



ADVISING & COURSE REGISTRATION: A GUIDE FOR FIRST YEAR STUDENTS

Beginning your Journey
at Brandeis

Brandeis

ACADEMIC SERVICES





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WELCOME TO BRANDEIS

The purpose of this eBook is to introduce you to advising at Brandeis as well as guide you through the registration process that happens in our Workday Student Information System. Use this eBook to assist you in preparing for course selection as it includes valuable content, suggestions and videos from our advising team.

CLASS OF 2028



Academic Services

Academic Services upholds a culture of inclusivity as we engage a diverse community of students, faculty and campus partners. We promote the growth of students as scholars and citizens through comprehensive advising and support over the course of their academic journey. We provide resources and opportunities that strengthen students' ability to define and achieve their academic goals, develop resilience and lead meaningful lives.

-Academic Services Mission Statement 08/2016



Where to find Academic Services



Usdan East 130



781-736-3470



acserv@brandeis.edu



brandeis.edu/academic-services



[@brandeisacserv](https://www.instagram.com/brandeisacserv)

Meet with an Academic Advisor when you want to discuss....

Academic exploration and planning

- Major/minor selection
- Course planning
- Graduation requirements
- Academic opportunities
- Academic interests
- University policies

Academic Support

- Study skills
- Dealing with setbacks
- Identifying and using resources

Personal Growth

- Goal setting
- Self-care
- Identifying strengths



WHAT IS ADVISING?

Advisors are dedicated to helping students make informed decisions about their educational, personal, and career goals. Advising is an active, intentional and collaborative partnership between advisor and advisee. Advisors value the unique backgrounds, identities and lived experiences that Brandeis students bring to the advising relationship and to their individual academic paths.

WHO ARE MY ADVISORS?

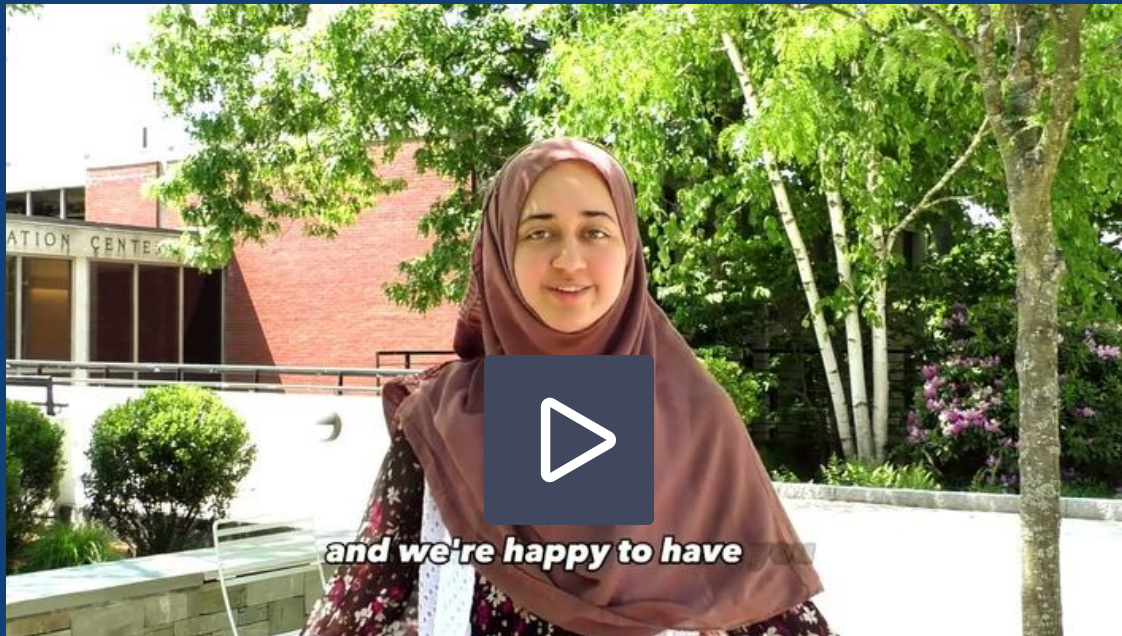


When you enter Brandeis, you have a professional staff Academic Services Advisor, assigned based on the first letter of your last name, and a peer advisor, known as a Roosevelt Fellow. Advisors provide holistic support, guidance and resources to assist you along your academic journey. Whether you are planning for a future semester, deciding on a major or minor, working to understand a policy that impacts you, celebrating an accomplishment or facing an academic challenge, advisors are here for you! Your academic advisor will reach out periodically during the academic year, but students are responsible for communicating proactively if they need support.

When you declare a major, typically in your sophomore year, you will also be assigned a faculty advisor in that department.

WHO ARE THE ROOSEVELT FELLOWS?

