

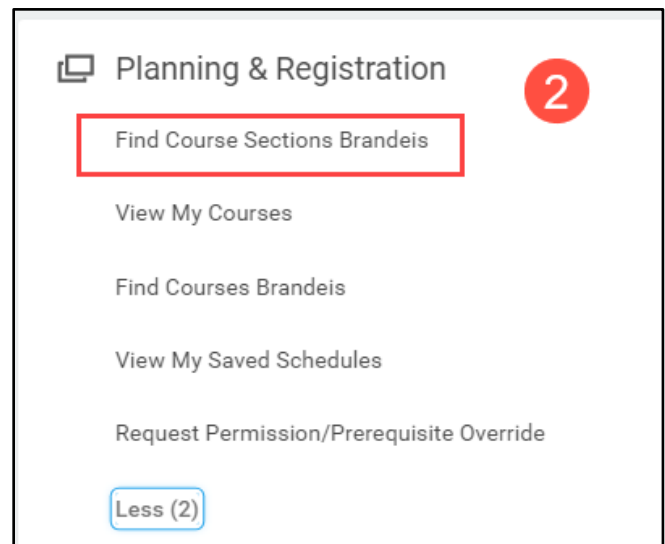
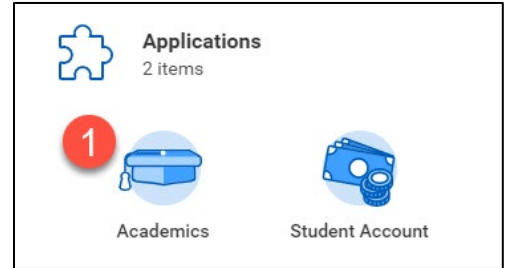
Description: Finding a course using search options, create a schedule, and register for the courses.

Applies to: Students during open registration periods

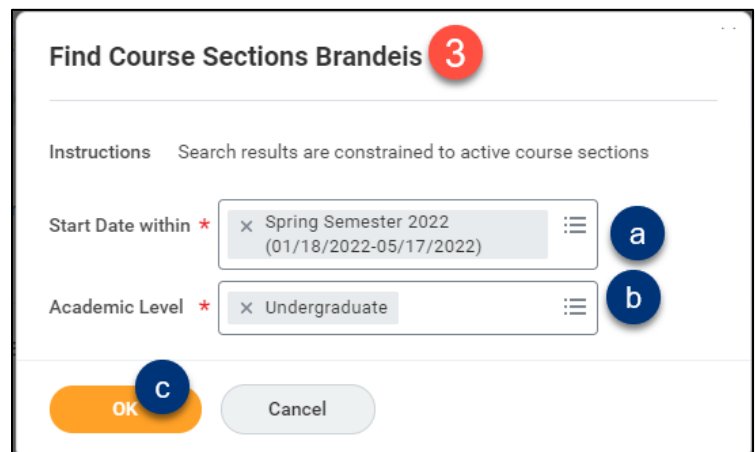
Instructions: Fields not specified in this document are to be skipped or left blank.

FIND A COURSE

1. On your workspace, select the **Academics** worklet from the Applications section.
2. Select **Find Course Sections Brandeis** from the Planning & Registration section.



3. Complete the prompt
 - a. Enter the academic period in the **Start Date within** field.
 - b. Select your **Academic Level**.
 - c. Click **OK**.



SEARCH OPTIONS

1. **Search** by typing the name of a course OR by selecting options from the **Current Search** options on the left:

a. Click **Save** after selecting options to save your search for future use.

Find Course Sections Brandeis ⋮ 🌐

Start Date within Spring Semester 2022 (01/18/2022-05/17/2022) Academic Level Undergraduate

Q AAAS Search

> Saved Searches

Current Search Save **a** 1 Result Expand All ⌵

Clear All

Subject

African and African-America... (1)

Section Status

Open (1)

> Course Tags

> Instructional Format

> Delivery Mode

> Instructors

> Meeting Days

> Meeting Patterns

> Academic Periods

> Flexible Dates

AAAS 168B-1 - The Black Intellectual Tradition 2 ⌵

Open | Patrick Sylvain | In-Person | Permission and/or Prerequisite Required
Meeting Patterns T/F | 11:00 AM - 12:20 PM

2. Select the course from the **Results**.

3. Click **Add to Schedule**.

View Course Section AAAS 168B-1 - The Black Intellectual Tradition ⋮

| | | | |
|-----------------|--|---------------------------|---------------------------|
| Course | AAAS 168B - The Black Intellectual Tradition | Instructional Formats | Seminar |
| Academic Period | Spring Semester 2022 | Delivery Mode | In-Person |
| Status | Open | Enrolled/Capacity | 0/20 |
| Start/End Date | 01/18/2022 - 05/17/2022 | Meeting Patterns | T/F 11:00 AM - 12:20 PM |
| Grading Basis | Graded | Instructor | |
| Units | 4 Units | Patrick Sylvain (Private) | |
| Description | Prerequisite: Sophomore standing. | Notes | |
| | Introduces broad historical themes, issues and debates that constitute the black intellectual tradition. Examines the works of male and female black intellectuals from slavery to present. Will explore issues of freedom, citizenship, uplift, gender, and race consciousness. Usually offered every second year. Chad Williams | | |
| Eligibility | Student has received department permission for AAAS 168B - The Black Intellectual Tradition | | |

