to the 'Financial Responsibility Agreement' link. A message box above this section states 'You have no outstanding charges at this time.' There is also a link for 'Emergency Contact'.
- Personal Information:** Includes a 'Contact Information' section.
- Holds:** Shows 'No Holds'.
- To Do List:** Shows 'No To Do's'.
- Registrar Info:** Includes links for 'Registrar's Office', 'University Bulletin', and 'Schedule of Classes'.
- Financial Aid Info:** Includes links for 'View Financial Aid Information', 'NSLDS Website', and 'FAFSA on the web'.
- Other Links:** A section for additional resources.

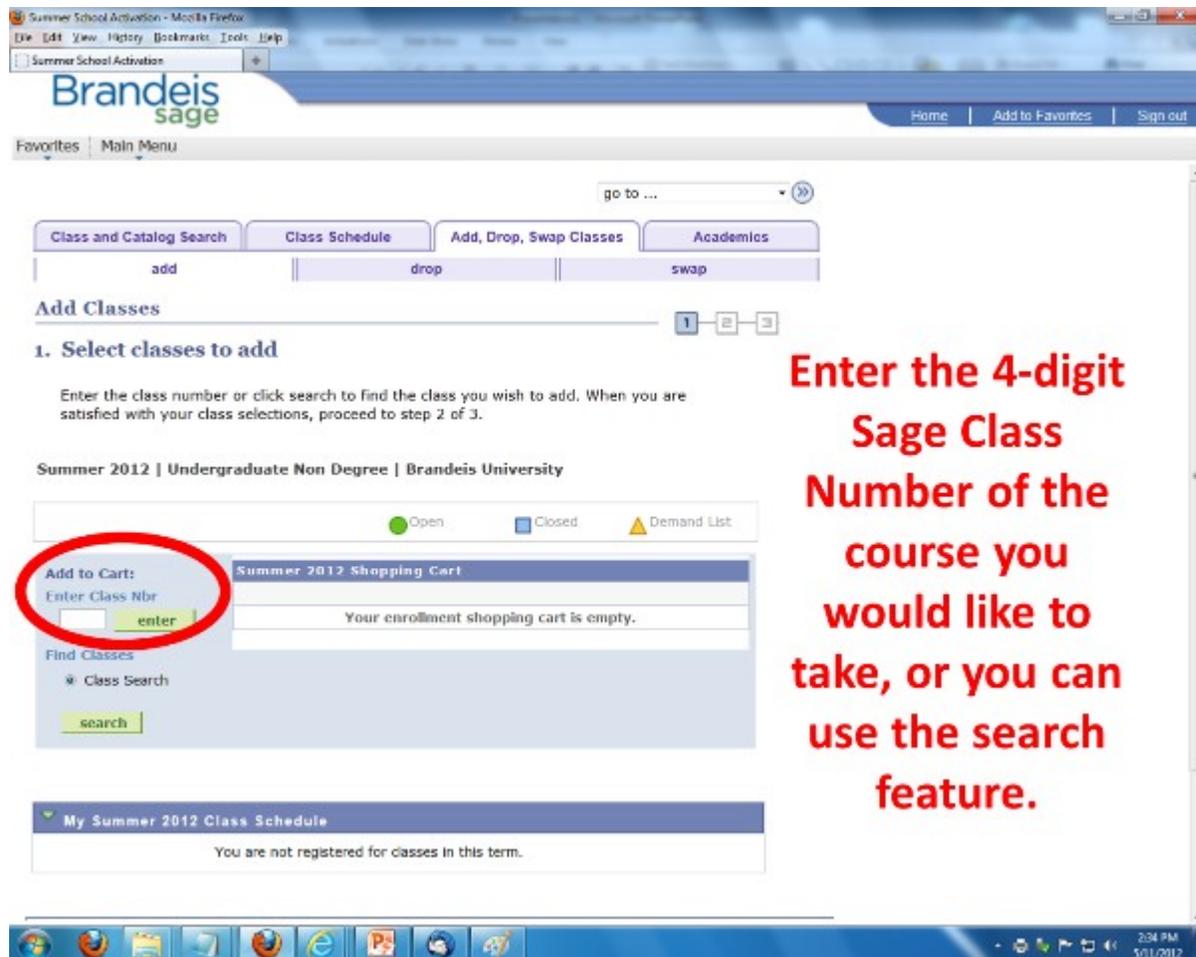
6. You are now ready to add courses to your summer record. On the main Student Center page, under "Academics," select "Add, Drop, Swap Classes." Current Brandeis students may need to select the "Summer 2019" Term and click "Continue."

