



ADVISING & COURSE REGISTRATION: A GUIDE FOR TRANSFER 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 for the fall semester as it includes valuable content, suggestions and videos from our advising team.



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 path.

WHO ARE MY ADVISORS?

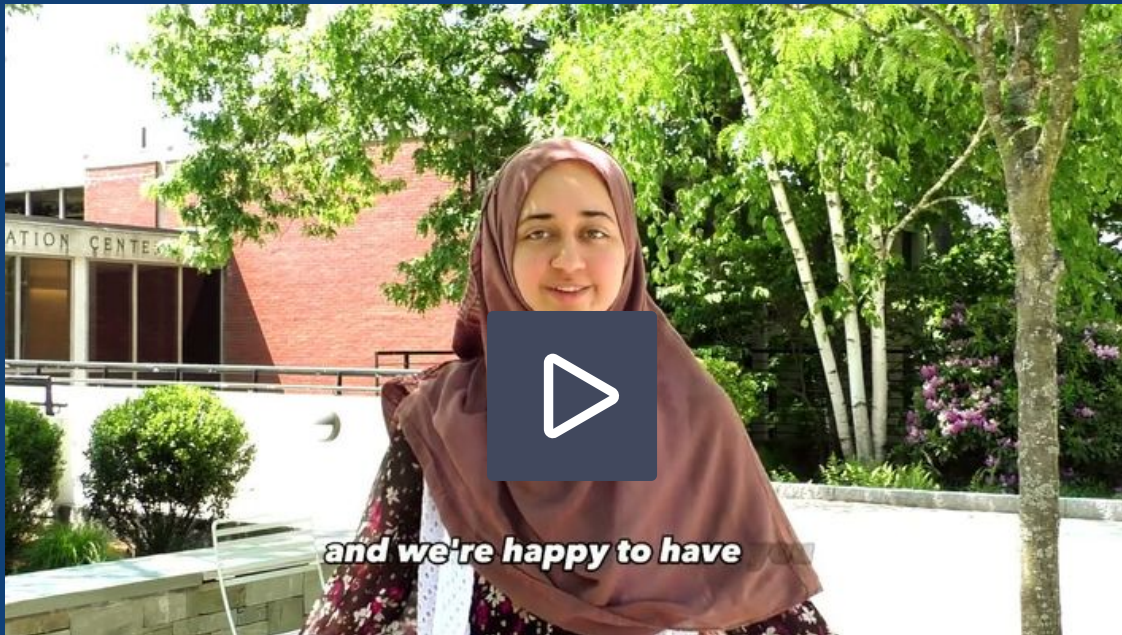


When you enter Brandeis, you have a staff Academic Services Advisor, assigned based on the first letter of your last name, and a peer advisor, known as a Roosevelt Fellow. Advisors provide holistic support, guidance and resources to assist you along your academic journey. Whether you are planning for 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 THE
GROUP ADVISING
SESSION FOR
TRANSFERS!

Tuesday, July 9
10-11 am EDT

Join an academic advisor and Roosevelt Fellow for a special session dedicated to transfer students. You will be introduced to academic advising resources and support, and discuss important topics related to course selection, registration, and major declaration. The session will be recorded so you can view it at a later time if you are unable to attend.

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](#)

