



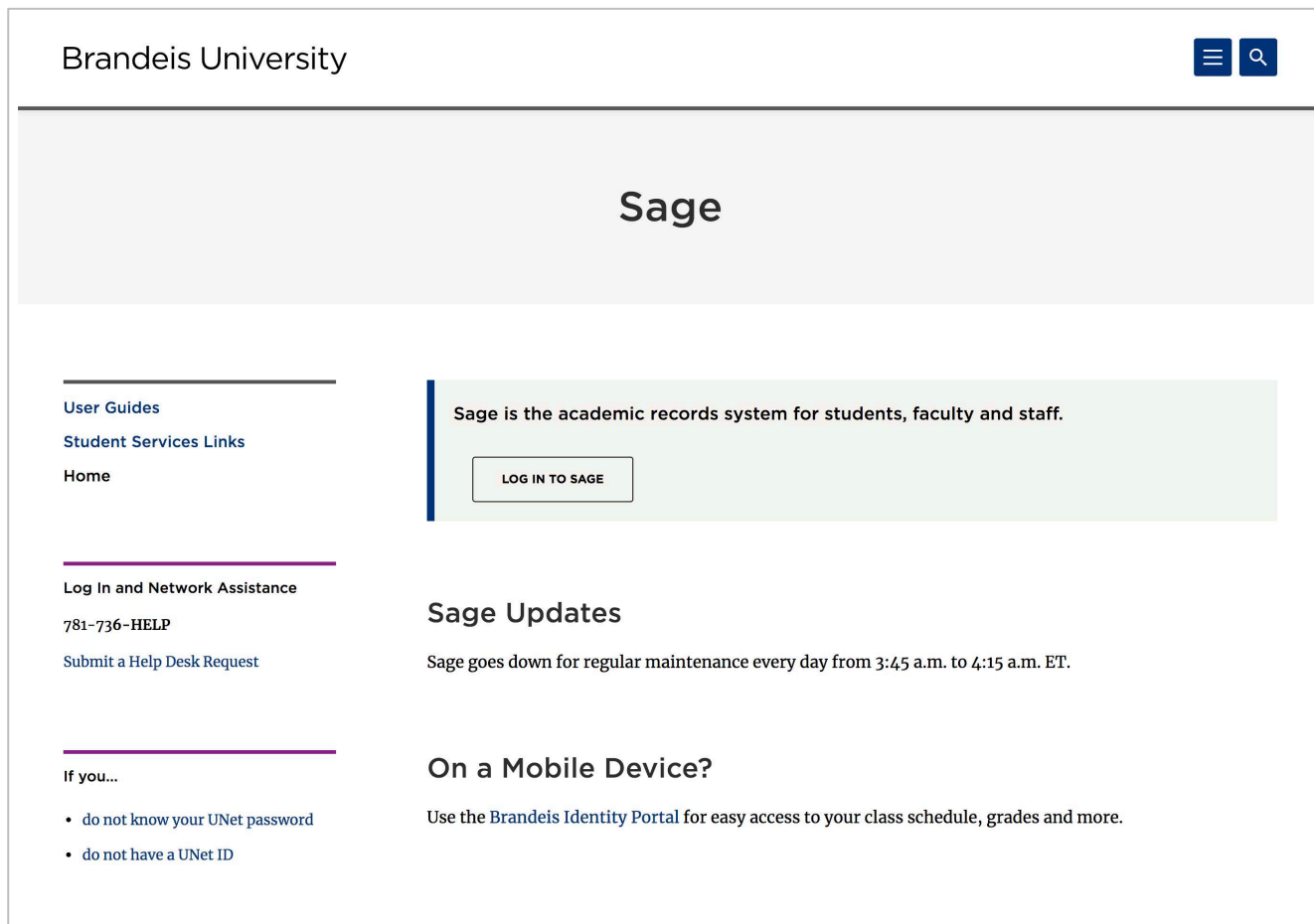
Student User Guide

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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.