Roosevelt Fellows are peer academic advisors who offer an informed student perspective on academics. These junior and senior peer leaders have specialized training and knowledge of the Brandeis curriculum, majors, and campus resources. They are available to talk with you about course registration and planning, exploring departments, understanding academic policies, and adjusting to Brandeis. Roosevelt Fellows support all students, including transfer students. Do not hesitate to be in touch with them!



Meet with a Roosevelt Fellow when you want to...

- Gain a student perspective on academic questions
- Have informal conversations about your academic experiences
- Discuss your academic and social adjustments
- Review academic policies and degree requirements
- Get help with course planning



bit.ly/rooseveltfellows



[@rooseveltfellows](https://www.instagram.com/rooseveltfellows)

SIGN UP FOR A GROUP ADVISING SESSION!

Join your Academic Advisor and a Roosevelt Fellow for an incoming students group advising session. You will be introduced to academic advising resources and support, and talk through important dates and registration information for the Fall 2024 semester. Sign up for a session on the DEISconnect portal.



Course Registration Dates

July 10 - 16:

Fall 2024 course registration opens for all new students.

July 17 - September 11:

Course registration reopens for all undergraduates.

All students entering in Fall 2024 should be prepared to register for courses in the Workday Student Information system beginning at 10:00am EDT on Wednesday, July 10th. Class registration is conducted on a first-come, first-served basis, so please register early to maximize course choice. Registration remains open throughout the summer for students to make adjustments to their schedule.

Prepare for Registration

STEP

01

Familiarize yourself with the Brandeis Core. This is the foundation of your liberal arts education.

[BRANDEIS CORE](#)

STEP

02

Discover academic programs of study in the University Bulletin, which features a listing of course offerings by department, details institutional policies, and academic requirements.

[UNIVERSITY BULLETIN](#)

STEP

03

Search for courses offered for Fall 2024 in Workday and the Registrar's Schedule of Classes. Develop a list of potential courses. Check to make sure you have the prerequisites for the courses you plan to take.

[SCHEDULE OF CLASSES](#)

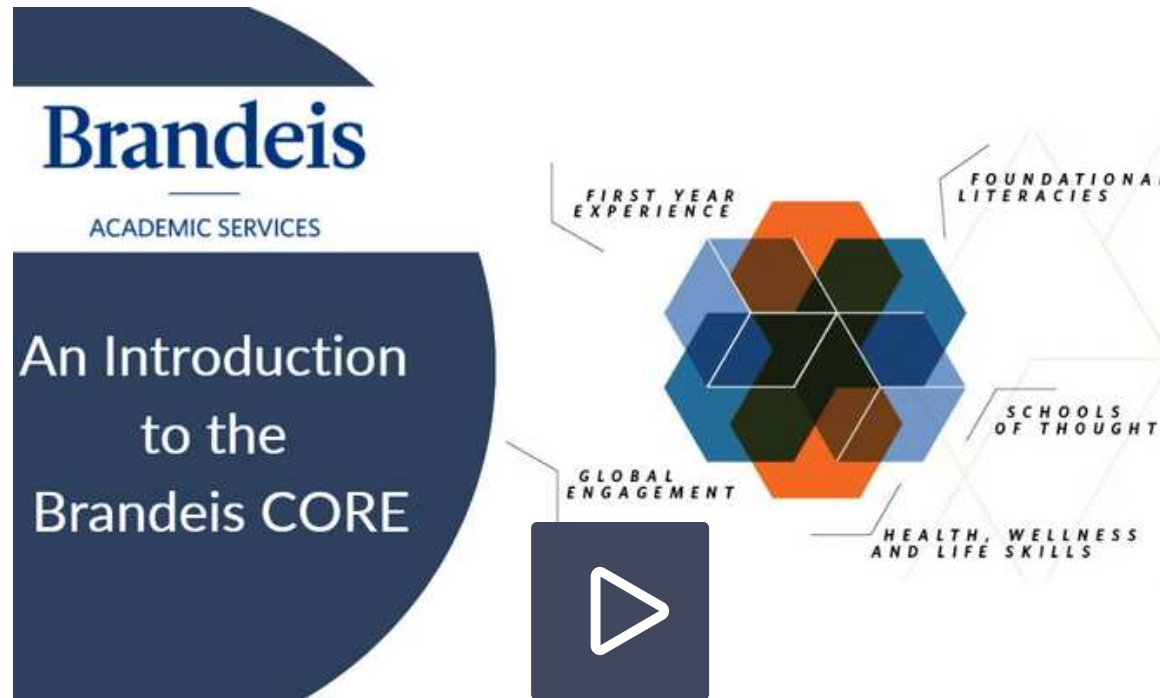
STEP

04

Review Academic Advising for New Students on our website. You will find recommendations for courses to get you started in a major or minor here.