Add to Schedule 3

4. Select an existing **Schedule or **Create Schedule for Registration**.**

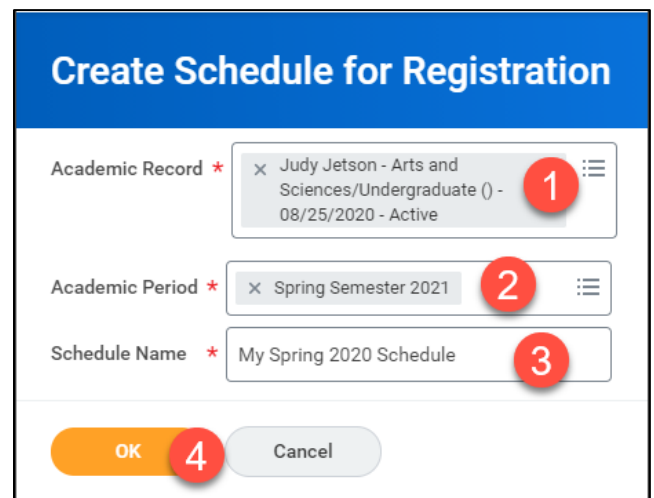
- You will need to create a schedule if one does not exist. Proceed to **Create Schedule for Registration** below.
- If you select an existing schedule, skip to **Choose Your Course Times**.



CREATE SCHEDULE FOR REGISTRATION

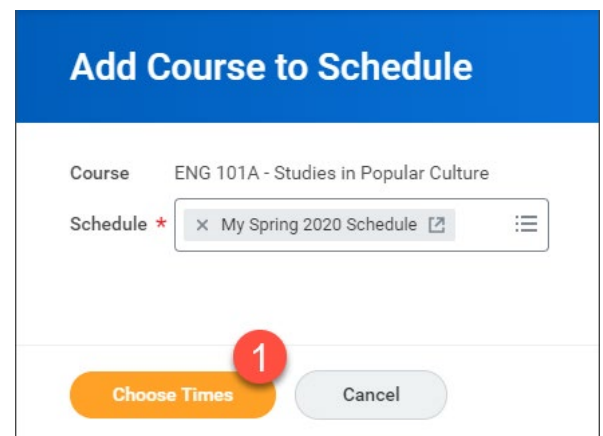
Please note: for continuing students, create multiple schedules to fit with your registration appointments. For instance, if your first appointment allows you to register for up to six credits, create a schedule with up to six credits, then create a second schedule for your remaining credits. Separate schedules will be needed for Module 1 and Module 2 courses (for undergraduates, this will be for HWL courses).

1. Select your **Academic Record**.
2. Choose an **Academic Period**.
3. Enter a **Schedule Name**.
4. Click **OK**.



CHOOSE YOUR COURSE TIMES

1. Click the **Choose Times** button.
2. **Select** a course by checking the box next to a section.
3. Select "graded" as the **Grading Basis**.



4. Click **OK**.

Add Course to Schedule

Schedule

Academic Period

Schedule Name

ENG 101A - Studies in Popular Culture
4 Units

Course Listing ENG 101A - Studies in Popular Culture

Description A critical analysis of contemporary culture, including television, film, video, advertising, and popular literature. Combines applied criticism and theoretical readings. Usually offered every second year.

Units 4 Units

Lecture

1 item ☰

| Select | Section | Eligible | Section Status | Start Date | End Date | Meeting Patterns | Instructor | Section Capacity | Seats Available | Wait Lis Capacit |
|-------------------------------------|---|-------------------------------------|----------------|------------|------------|--|------------|------------------|-----------------|---------------------|
| <input checked="" type="checkbox"/> | ENG 101A-1 - Studies in Popular Culture | <input checked="" type="checkbox"/> | Open | 01/19/2021 | 05/03/2021 | 01/19/2021 - 05/03/2021 Monday/Wednesday 2:00 PM - 3:20 PM | | 35 | Unlimited | 999 |