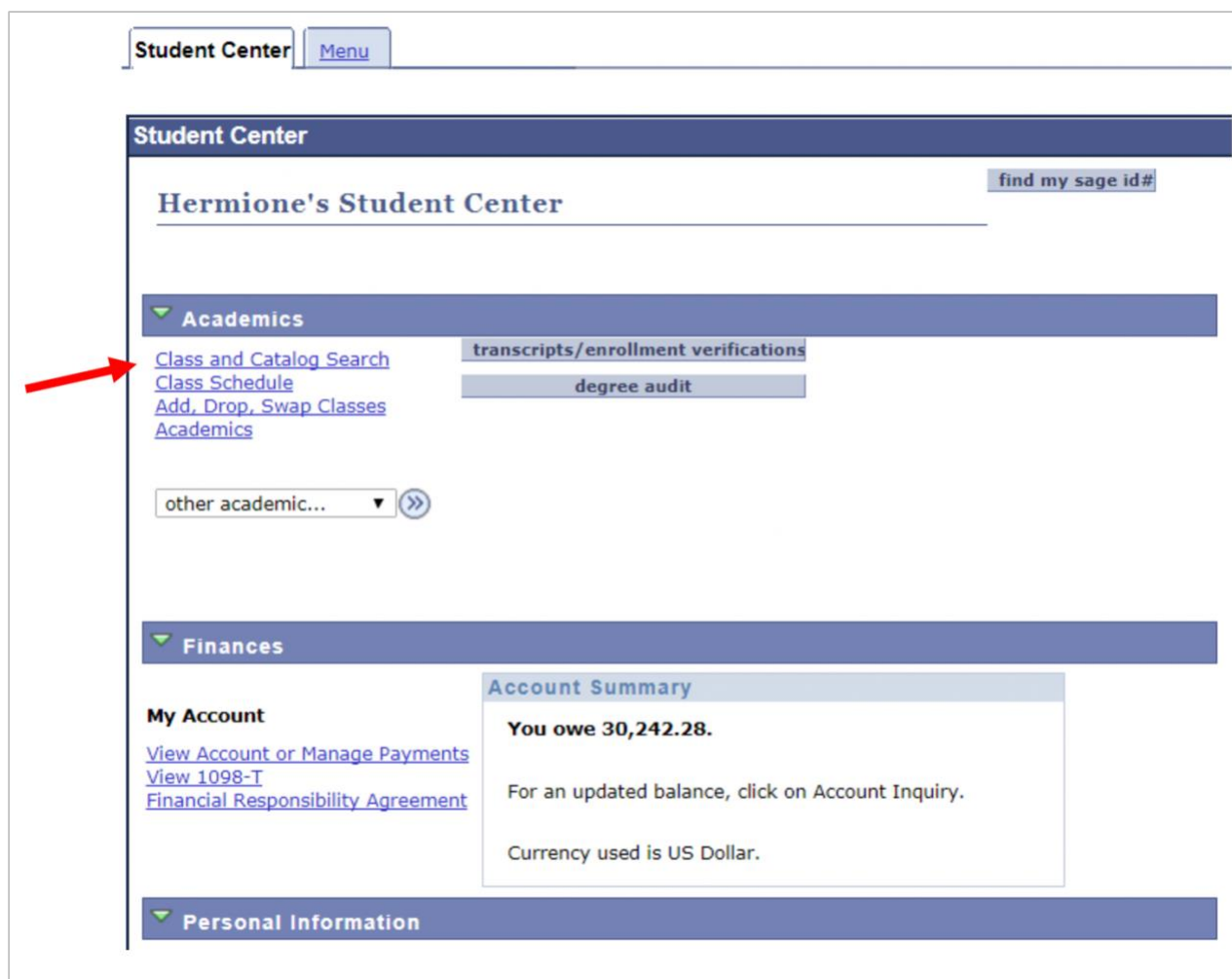
Searching the Schedule of Classes

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).



The screenshot displays the 'Student Center' interface. At the top, there is a 'Student Center' header with a 'Menu' button. Below this, the user's name 'Hermione's Student Center' is shown, along with a 'find my sage id#' button. The main content area is divided into sections: 'Academics', 'Finances', and 'Personal Information'. The 'Academics' section is expanded, showing links for 'Class and Catalog Search', 'Class Schedule', 'Add, Drop, Swap Classes', and 'Academics'. A red arrow points to the 'Class and Catalog Search' link. To the right of these links are buttons for 'transcripts/enrollment verifications' and 'degree audit'. Below the links is a dropdown menu labeled 'other academic...' with a search icon. The 'Finances' section shows 'My Account' links and an 'Account Summary' box indicating a balance of 30,242.28. The 'Personal Information' section is partially visible at the bottom.