[EXPLORING & DECLARING MAJORS](#)

What is the Brandeis Core?



The Core curriculum uniquely fosters curiosity. It allows you to explore across disciplinary boundaries and acquire new perspectives in a shared academic experience rooted in open inquiry and inclusion.



HOW DO I COMPLETE THE CORE?



During Your First Year

You will complete the following during your first year at Brandeis:

- University Writing Seminar (UWS)
- Navigating Health and Safety (HWL pre & HWL 1)

Within Your Major

You will complete these foundational literacies within any major you declare:

- Writing Intensive
- Oral Communication
- Digital Literacy

Before Graduation

You will complete these components throughout your time at Brandeis:

- World Language Sequence
- Difference and Justice in the World
- Diversity, Equity, and Inclusion Studies in the U.S.
- Creative Arts
- Science
- Quantitative Reasoning
- Humanities
- Social Science
- Health, Wellness, and Life Skills (2 modules)

What courses do I need to take in my 1st year at Brandeis?

Composition Seminar (CSEM)

University Writing Seminar (UWS)

First-year Writing is the centerpiece of the First-Year Experience and part of the Core requirements at Brandeis. In these courses, students engage with writing as the practice of advanced learning and communication.

You will be placed in either CSEM or UWS based on your summer writing assessment. If you are placed in UWS for fall, after the UWS lottery ranking in mid-June, the Registrar's Office will enroll you in one of your top choices before registration begins. Look at your fall class schedule on Workday to learn of the section, date, and time. Once registration opens, you are welcome to swap into another section on a seat-available basis. If the section you want is full, place yourself on the class waitlist. If you are placed in CSEM and need to swap into another section, you should contact registrar@brandeis.edu to make a request. If you do not see a UWS on your fall course schedule you will be placed in a spring section at a later time.

[University Writing Program Website](#)

HWL 1a: Navigating Health and Safety

This component of the Brandeis Core is a two-part requirement: an online training course (to be completed prior to the start of the semester) and a 6-week module that you will take during your first semester at Brandeis:

HWL 1-PRE - What Would Brandeis Do? Supporting Community Health and Safety is an important, mandatory online training that all new undergraduates must complete on Moodle. The training will begin on August 1 and should be completed by August 22.

HWL 1: Navigating Health and Safety

All new students must complete HWL 1 in their first semester in either Module 1 (first six weeks of the semester) or Module 2 (last six weeks). Please enroll yourself in the section that best fits your planned schedule.

Note: HWL 1 is a non-credit class, so you will need to find at least an additional three 4 credit courses (or 12 credits) to register for.

[Navigating Health and Safety Website](#)

ACADEMIC
SERVICES
TUTORING
LOUNGE

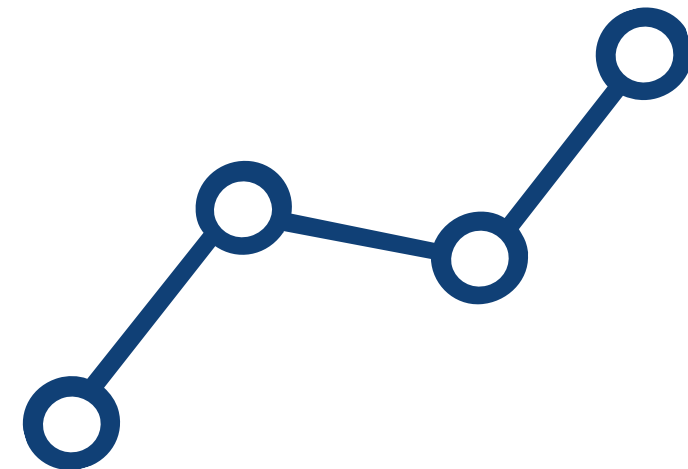
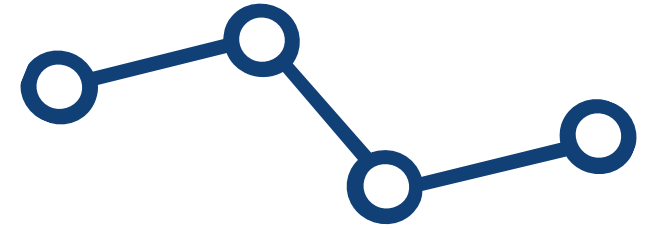


HOW DO I BUILD A BALANCED SCHEDULE?

COURSES	CREDITS
CSEM or UWS writing course	4
Language or other Core Requirement	4
Fun/Exploratory Course	4
Course towards Possible Major or Minor	4
HWL-1a	0, first semester requirement

This is one example of how you may want to structure your schedule in your first semester.