The screenshot shows the Student Center interface in Internet Explorer. The browser address bar displays the URL: https://stest90.ais.brandeis.edu/psp/SPROTO90_1/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS. The page features a navigation menu on the left and a main content area with tabs for 'Class and Catalog Search', 'Class Schedule', 'Add, Drop, Swap Classes', and 'Academics'. The 'Add, Drop, Swap Classes' tab is active, showing sub-tabs for 'add', 'drop', and 'swap'. The 'Add Classes' section is titled 'Select Term' and contains a table with the following data:

Select a term then click Continue.		
Term	Career	Institution
<input type="radio"/> Fall Semester 2010	Undergraduate	Brandeis University
<input type="radio"/> Summer 2010	Summer School	Brandeis University
<input type="radio"/> Spring Semester 2010	Undergraduate	Brandeis University
<input type="radio"/> Fall Semester 2009	Undergraduate	Brandeis University
<input type="radio"/> Summer 2009	Summer School	Brandeis University
<input type="radio"/> Spring Semester 2009	Undergraduate	Brandeis University
<input type="radio"/> Summer 2008	Summer School	Brandeis University
<input type="radio"/> Spring Semester 2008	Undergraduate	Brandeis University
<input type="radio"/> Fall Semester 2007	Undergraduate	Brandeis University
<input type="radio"/> Spring Semester 2007	Undergraduate	Brandeis University
<input type="radio"/> Fall Semester 2006	Undergraduate	Brandeis University

Below the table is a green 'CONTINUE' button, which is circled in red. A red arrow points from the 'Summer 2019' term in the table to the 'CONTINUE' button.

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



The screenshot shows the Brandeis Sage Summer School Activation website. The page title is "Summer School Activation - Moodle Firefox". The Brandeis Sage logo is visible in the top left. The navigation menu includes "Home", "Add to Favorites", and "Sign out". Below the navigation, there are tabs for "Class and Catalog Search", "Class Schedule", "Add, Drop, Swap Classes", and "Academics". The "Add, Drop, Swap Classes" tab is active, showing buttons for "add", "drop", and "swap".

The main content area is titled "Add Classes" and includes a "go to ..." search box. Below this, there are instructions for adding 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.

Summer 2012 | Undergraduate Non Degree | Brandeis University

The "Add to Cart" section is highlighted with a red circle. It contains a text input field labeled "Enter Class Nbr", an "enter" button, and a "search" button. Below this is a "Find Classes" section with a "Class Search" radio button and a "search" button.

The "Summer 2012 Shopping Cart" section shows "Your enrollment shopping cart is empty." Below this is a "My Summer 2012 Class Schedule" section with the message "You are not registered for classes in this term."

A red text box on the right side of the screenshot contains the following text:

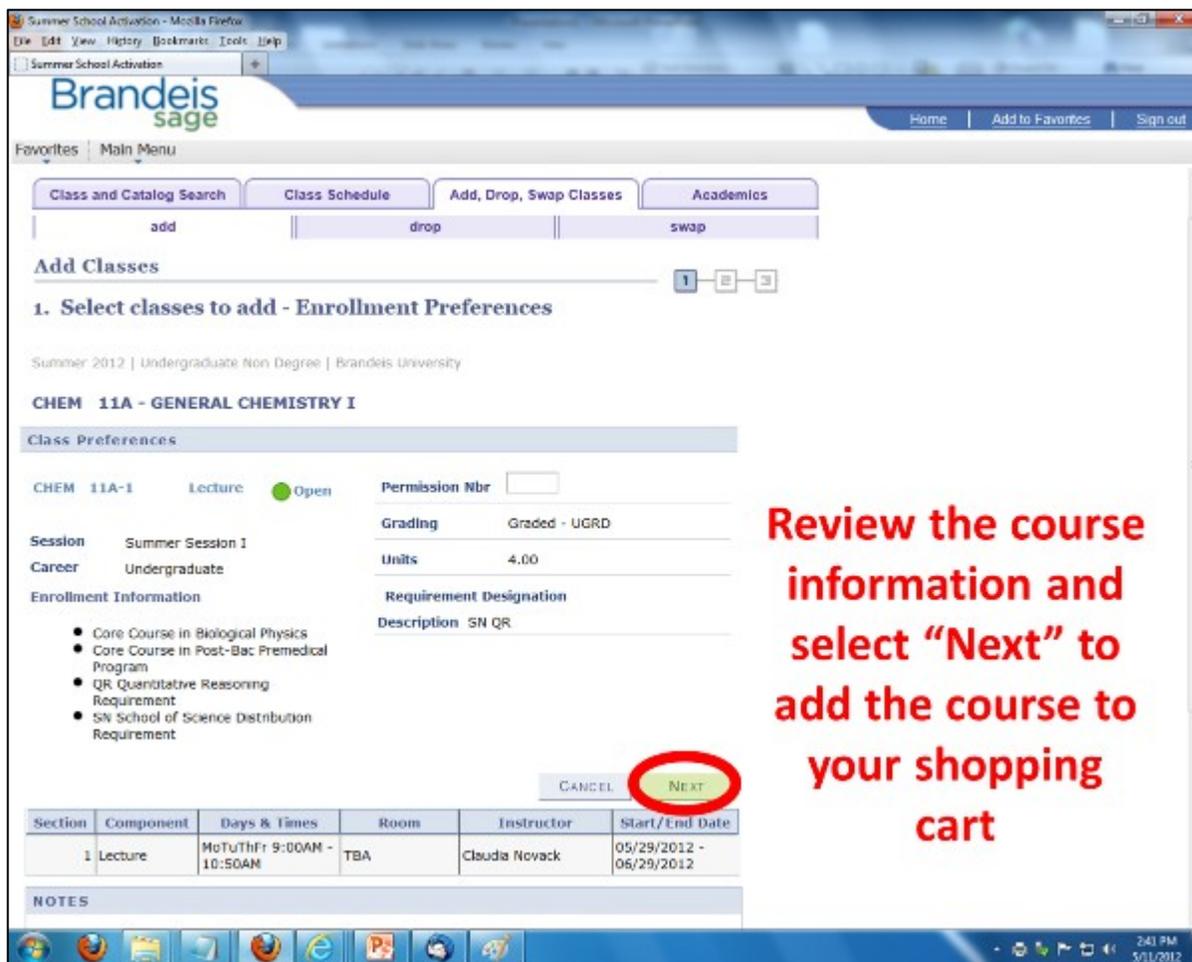
Enter the 4-digit Sage Class Number of the course you would like to take, or you can use the search feature.

8. 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 (for example INT 92g, online classes, and upper-level ECON classes) require a "Permission Nbr" to enroll. To learn about how to register for INT 92g visit:

<http://www.brandeis.edu/summer/registration/brandeis-students/int-92g.html>

Information about how to obtain Permission Numbers for online classes and upper-level ECON classes is on page 1 of this guide.



The screenshot shows the 'Add Classes' page for CHEM 11A - GENERAL CHEMISTRY I. The course is listed as 'Open' and has 4.00 units. The 'Next' button is circled in red, indicating the next step in the process.

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

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

9. Repeat steps 7 & 8 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 Prerequisite | Add, Drop, Swap Classes | Academic

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 188 has been added to your Shopping Cart.

Summer 2012 | Undergraduate Non Degree | Brandeis University

Open Closed Demand List

Add to Cart:
Enter Class Nbr

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

Repeat these steps to add all your summer courses to your shopping cart

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

Brandeis sage

Home | Add to Favorites | Sign out

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

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 188 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

Find 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

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

11. 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. After enrolling in Sage you will have the opportunity to pay for your classes online.