2. You can search classes via the **Class Search** tab or the **Course Catalog Search** tab.

The screenshot shows a web interface for searching classes. At the top, there are four tabs: "Class and Catalog Search", "Class Schedule", "Add, Drop, Swap Classes", and "Academics". Below the tabs, there are two main sections: "class search" and "course catalog search". A red arrow points to the "Class and Catalog Search" tab. Below the tabs, the "Search for Classes" section is visible. Under "Enter Search Criteria", there are dropdown menus for "Institution" (Brandeis University) and "Term" (1173 Fall Semester 2017). Below these, a message says "Please enter search criteria below to narrow your search." The "Class Search Criteria" section includes a "Course Subject" dropdown (select subject), a "Course Number" dropdown (contains), a "*Attribute / Value" input field, and a "Course Career" dropdown. There is also a checkbox for "Show Open Classes Only". Below this, a message says "Use Additional Search Criteria to narrow your search results." The "Additional Search Criteria" section includes dropdowns for "Meeting Start Time" (greater than or equal to), "Meeting End Time" (less than or equal to), and "Day of Week" (include only these days). There are also checkboxes for "Mon", "Tues", "Wed", "Thurs", "Fri", "Sat", and "Sun". Below these, there are input fields for "Instructor Last Name" (contains), "Class Nbr" (example: 1136), "Course Title Keyword" (example: statistics), "Minimum Units" (greater than or equal to), "Maximum Units" (less than or equal to), "Course Component", and "Session". At the bottom right, there are two buttons: "CLEAR CRITERIA" and "SEARCH". A red arrow points to the "SEARCH" button.

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.

▼ ECON 2A - A Survey of Economics

View All Sections			
First 1 of 1 Last			
Section	1-LEC(3858)	Status	● select class
Session	Regular	Topic	Recitation
Days & Times	Room	Instructor	Meeting Dates
MoWeTh 12:00PM - 12:50PM	TBA	Mike Coiner	08/29/2018 - 12/11/2018
Tu 6:30PM - 8:20PM	TBA	Staff	08/29/2018 - 12/11/2018

- 3.
4. Make a note of the **Class Numbers** of courses that you want to enroll in.

B) Course Catalog Search tab



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

class search course catalog search

Browse Course Catalog

Course List

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Collapse All Expand All

Select subject code to display or hide course information.

- ▶ AAAS - African and Afro-American St
- ▶ AAAS/ENG - African/Afro-Am Stds & English
- ▶ AAAS/FA - African/Afro-Am Stds Fine Arts
- ▶ AAAS/WGS - African/Afro-Am Stds & Women's
- ▶ AAPI - Asian-American Pacific Island
- ▶ AMST - American Studies
- ▶ AMST/MUS - American Studies & Music
- ▶ AMST/SOC - American Studies & Sociology
- ▶ ANTH - Anthropology
- ▶ ANTH/ENG - Anthropology and English
- ▶ ANTH/NEJ - Anthropolgy / Nr East Judaic St
- ▶ ARBC - Arabic

Collapse All Expand All

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.

The screenshot shows the Office of the University Registrar website. The main header is dark blue with the text "Office of the University Registrar" and a search bar. Below the header, there is a navigation menu on the left with links like "DIPLOMAS", "REGISTRATION AND ENROLLMENT", "NEW UNDERGRADUATE REGISTRATION INFORMATION", "UNIVERSITY BULLETIN", "TRANSFER CREDIT", "TRANSCRIPTS & ENROLLMENT VERIFICATIONS", "FINAL EXAMS", and "ACADEMIC CALENDAR". The main content area is titled "SCHEDULE OF CLASSES" and includes links for "Build Your Schedule (3rd party tool)" and "Course Evaluation Guide (UNet login required)". Below this, there is a table with three columns: "Semester", "Class Search", and "Special Listings". The "Fall 2017 Schedule" link is circled in red. The right sidebar contains sections for "NEW COURSES", "ADDITIONAL INFORMATION", and "Syllabus Review".