Please note: Due to space availability, you may not get into a UWS section in your first semester. If this is the case you will be able to take it in the spring semester.



Sample Schedule 1

Student	Interest / Intended major	Course example
Parker	Parker is interested in pursuing pre-health coursework because they want to be a doctor and intend to apply to medical school after graduation. They are not yet sure of their major, but they are leaning toward Biology or Health: Science, Society, and Policy (HSSP).	Chemistry 11a Chemistry 18a Biology 14a UWS or CSEM French 20a HWL-1a

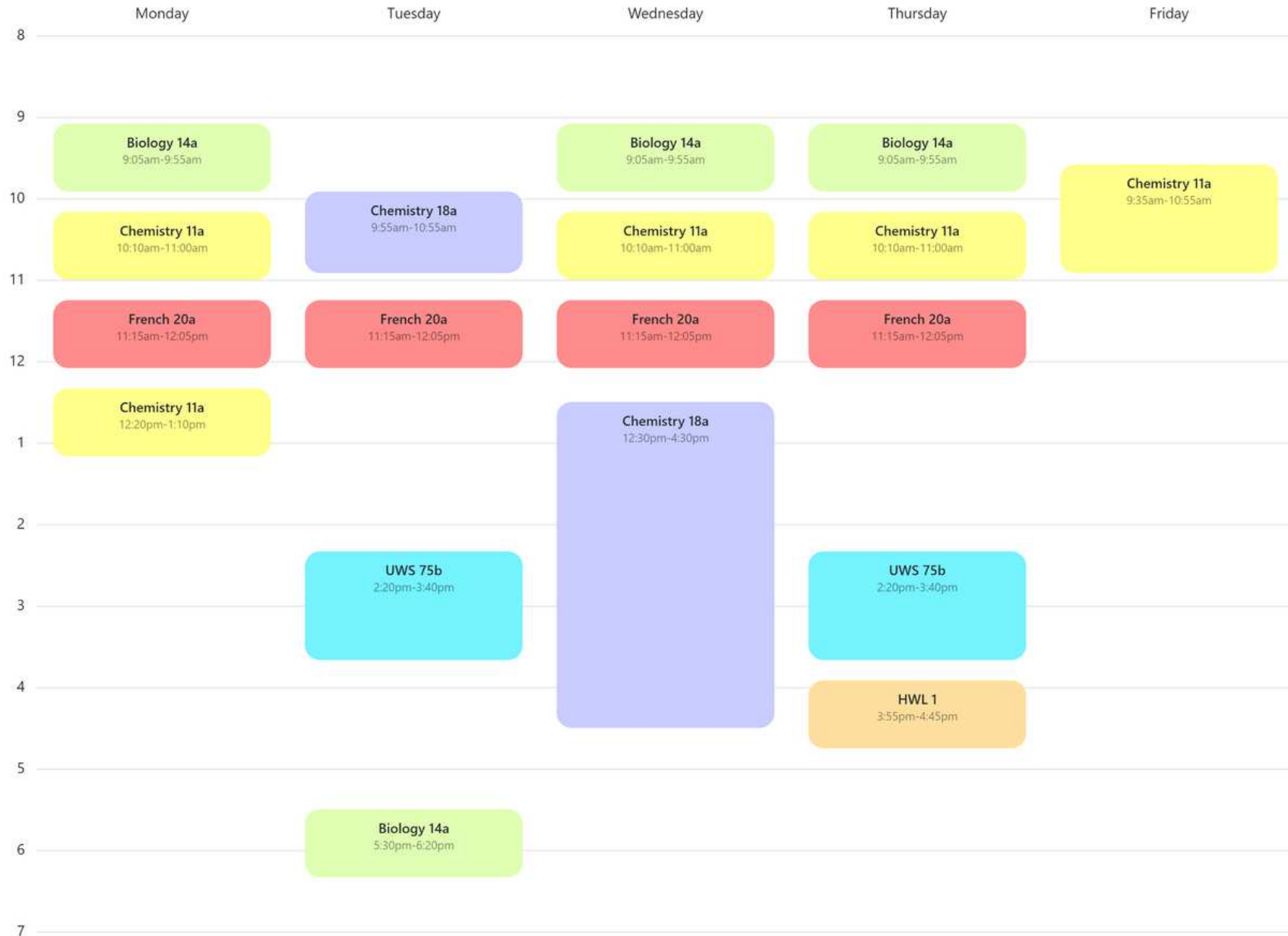
Explanation:

CHEM 11 & 18: These introductory courses begin a year-long sequence of general chemistry lecture (CHEM 11) and lab (CHEM 18). A background in general chemistry is required for pre-health careers and most science majors, including Biology. General chemistry can also fulfill HSSP requirements. Additionally, general chemistry is a prerequisite for more advanced chemistry courses that are also required for medical school and some majors.

