

Cover Page

Advising & Course Registration: A Guide for First Year Students

Beginning 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 Class of 2028**

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](mailto:acserv@brandeis.edu)

Website [brandeis.edu/academic-services](http://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 paths.

### **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](https://bit.ly/rooseveltfellows)

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

## **Course Registration Dates**

*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 10:00 am 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 a Group Advising Session!*

Join your academic advisor and a Roosevelt Fellow for an incoming student 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.

## **Prepare for Registration**

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

## 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.

Five images run across bottom of page including a brain, feather, and pencil and ruler.

## 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 and 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 first 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.

[Link to 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.

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 "Building a Balanced Schedule" Video.

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

Category suggestions on the image include:

CSEM or UWS\* writing course (4 credits)

Language or other Core Requirement (4 credits)

Fun/Exploratory Course (4 credits)

Course towards a possible 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.

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

## Sample Schedule 1

Sample 1 is an image of student “Parker’s” schedule. 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). They will register for: Chemistry 11a, Chemistry 18a, Biology 14a, UWS or CSEM, French 20, and 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.

## Picture page

A visual representation of Parker’s Semester Schedule including days of the week and meeting times for the above-mentioned courses illustrated on a weekly calendar.

## Sample Schedule 2

Sample 2 is an image of student “Alex’s” schedule. 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. They will register for UWS or CSEM, Chinese 10, Environmental Studies 2a, IGS 10a, and 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 is a great option for first-year students and covers the School of Science (SN) Core requirement.

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

## **Picture page**

A visual representation of Alex's Semester Schedule including days of the week and meeting times for the above-mentioned courses illustrated on a weekly calendar.

## **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, 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.

### *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).



## *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.

## **Quote page**

Image of the top portion of the light of reason sculpture against a blue sky on the Brandeis campus.

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

## **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 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.

## *Workday Tips*

Watch and listen to the “Building Your Schedule 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.

Class Search Filters:

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.

## **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](mailto:transfer@brandeis.edu) or visit the Registrar's Office 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 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](mailto: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 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 utilize placement tests:

biology, chemistry, computer science, economics, languages, math, physics

Learn more about placement testing.

## **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. Click to learn more about:

[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 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*

Watch and listen to the "Why Take a Language Course?" Video. Video by Zev Ross '24

## **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

Incoming 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**

Monday, June 24 – Thursday, July 11

Group Advising Sessions- Sign Up Now!

Wednesday, July 10 – Tuesday, July 16:

Fall '24 course registration opens for new students

Wednesday, July 17 – Wednesday, September 11:

Registration open for all undergraduates

Sunday, August 25 – Tuesday, August 27:

New Student Orientation\*

Monday, August 26:

\*Getting to Know Academics at Brandeis

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!

Thursday, 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 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.

Watch and listen to the "Closing" Video.