Semester	Class Search	Special Listings
Fall 2017 Schedule	Class Search Fall 2017	Fall 2017 Diversity Flyer Humanities Small Seminar Guide
Summer 2017 Schedule	Undergraduate Summer School Course Offerings	
Spring 2018 Schedule	Class Search Spring 2018	Spring 2018 Diversity Flyer

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.”

Schedule of Classes — Undergraduate / Fall 2017 / African and Afro-American Studies

Fall 2017 Undergraduate African and Afro-American Studies Go Class Search | Course Eval

☐ Include Independent Instructional Classes

Notes for Undergraduate Students

To view course description, please click on the course # link.

(1-99) Primarily for Undergraduate Students

Class #	Course #	Course Title
3406	AAAS SA 1	Introduction to African and Afro-American Studies [SS]

(100-199) For Both Undergraduate and Graduate Students

Class #	Course #	Course Title
3408	AAAS 115A 1	Introduction to African History [MW SS]
3407	AAAS 125B 1	Caribbean Women and Globalization: Sexuality, Citizenship, Work [SS WL]
3409	AAAS 126B 1	Political Economy of the Third World [MW SS WL]
10919	AAAS 131A 1	African Americans and Health [SS]
3410	AAAS 158A 1	Theories of Development and Underdevelopment [MW SS WL]
10918	AAAS 164B 1	Afrofuturism [SS]
3411	AAAS/WGS 136A 1	Black Feminist Thought [SS] See Course Catalog for Special Notes.

African and Afro-American Studies: History

Class #	Course #	Course Title
3408	AAAS 115A 1	Introduction to African History [MW SS]
6085	HIST 172B 1	Historicizing the Black Radical Tradition [SS]
4113	HIST 175B 1	Resistance and Revolution in Latin America and the Caribbean [MW SS WL]

African and Afro-American Studies: Arts

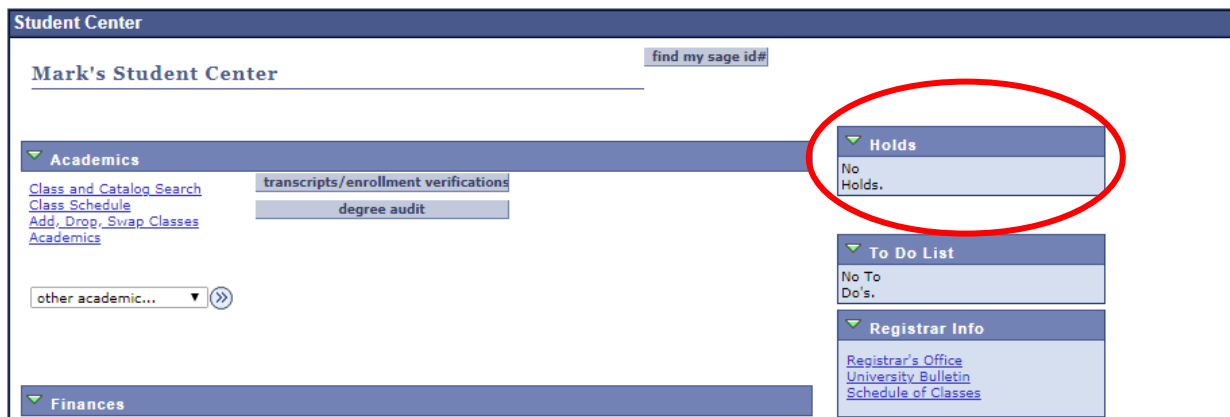
- B. Selecting the “Class Search” link will provide more extended search features. This includes searching courses by days of the week and class meeting times, as well as courses that fulfill general university requirements.