BIOL 14a: This introductory course in genetics is a required course for pre-health, Biology, and HSSP. Along with BIOL 15b, BIOL 14a is a prerequisite for required biology labs and other advanced coursework, so it is helpful to take these courses in your first year.

French 20: Parker took French in high school and took the placement test to place into this level.

Parker's Semester Schedule



Sample Schedule 2

Student	Interest / Intended major	Course example
Alex	Alex has always loved history and is passionate about social issues, so they are interested in pursuing a major in the social sciences. They are excited to have the opportunity to explore courses in departments ranging from Anthropology to Politics to International and Global Studies (IGS). They would also like to begin learning a new language and decided to take Chinese given their specific interests in the socio-political history of Asia. They are feeling a little nervous about their Quantitative Reasoning and Science Core requirements, but are hoping to find courses in those areas that they enjoy.	UWS or CSEM Chinese 10a ENVS 2a IGS 10a HWL-1a

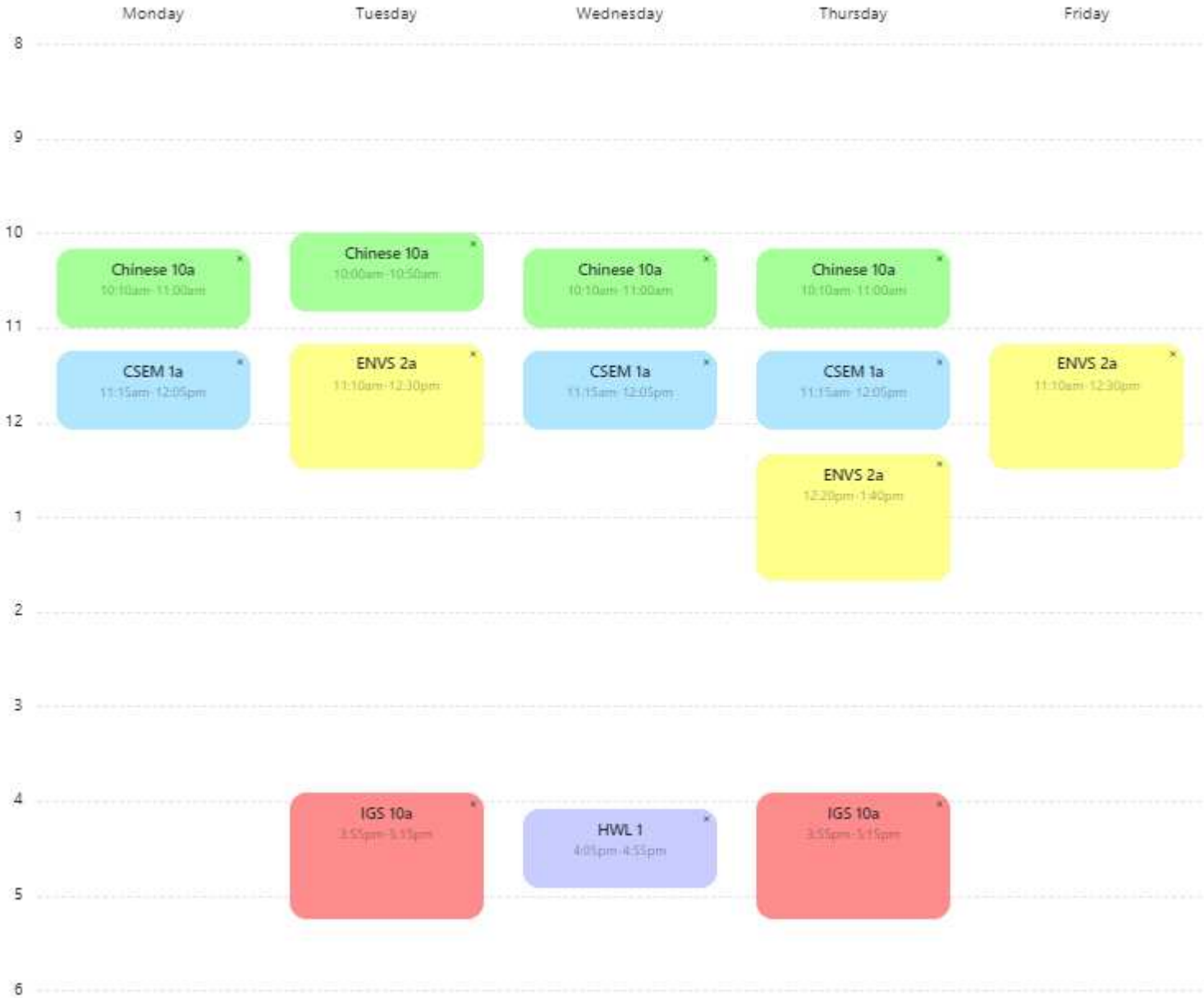
Explanation:

Chinese 10a: This introductory Mandarin course is intended for students with no previous knowledge of Chinese and will provide the foundation for more advanced language study in future semesters. The Brandeis Core curriculum requires completion of an intermediate language course (30-level or higher), so it is helpful for students who have no background in a language other than English to keep this in mind.