Brandeis sage

Home | Add to Favorites | Sign out

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**

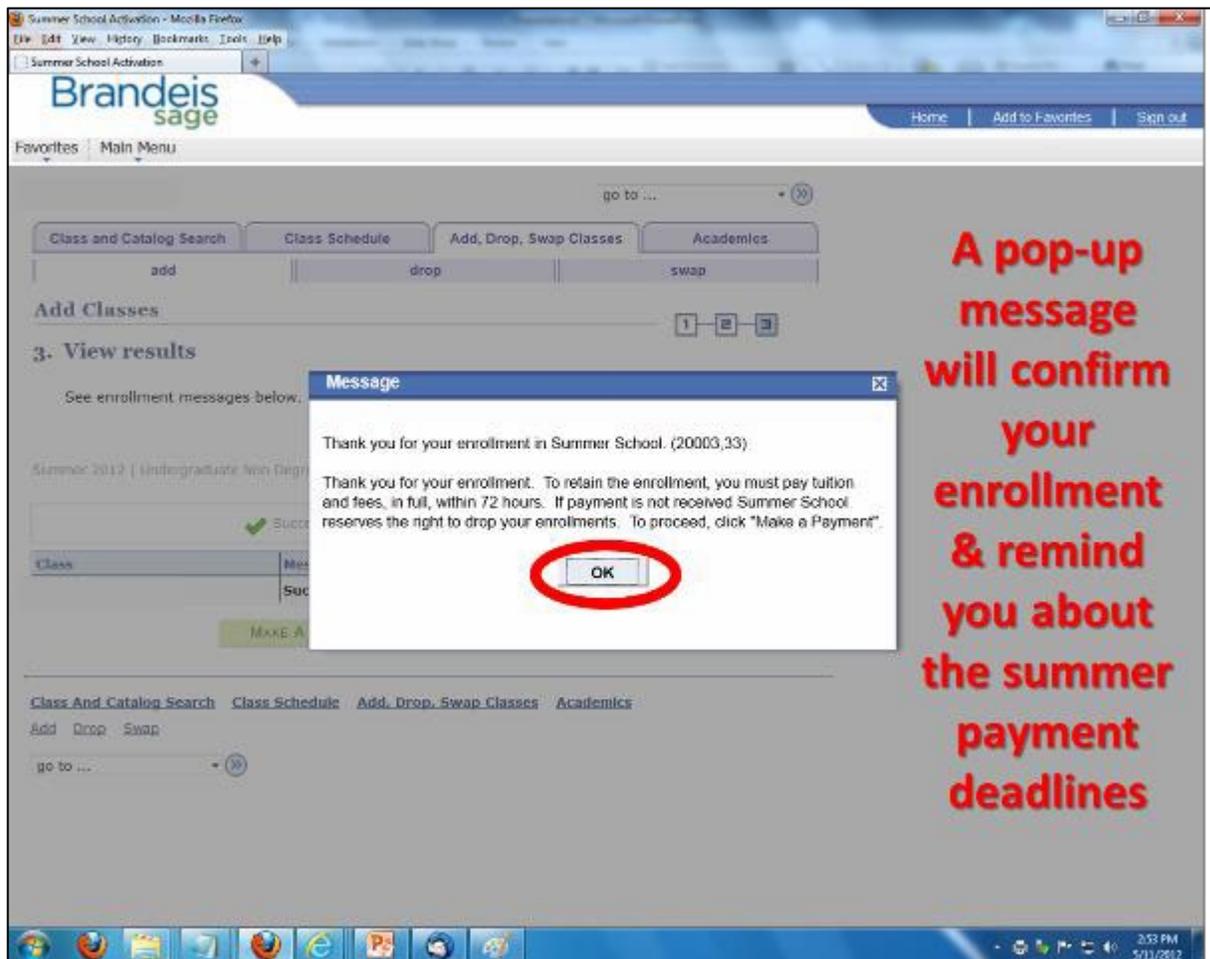
Class And Catalog Search | Class Schedule | Add, Drop, Swap Classes | Academics

Add Drop Swap

2:00 PM 5/11/2012

12. Your enrollment is now confirmed.

Students are expected to pay for their Summer classes by May 24, 2019 for the Online Session and for Session 1 and June 28, 2019 for Session 2. If your payment is not received by the payment deadline, we reserve the right to remove you from the class. If your summer plans change, please drop your courses in Sage before the enrollment deadline.



The screenshot shows the Brandeis Sage website interface. A pop-up message box is displayed in the center, containing the following text:

Message

Thank you for your enrollment in Summer School. (20003,33)

Thank you for your enrollment. To retain the enrollment, you must pay tuition and fees, in full, within 72 hours. If payment is not received Summer School reserves the right to drop your enrollments. To proceed, click "Make a Payment".

OK

The "OK" button is circled in red. To the right of the screenshot, a red text overlay reads: "A pop-up message will confirm your enrollment & remind you about the summer payment deadlines".

13. To learn more about the various methods of payment for Summer term, visit:

<http://www.brandeis.edu/summer/tuition/payment-details/index.html>

Please note: paper bills are not mailed to home addresses for Summer term.

For those looking to pay online, you can view and pay your student account via Sage and by clicking "View Account or Manage Payments" you will be connected to <https://brandeis.afford.com>.

You may give a parent, guardian or other payer "participant access" to your account so they may submit payment. To grant access select the "Manage Account Access" button at the top of the page. Enter the participant's information after clicking the green "Add" button. Your payer can then log into the account at the [Brandeis Tuition Management Systems site: https://brandeis.afford.com/](https://brandeis.afford.com/).

**Thank you for registering for
Summer School classes!**