The screenshot shows the 'Office of the University Registrar' website. The main navigation bar includes a Google Custom Search box and links to 'BRANDEIS.EDU' and 'THIS SITE'. The left sidebar contains links for 'DIPLOMAS', 'REGISTRATION AND ENROLLMENT' (with sub-links like 'Veteran Student Information', 'General Information', 'Privacy Settings', 'Schedule of Classes', 'Prior Schedules', 'Cross Registration', 'Enrollment Statistics', 'Senior Reduced Status and Extended Credit', 'Pass/Fail Option'), 'NEW UNDERGRADUATE REGISTRATION INFORMATION', 'UNIVERSITY BULLETIN', 'TRANSFER CREDIT', 'TRANSCRIPTS & ENROLLMENT VERIFICATIONS', 'FINAL EXAMS', and 'ACADEMIC CALENDAR'. The main content area is titled 'SCHEDULE OF CLASSES' and includes a breadcrumb trail: 'REGISTRAR > REGISTRATION AND ENROLLMENT > SCHEDULE OF CLASSES'. Below this, there are links for 'Build Your Schedule (3rd party tool)' and 'Course Evaluation Guide (UNet login required)'. A table lists 'Semester' options: 'Fall 2017 Schedule', 'Summer 2017 Schedule', and 'Spring 2018 Schedule'. The 'Fall 2017 Schedule' link is circled in red. Other links include 'Class Search Fall 2017', 'Undergraduate Summer School Course Offerings', 'Class Search Spring 2018', 'Spring 2018 Diversity Flyer', 'Special Listings', 'Fall 2017 Diversity Flyer', 'Humanities Small Seminar Guide', 'Additional Instructions on Searching for Classes', 'Expand All / Collapse All', 'Instructions for Finding Classes in the Public Schedule', and 'Instructions for Finding Classes in Sage'. The right sidebar contains 'NEW COURSES' (Courses Offered for the First Time in Fall 2017), 'ADDITIONAL INFORMATION' (New Student Course Recommendations, Class Search Engine, Block Schedule Chart, Syllabus Review), and 'View the Block Chart'.

The screenshot shows the 'Class Search' form. At the top, there is a title bar that says 'Class Search — Fall (return to schedule)'. Below this, there are dropdown menus for 'Term' (set to 'Fall 2017'), 'Level' (set to 'Undergraduate'), and 'Status' (set to 'All'). There is also a checkbox for 'Include Independent Instructional Classes'. The main search area has a 'Subject (results include cross-listings and electives)' dropdown menu with options like 'African and Afro-American Studies', 'American Studies', 'Anthropology', 'Arabic Language and Literature', and 'Architectural Studies'. There is also a 'Req' dropdown menu with options like 'ca', 'fl', 'hum', 'nw', and 'oc'. To the right of these dropdowns, there are checkboxes for 'Day/Time' (M, T, W, Th, F) and a time range selector set to '7:00 AM - 10:30 PM'. There is also a 'Block' checkbox. At the bottom, there is a 'Keywords' field with a placeholder text 'Keywords — course title, description, and/or instructor (e.g. "fischer civil war")'. To the right of the keywords field is a 'Results Order' dropdown menu set to 'Subject/Class'. There are 'Reset' and 'Search' buttons at the bottom right.

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.”

Student Center

Menu

Student Center

find my sage id#

Hermione's Student Center

Academics

Class and Catalog Search

Class Schedule

Add, Drop, Swap Classes

Academics

transcripts/enrollment verifications

degree audit

other academic...

>>

Finances

My Account

View Account or Manage Payments

View 1098-T

Financial Responsibility Agreement

Account Summary

You owe 30,242.28.

For an updated balance, click on Account Inquiry.

Currency used is US Dollar.

Personal Information



2. Make sure that you are on the “add” tab and select the appropriate term (e.g., Fall Semester 2017). Then select “Continue.”