ENVS 2a: This course is a broad introduction to Environmental Studies and a great option for first-year students, and covers the science (SN) core requirement.

IGS 10a: This course is an introduction to International and Global Studies. It covers core requirements including DJW and SS, and would be a core course for the IGS major if Alex decides to pursue this.

Alex's Semester Schedule



FREQUENTLY ASKED QUESTIONS



When do I declare a major?

All new students come in undeclared. Students need to declare a major by the start of their fourth semester. This allows time in your first few semesters for academic exploration of a range of interests and fields. While it is possible to declare more than one major, only one is required to graduate (and no minors are required).

How many classes should I take?

4 or 4.5. A full courseload at Brandeis is 16 credits, or 4 courses. Most courses at Brandeis are 4-credit courses, with some courses carrying 2 credits. Examples of 2-credit courses include some science labs, music ensembles, or experiential learning classes (such as Galaxy). For example, if you are enrolled in four 4-credit courses plus a lab, you would be taking 4.5 classes (18 credits). While it is possible to take anywhere from 3 to 5.5 classes (12-22 credits) per semester at Brandeis, the curriculum is designed so that students taking 4 classes per semester can graduate in 8 semesters.

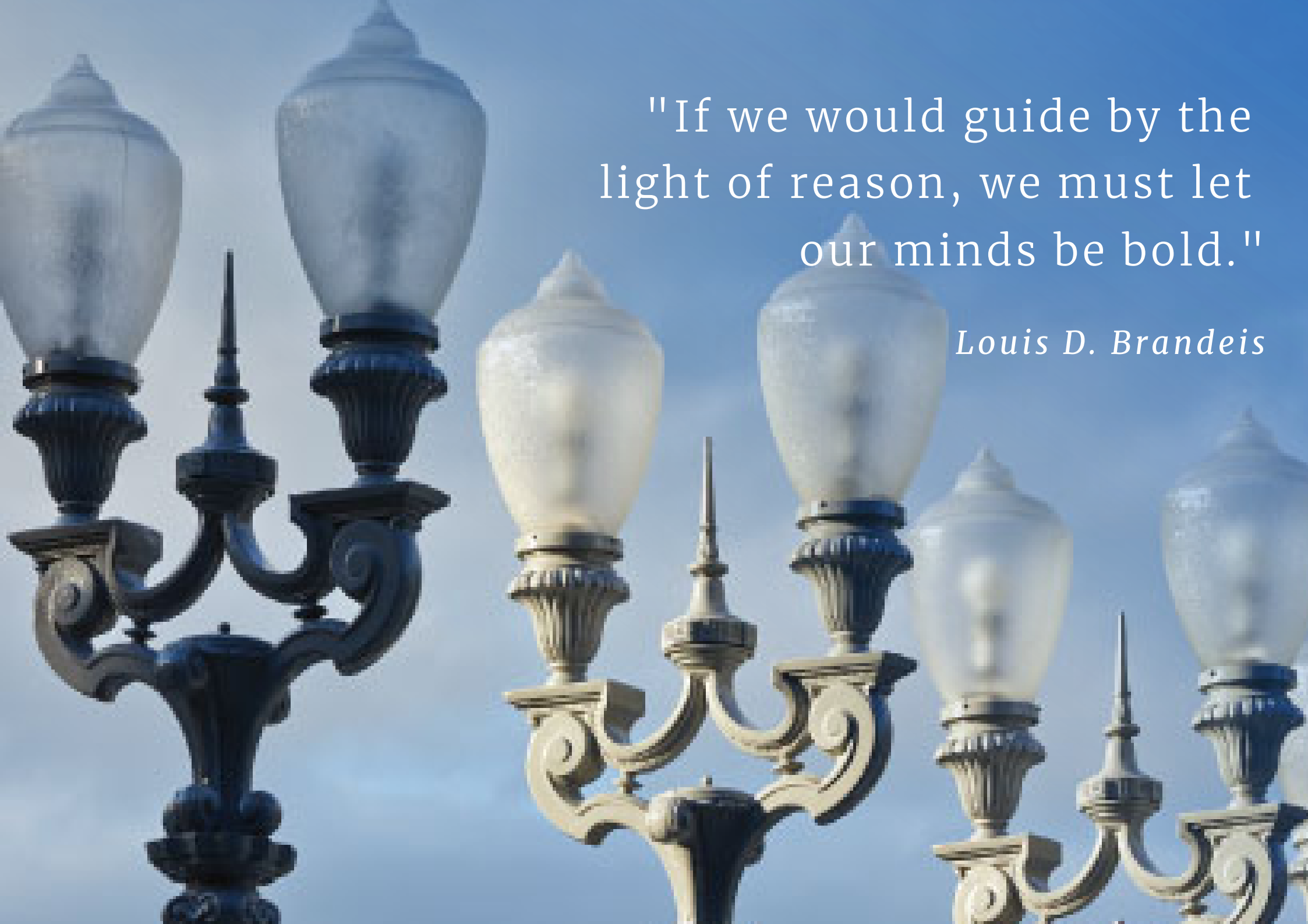
What do I do if the classes I want are full?

