

Cover Page

Advising & Course Registration: A Guide for Transfer Students

Your Academic Journey at Brandeis

Image of Academic Services logo, the Brandeis seal and the Louis Brandeis statue against a blue sky with yellow flowers in the foreground.

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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.

Watch and listen to the "Guide to Advising and Course Registration Welcome Video 2024."

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 Office, Mission Statement, 8/2016)

Location Usdan East 130

Phone 781-736-3470

Email acserv@brandeis.edu

Website brandeis.edu/academic-services

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

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.

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

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!

Watch and listen to the "Who are the Roosevelt Fellows" Video.

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

Website bit.ly/rooseveltfellows

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

Fall 2024 Course Registration Dates

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.

Sign Up for the Group Advising Session for Transfers!

Tuesday, July 9 from 10 – 11 am EDT - Join your academic advisor and a 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.

Prepare for Registration

1. Familiarize yourself with the Brandeis Core. This is the foundation of your liberal arts education. Link to the Brandeis Core website.
2. Discover academic programs of study in the University Bulletin, which features a listing of course offerings by department, details institutional policies, and academic requirements. Link to the University Bulletin.

3. 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. Link to the Schedule of Classes.

4. 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. Link to Exploring and Declaring Majors website.

What is the Brandeis Core?

Watch and listen to the "What is the Brandeis Core?" Video.

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 first 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 the 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.

[Link to 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.

[Link to Navigating Health and Safety website.](#)

Picture page

Image of two students sitting at a table with open laptops, phones, writing utensils, and notebooks working together.

How Do I Build a Balanced Schedule?

Watch and listen to the "Tips for Transfer Students" Video.

Image of a sample fall semester schedule with generic course suggestions and their numeric equivalents.

Category suggestions on the image include

Course towards planned major or minor (4 credits)

Language or other Core Requirement (4 credits)

Fun/Exploratory Course (4 credits)

Course towards a planned Major or Minor (4 credits)

HWL-1a (0 credits, first semester requirement)

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

Frequently Asked Questions

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, experiential learning classes, etc. 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.

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.

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.

Registering for Courses in Workday

Watch and listen to the "Preparing for Registration in Workday" Video.

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 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.

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 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.

Watch and listen to the "Building your schedule, adding classes, and officially registering in Workday: From the Perspective of a Roosevelt Fellow" Video.

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.

Check out our Transfer FAQs.

Questions? Email transfer@brandeis.edu

[Link to Registrar's 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 by visiting the Registrar's website.

Other Academic Opportunities (page 1 of 2)

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.

Study Abroad

Pre-Law

Pre-Health Advising

World Languages and Cultures

Other Academic Opportunities (page 2 of 2)

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 advisors can help you plan out your prerequisite coursework, connect you with opportunities to gain experience, and eventually guide you through the application process.

World Languages & Cultures

Watch and listen to the "Why Take a Language Course?" video. Video by Zev Ross, Class of 2024

Helpful Websites

Click on any of the following topics to get to a website with additional information.

[Academic Advising FAQs for New Students](#)

[Advising Group Sessions Sign Up Form](#)

[Brandeis Core](#)

[Claiming External Credit](#)

[Exploring and 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

Tuesday, July 9, 10-11am EDT

Transfer Student Advising Session- Sign Up Now!

Wednesday, July 10 – Tuesday, July 16:

Fall 2024 course registration reopens for new students

Wednesday, July 17 – Wednesday, September 11:

Registration reopens for all undergraduates

Sunday, August 25 – Tuesday, August 27:

New Student Orientation*

*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.

Wednesday, August 28:

First day of classes

(& the annual Roosevelt Fellow Ice Cream Social!)

What Our Students Say About Advising

Images of quote bubbles containing the following quotes:

“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.

Watch and listen to the "Closing" Video.