Add Classes

Select Term

Select a term then click Continue.			
	Term	Career	Institution
<input checked="" type="radio"/>	Fall Semester 2017	Undergraduate	Brandeis University
<input type="radio"/>	Summer 2017	Undergraduate Non Degree	Brandeis University
<input type="radio"/>	Spring Semester 2017	Undergraduate	Brandeis University
<input type="radio"/>	Fall Semester 2016	Undergraduate	Brandeis University
<input type="radio"/>	Summer 2016	Undergraduate Non Degree	Brandeis University

CONTINUE

[Class And Catalog Search](#) [Class Schedule](#) [Add, Drop, Swap Classes](#) [Academics](#)

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 2017 | Undergraduate | Brandeis University **change term**

Add to Cart:

Enter Class Nbr **enter**

Find Classes

☒ Class Search

search

Fall Semester 2017 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ECON 213A-1 (7503)	MoWe 5:00PM - 6:20PM	TBA	S. Fournier	4.00	

4. After finding a course, click the “select class” button.

[Return to Add Classes](#) START A NEW SEARCH

☒ Open ☐ Closed ☐ Demand List

▼ AAAS 5A - Introduction to African and Afro-American Studies

View All Sections First 1 of 1 Last

Section [1-LEC\(3406\)](#) Status ☒ select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:00PM - 3:20PM	TBA	Faith Lois Smith	08/30/2017 - 12/08/2017

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.

[Class and Catalog Search](#) [Class Schedule](#) [Add, Drop, Swap Classes](#) [Academics](#)

[add](#) [drop](#) [swap](#)

Add Classes 1

1. Select classes to add - Enrollment Preferences

Fall Semester 2017 | Undergraduate | Brandeis University

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

Class Preferences

AAAS 5A-1 Lecture ☒ Open

Demand List ☐ Demand list if class is full

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- SS School of Social Sci Distribution Requirement

Permission Nbr

Grading Graded - UGRD

Units 4.00

Requirement Designation

Description SS

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	TuTh 2:00PM - 3:20PM	TBA	Faith Lois Smith	08/30/2017 - 12/08/2017

[Class And Catalog Search](#) [Class Schedule](#) [Add, Drop, Swap Classes](#) [Academics](#)

[Add](#) [Drop](#) [Swap](#)

go to ...

***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.

Class and Catalog Search	Class Schedule	Add, Drop, Swap Classes	Academics
add	drop	swap	

Add Classes

1 2 3

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.

Fall Semester 2017 | Undergraduate | Brandeis University

change term

☒ Open
 ☐ Closed
  Demand List

Add to Cart:		Fall Semester 2017 Shopping Cart						
Enter Class Nbr		Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="text"/>	<input type="button" value="enter"/>		AAAS 5A-1 (3406)	TuTh 2:00PM - 3:20PM	TBA	F. Smith	4.00	
Find Classes			ECON 213A-1 (7503)	MoWe 5:00PM - 6:20PM	TBA	S. Fournier	4.00	
<input checked="" type="radio"/> Class Search <input type="button" value="search"/>								



PROCEED TO STEP 2 OF 3

7. Last, click the “Finish Enrolling” button.

Class and Catalog Search	Class Schedule	Add, Drop, Swap Classes	Academics
add	drop	swap	

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.

Fall Semester 2017 | Undergraduate | Brandeis University

<div> ● Open ■ Closed ▲ Demand List </div>						
Class	Description	Days/Times	Room	Instructor	Units	Status
AAAS 5A-1 (3406)	INTRO AFR./AFRO-AM STUDY (Lecture)	TuTh 2:00PM - 3:20PM	TBA	F. Smith	4.00	●
ECON 213A-1 (7503)	APPLIED ECONOMETRICS (Seminar)	MoWe 5:00PM - 6:20PM	TBA	S. Fournier	4.00	●

CANCEL	PREVIOUS	FINISH ENROLLING
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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:

Class and Catalog Search	Class Schedule	Add, Drop, Swap Classes	Academics
add	drop	swap	

Add Classes

1 2 3

3. View results

See enrollment messages below.

Fall Semester 2017 | Undergraduate | Brandeis University

<div> ✓ Success: enrolled ✗ Error: unable to add class </div>		
Class	Message	Status
AAAS 5A	Success: This class has been added to your schedule.	✓
ECON 213A	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	✗

MY CLASS SCHEDULE	ADD ANOTHER CLASS
-------------------	-------------------

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.

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

add | drop | swap

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.