Every student will not get every class that they want to register for on the first try and/or in their first semester. There are, however, plenty of courses offered for every student to have enough credits for the semester.

Be flexible: Have a few backup courses saved in Workday.

Be patient: Add yourself to course waitlists.

Explore: Be open to discovering new areas of interest.

A row of ornate street lamps with glowing white globes against a blue sky. The lamps are arranged in a line, receding into the distance. The globes are illuminated, creating a warm glow. The sky is a clear, light blue. The lamps have intricate, dark-colored metalwork.

"If we would guide by the
light of reason, we must let
our minds be bold."

Louis D. Brandeis

Workday Terms

Onboarding

A series of tasks that you must complete BEFORE you can proceed to registration.

Registration Holds

Registration holds on your record will prevent you from being able to register. You can view and resolve holds through the Academics application or your student profile in Workday.

Job Aids

Job Aids are how-to guides with screenshots and instructional videos. If you are stuck on how to complete a task in Workday, use a job aid to help you through.

Course Tags

A tag or label on a course that indicates what Brandeis requirement that course fulfills.

Units

The Workday term for credits.

Registering for Courses in Workday



Course registration takes place in Workday, Brandeis' student information system. Click the "W" button below to access Workday with your Brandeis credentials and to access registration resources, frequently asked questions, videos, and job aids.



The Workday team will be available for technical support on July 9 and July 10 during course registration.

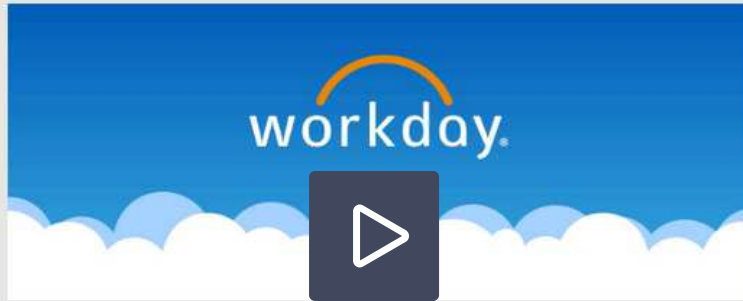
Workday Tips

When using the **class search tool** on Workday, you will be able to **filter** your search by:

- Academic department
- Section status (open, waitlist, closed)
- Course tags
- Delivery mode (in-person, online, hybrid)
- Meeting patterns (class days/times)

Course tags are very useful to search for requirements within a major, or search for courses that satisfy a Brandeis Core requirement. For example, if you wanted to find courses that satisfy the Creative Arts (CA) requirement, you would type "CA" in the box and select "General Education requirements - Creative Arts."

Request a Prerequisite Override. If you have already fulfilled a stated prerequisite (through a qualifying AP score, for example) and would like a faculty member to override the prerequisite for a course, you can request an override on Workday.



Building your schedule, adding classes & officially registering in Workday:
From the Perspective of a Roosevelt Fellow

In this video a Roosevelt Fellow peer advisor shows you how to build your schedule in Workday, add classes and officially register.

CLAIMING EXTERNAL CREDIT

A combined maximum of four courses (16 credits) from external sources may be applied toward the 128 credits needed for graduation at Brandeis. Use the Registrar's website to review external credit policies and charts for qualifying scores. External sources include:

- Advanced Placement/ International Baccalaureate Exams
- A-Level
- French Baccalaureate
- Fall/spring pre-matriculation college coursework not needed for high school graduation
- Fall/spring courses for students on a health deferral or gap year

If you intend to use your AP/IB scores for placement/credit, you must have your scores sent to Brandeis.

(Our College Board code is 3092)

Questions?

Email transfer@brandeis.edu or visit the

[Registrar's website](#).

How can I check if my AP/IB scores have been received?

See if your scores have been received by logging into Workday and clicking on the cloud icon at the top right to view your profile. From your profile, click on "Academics" in the left sidebar. The External Records tab will appear if your AP/IB scores have been sent to Brandeis.