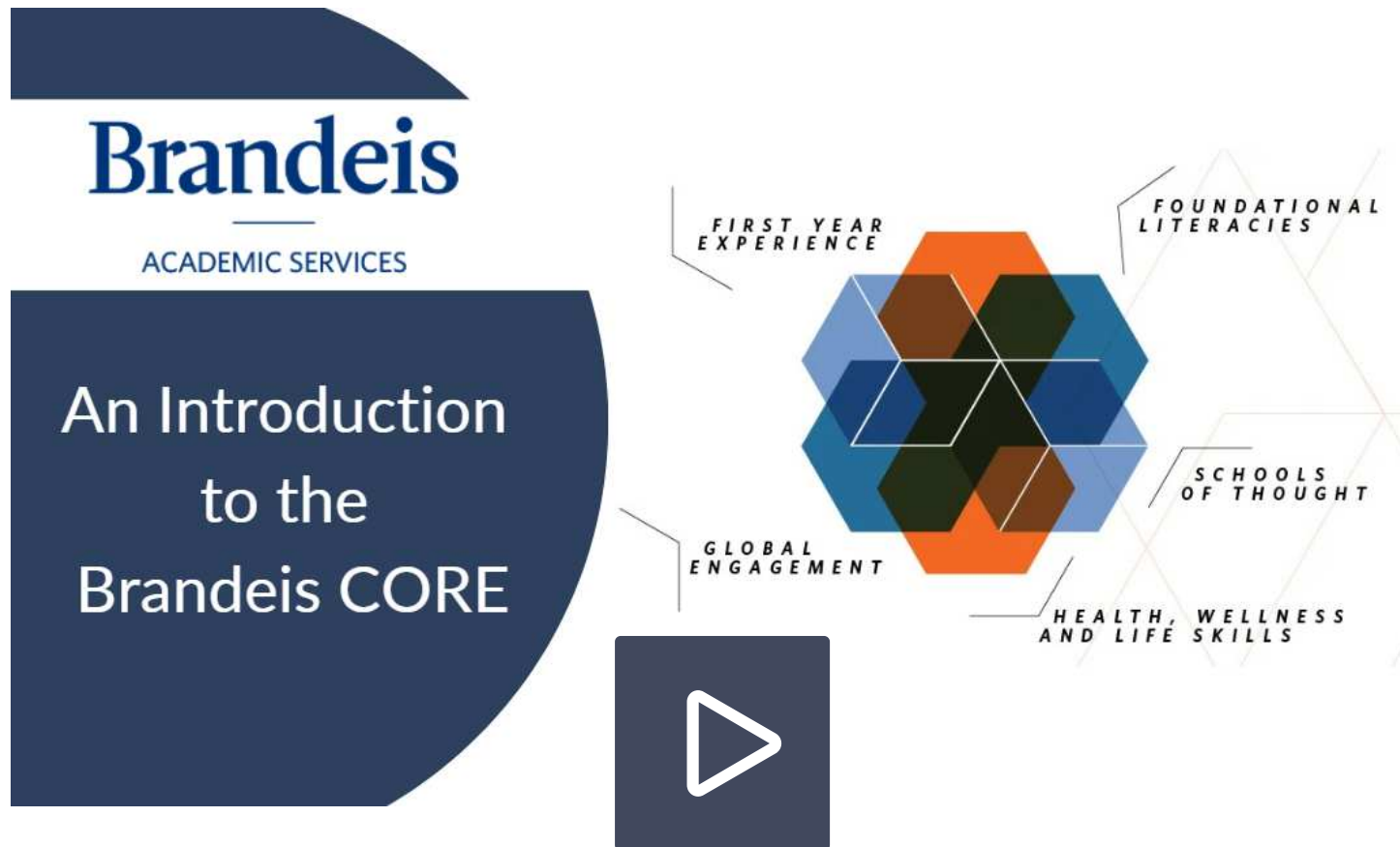
STEP

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 Semester

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

- University Writing Seminar (UWS)*
- Navigating Health and Safety (HWL pre + HWL 1 module)

*If you have not completed an equivalent at your previous school.

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 (if you have not already completed the equivalent requirement at your previous school):

- 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?

University Writing Seminar (UWS)

If you have not completed the equivalent of UWS at your previous institution, you should plan to complete this course within your first year at Brandeis. As a result of the UWS lottery ranking, the Registrar's Office will enroll you in one of your top choices before registration begins for the fall term. If you believe you have fulfilled a UWS equivalent but do not see it listed as complete on your transfer evaluation, please email a syllabus of the course to transfer@brandeis.edu and the Registrar's Office will review it.