Fall Semester 2017 | Undergraduate | Brandeis University [change term](#)

Swap This Class

Select from your schedule AAAS 5A: INTRO AFR./AFRO-AM STUDY

With This Class

Search for Class Class Search search

----- OR -----

Select from Shopping Cart select

----- OR -----

Enter Class Nbr enter

My Fall Semester 2017 Class Schedule

4. Confirm that the course you want to add and drop is correct, then click the “Next” button.

Class and Catalog Search	Class Schedule	Add, Drop, Swap Classes	Academics
add	drop		swap

Swap a Class

1 2 3

1. Select a class to swap - Enrollment Preference

Fall Semester 2017 | Undergraduate | Brandeis University

ANTH 116A - HUMAN OSTEOLOGY

Class Preferences

ANTH 116A-1 Lecture ☒ Closed Demand List ☐ Demand list if class is full

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- BIOL Cross-Listed in Category 2
- BIOL Electives List (Fall 2013 or later)
- Elective Course in HSPF Focal Area A
- SN School of Science Distribution Requirement
- SS School of Social Sci Distribution Requirement

Permission Nbr

Grading Graded - UGRD

Units 4.00

Requirement Designation

Description SS SN

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	MoWe 2:00PM - 3:20PM	TBA	Javier Urcid	08/30/2017 - 12/08/2017

- Confirm your selection by clicking the **“Finish Swapping”** button.

Class and Catalog Search

Class Schedule

Add, Drop, Swap Classes

Academics

add

drop

swap

Swap a Class

123

2. Confirm your selection

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

Fall Semester 2017 | Undergraduate | Brandeis University

▼ You are replacing this class

✓ Enrolled

✗ Dropped

▲ Demand Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
AAAS 5A-1 (3406)	INTRO AFR./AFRO-AM STUDY (Lecture)	TuTh 2:00PM - 3:20PM	TBA	F. Smith	4.00	✓

▼ With this class

● Open

■ Closed

▲ Demand List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 116A-1 (3211)	HUMAN OSTEOLOGY (Lecture)	MoWe 2:00PM - 3:20PM	TBA	J. Urcid	4.00	▲

CANCEL

FINISH SWAPPING

- 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.

Class and Catalog Search

Class Schedule

Add, Drop, Swap Classes

Academics

add

drop

swap

Swap a Class

123

3. View results

See enrollment messages below.

Fall Semester 2017 | Undergraduate | Brandeis University

Class	Message	Status
Swap AAAS 5A with ANTH 116A	Error: Class 3211 is full. If a demand list is available, click Add Another Class to return to step 1. Click the class link, select the demand list option and resubmit your request. Demand lists are not available during final registration.	✗

MY CLASS SCHEDULE

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."**



Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall Semester 2017 | Undergraduate | Brandeis University

[change term](#)

✓ Enrolled ✗ Dropped ⚠ Demand Listed							
Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	AAAS 5A-1 (3406)	INTRO AFR./AFRO-AM STUDY (Lecture)	TuTh 2:00PM - 3:20PM	TBA	F. Smith	4.00	✓
<input type="checkbox"/>	LAT 119B-1 (4229)	OVID: "METAMORPHOSES" (Lecture)	MoWeTh 12:00PM - 12:50PM	TBA	P. Johnston	4.00	✓
<input type="checkbox"/>	POL 173A-1 (3450)	U.S. FOREIGN ECONOMIC POLICY (Seminar)	TuFr 9:30AM - 10:50AM	TBA	K. Chase	4.00	✓

[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.

Student Center [Menu](#)

Student Center [find my sage id#](#)

Hermione's Student Center

Academics


[Class and Catalog Search](#) [transcripts/enrollment verifications](#)

[Class Schedule](#) [degree audit](#)

[Add, Drop, Swap Classes](#)

[Academics](#)

other academic... >>



2. Select the current term. Select **"Continue."**


[Class and Catalog Search](#) [Class Schedule](#) [Add, Drop, Swap Classes](#) [Academics](#)

My Class Schedule

Select a term then click Continue.

	Term	Career	Institution
<input checked="" type="radio"/>	Fall Semester 2017	Undergraduate	Brandeis University
<input type="radio"/>	Summer 2017	Undergraduate Non Degree	Brandeis University
<input type="radio"/>	Spring Semester 2017	Undergraduate	Brandeis University
<input type="radio"/>	Fall Semester 2016	Undergraduate	Brandeis University
<input type="radio"/>	Summer 2016	Undergraduate Non Degree	Brandeis University

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.