Once received, how can I claim my AP/IB scores?

Once your scores are on Workday, you can have them officially applied to your Brandeis record by emailing transfer@brandeis.edu. Once claimed, you'll see them on the Transfer Credit tab under Academics on Workday. Note: you can choose to forgo applying AP/IB credit to get a stronger foundation in a subject.

If I took college courses in high school, how do I know if those credits will count toward my Brandeis degree?

College courses taken while in high school can be used for external credits if a B- or better was earned, and the course did not count towards high school graduation. More information on this as well as the petition process to get these credits onto your Brandeis record is located on the Registrar's Office website.

PLACEMENT TESTING



Placement tests are not required for all students. They are important if you need to determine the appropriate starting level for a course/s you wish to take or if you want to test into a higher level of a course. There are several subjects that have placement tests.



- You should utilize these tests early, before the start of registration.

- You should be in touch directly with the academic departments should you have any specific questions regarding the test or your readiness to take a course in that subject area.



Subjects that utilize placement tests:

- Biology
- Chemistry
- Computer Science
- Economics
- Languages
- Math
- Physics



Learn more about Placement testing:

PLACEMENT TESTING

OTHER ACADEMIC OPPORTUNITIES

Beyond majors and minors, there are many academic opportunities and paths at Brandeis for you to explore. Here is some information about a few of them that may interest you.

Click to learn more about:

[STUDY ABROAD](#)

[PRE-LAW](#)

[PRE-HEALTH ADVISING](#)

[WORLD LANGUAGES &
CULTURES](#)



STUDY ABROAD

Brandeis students are able to study abroad any summer, during the fall or spring of their junior year or fall semester of their senior year. (Given the residency requirements, be sure to talk with an academic advisor about your interest in studying abroad.) All majors and minors can study abroad! As an entering first-year student, we recommend starting or continuing to study a foreign language, especially since programs in countries where French, Hebrew, Italian, or Spanish is spoken require a minimum of two semesters of language study.

PRE-LAW

If you are considering applying to law school, the best thing to do is to take substantive classes that interest you, in any subject. Law schools do not favor applicants from any particular major, nor is it required for an applicant to declare multiple majors to be competitive. You are invited to join the Hiatt Pre-Law Listserv for weekly announcements about events, opportunities, announcements and job/internship postings and to touch base with the pre-law advisor in the Hiatt Career Center.

PRE-HEALTH

Pre-Health Advising supports students interested in any health profession, including medicine, dentistry, physician assistant, nursing, optometry, veterinary medicine, and more! A pre-health advisor can help you explore different health professions, connect you with opportunities to gain experience, and eventually guide you through the application process.

WORLD LANGUAGES & CULTURES



Video by Zev Ross, Class of 2024

Helpful Websites:

[Academic Advising FAQs for New Students](#)
[Advising Group Sessions Sign Up Form](#)

[Brandeis Core](#)
[Claiming External Credit](#)
[Exploring & Declaring Majors](#)

[New Student Dates & Deadlines](#)
[Placement Testing](#)
[Registrar's Office](#)

[Student Accessibility Support](#)
[University Bulletin](#)
[Workday Student Training Guides](#)

[2024-25 Academic Calendar](#)
[2024-25 Roosevelt Fellows](#)

Save the Dates

Group Advising Sessions- Sign Up Now!

Monday, June 24 - Thursday, July 11

Fall 2024 course registration opens for new students

Wednesday, July 10 - Tuesday, July 16

Registration open for all undergraduates

Wednesday, July 17 - Wednesday, September 11

New Student Orientation*

Sunday, August 25 - Tuesday, August 27

*Getting to Know Academics at Brandeis

Monday, August 26

Orientation events today will focus on your academic experience at Brandeis. From defining your liberal arts experience, to meeting faculty and departments, to gaining knowledge about academic success

resources, you will definitely be ready to start your academic journey at Brandeis!

First Day of Classes

(& the Roosevelt Fellow Ice Cream Social!)

Wednesday, August 28



WHAT OUR STUDENTS SAY ABOUT ADVISING



*Academic advising ensures students to **feel comfortable with their choices** and **offers suggestions** that are helpful for their academic goals. I can connect with an advisor whenever I am feeling confused about a course or any other academic related discussions. I think academic advising **plays an important role** in shaping the future of students.*

*The advisors are **knowledgeable** and **compassionate**.*

*My academic advisor is nice, **patient**, and **knowledgeable** about majors, minors, and class options.*

*[Academic Advisors] will help you to **feel organized** and like you **have a plan** to move forward successfully.*

We hope you find this eBook helpful as you plan out your first semester at Brandeis. A reminder that registration remains open throughout the summer for students to make adjustments to their schedule.