[University Writing Program](#)

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 LATTE. 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 fall semester) or Module 2 (last six weeks). Please enroll yourself in the section that best fits your planned schedule.

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](#)

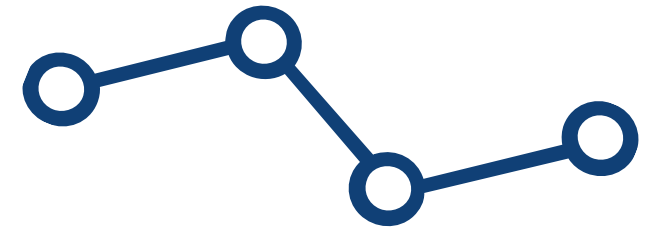
ACADEMIC
SERVICES
TUTORING
LOUNGE



HOW DO I BUILD A BALANCED SCHEDULE?

COURSES	CREDITS
Course Towards Planned Major or Minor	4
Language or other Core Requirement	4
Fun/Exploratory Course	4
Course Towards Planned 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.



FREQUENTLY ASKED QUESTIONS



When do I declare a major?

Students need to declare a major by the start of their fourth collegiate semester. Keep in mind that you are entering Brandeis as an undeclared student, even if you had declared a major at your previous institution. When you are ready to declare a major, you will want to connect with that department / program's [Undergraduate Advising Head \(UAH\)](#). If you have taken courses at your previous institution that you would like to count towards a major or minor, you will be encouraged to share course syllabi with your UAH. To read more about a particular major's requirements, consult the University Bulletin and/or a department's website.

How many classes should I take?

4 or 4.5. A full course load 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. 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 college 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.

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 worklet 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

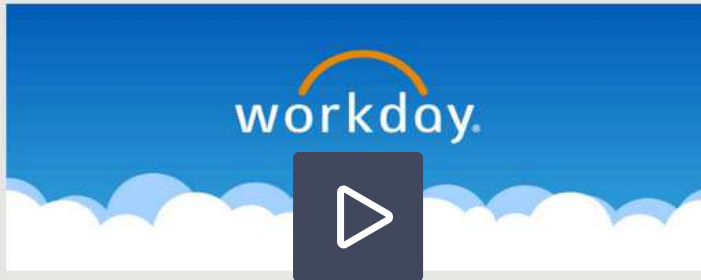
When using the **class search tool** on Workday, you will be able to **filter** your search by:

- Academic department
- Section status (open, waitlist, closed courses)
- 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.

UNDERSTANDING YOUR TRANSFER CREDITS

1. Verify that all transfer credits are posted to your degree audit on Workday by visiting your “Academics” tab and clicking on "Transfer Credit" at the top.

2. Confirm which Core requirements remain unfulfilled by viewing your Workday Academic Progress tab.

3. If you need to determine if a previous course you’ve taken will count towards a major requirement, send the course syllabus and info to the Registrar's Office at transfer@brandeis.edu.

4. Transfer students can bring in no more than 64 credits (equivalent to 16 four-credit courses) towards the 128 needed for graduation at Brandeis. This 64 credit total can include external sources such as AP, A-level, French Baccalaureate or International Baccalaureate Exams. Use the Registrar's website to review external credit policies and charts for qualifying scores.

Questions?

Email transfer@brandeis.edu

[Registrar's Website](#)

[Check out our Transfer FAQs.](#)

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 a transfer 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 (on campus, off campus and online), 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](#)
[Transfer FAQs](#)
[University Bulletin](#)

[Workday Student Training Guides](#)
[2024-25 Academic Calendar](#)
[2024-25 Roosevelt Fellows](#)

Save the Dates

Transfer Student Advising Session- Sign Up Now!
Tuesday, July 9, 10 – 11 am EDT

Fall 2024 course registration opens for new students
Wednesday, July 10 - Tuesday, July 16

Registration reopen 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 **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.