The screenshot shows the Sage registration system interface. At the top, there are four tabs: "Class and Catalog Search", "Class Schedule", "Add, Drop, Swap Classes", and "Academics". Below these tabs are three buttons: "add", "drop", and "swap". The "add" button is selected, and the "Add Classes" section is active. Below this, there is a progress bar with three steps, and the first step, "1. Select classes to add - Enrollment Preferences", is highlighted. The main content area shows the details for the course "ANTH 127A - MEDICINE/BODY/CULTURE". Under the "Class Preferences" section, the "Demand List" checkbox is checked, and a red arrow points to it. The "Demand list if class is full" checkbox is also checked. Below this, there are fields for "Permission Nbr", "Grading" (Graded - UGRD), and "Units" (4.00). The "Requirement Designation" is "SS NW". The "Enrollment Information" section lists several requirements: IGS Elective in Economy, Health, and Environment; ECS Related Electives; Elective Course in HSSP Focal Area B; Non-Western and Comparative Studies Requirement; SS School of Social Sci Distribution Requirement; Global Studies: Elective Course; and IGS Global Focus Course. At the bottom, there are "CANCEL" and "NEXT" buttons. Below the buttons is a table with the following data:

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	MoWe 3:30PM - 4:50PM	TBA	Anita Hannig	08/30/2017 - 12/08/2017

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




Class and Catalog Search	Class Schedule	Add, Drop, Swap Classes	Academics
add	drop	swap	

Add Classes 1 2 3

3. View results

See enrollment messages below.

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 Success: enrolled  Error: unable to add class		
Class	Message	Status
ANTH 127A	Message: Class 3162 is full. You have been placed on the demand list.	

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.”**

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

add || **drop** || swap

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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☒ Enrolled
 ☒ Dropped
 ☐ Demand Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AAAS 5A-1 (3406)	INTRO AFR./AFRO-AM STUDY (Lecture)	TuTh 2:00PM - 3:20PM	TBA	F. Smith	4.00	✓
<input type="checkbox"/>	ANTH 127A-1 (3162)	MEDICINE/BODY/CULTURE (Lecture)	MoWe 3:30PM - 4:50PM	TBA	A. Hannig	4.00	⚠
<input type="checkbox"/>	LAT 119B-1 (4229)	OVID: "METAMORPHOSES" (Lecture)	MoWeTh 12:00PM - 12:50PM	TBA	P. Johnston	4.00	✓
<input type="checkbox"/>	POL 173A-1 (3450)	U.S. FOREIGN ECONOMIC POLICY (Seminar)	TuFr 9:30AM - 10:50AM	TBA	K. Chase	4.00	✓

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:

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

add || drop || swap

Drop Classes 1 2 3

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.

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☒ Enrolled
 ☒ Dropped
 ☐ Demand Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
AAAS 5A-1 (3406)	INTRO AFR./AFRO-AM STUDY (Lecture)	TuTh 2:00PM - 3:20PM	TBA	F. Smith	4.00	✓

[CANCEL](#)
[PREVIOUS](#)
[FINISH DROPPING](#)

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

Class and Catalog Search

Class Schedule

Add, Drop, Swap Classes

Academics

add

drop

swap

Drop Classes

123

1. Select classes to drop - Enrollment Preference

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

Class Preferences

AAAS 5A-1

Lecture

Open

Permission Nbr

Grading

Graded - UGRD

Session

Regular Academic Session

Career

Undergraduate

Units

4.00

Enrollment Information

- SS School of Social Sci Distribution Requirement

Requirement Designation

Description SS

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	TuTh 2:00PM - 3:20PM	TBA	Faith Lois Smith	08/30/2017 - 12/08/2017

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.

Class and Catalog Search	Class Schedule	Add, Drop, Swap Classes	Academics
add	drop	swap	




Drop Classes

1 2 3

3. View results

See enrollment messages below.

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 Success: dropped			 Error: unable to drop class		
Class		Message	Status		
AAAS 5A		Error: Permission is required to drop from this class. This class is scheduled in a session that now requires permission to drop in classes.			

MY CLASS SCHEDULE