Grading Basis

Units 4

Unit Type Units

OK
Cancel

5. Click **Done**

Add Course to Schedule

Saved Schedule

Student Judy Jetson - Arts and Sciences/Undergraduate () - 08/25/2020 - Active

Academic Period Spring Semester 2021

Schedule Name My Spring 2020 Schedule

View Schedule
Add Course
Edit

Courses 1 item

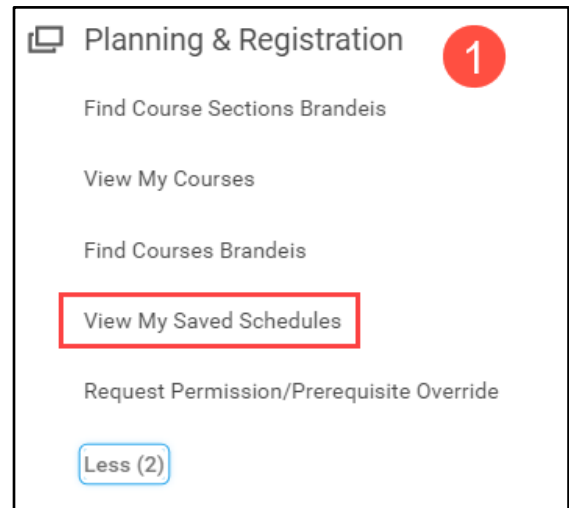
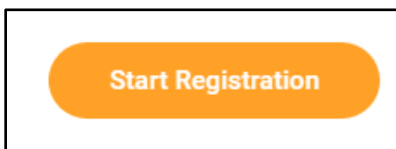
| Course | Grading Basis | Units | Section | | Instructional Format |
|---------------------------------------|---------------|-------|---|----------------|----------------------|
| | | | Section | Section Status | |
| ENG 101A - Studies in Popular Culture | Graded | 4 | ENG 101A-1 - Studies in Popular Culture | Open | Lecture |

View All Saved Schedules for Peri...

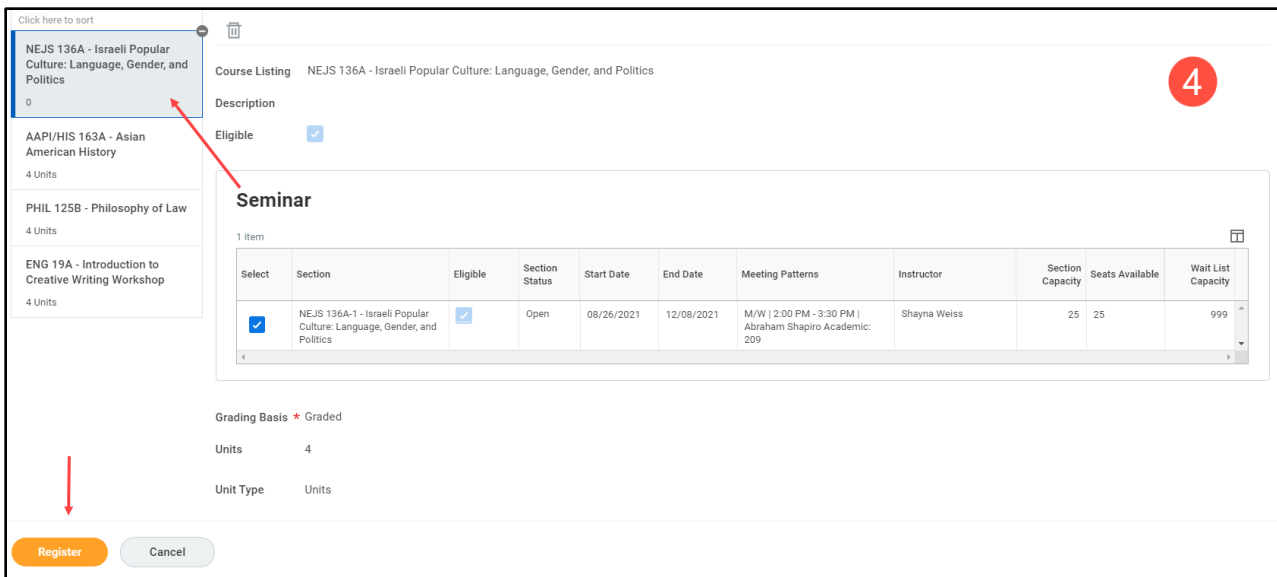
Done

REGISTER FROM SCHEDULE

1. When registration is open, click the link **View My Saved Schedules** under the Planning and Registration menu in the Academics worklet.
2. Choose the Academic Period from the **Start Date Within** menu and click OK.
3. Select the schedule from which you'd like to register. Click the orange **Start Registration** button at the bottom left of the screen.



4. Clicking the orange **Register** button will register all your courses at once.



5. If you are registering for a course with a co-requisite, you may receive a notification that your second course registration was unsuccessful (a). You may still register for the second course by clicking the blue hyperlink for the course section (b), then the **Register** button (c). Confirm you have selected the correct course section (d), then click **Register** again (e). When you click the **View Registered Courses** button, you'll see both corequisites in your course schedule for the academic term.

Register from Saved Schedule

5

There are courses that you could not be registered in. Review your unsuccessful registrations so that you can take appropriate action **a**

Unsuccessful Registrations 1 item

| Course | Section |
|---|--|
| CHEM 19B - Honors General Chemistry Laboratory II | CHEM 19B-4 - Honors General Chemistry Laboratory II b |

Successfully Registered Courses 1 item

| Course | Section |
|--|--|
| CHEM 15B - Honors General Chemistry II | CHEM 15B-1 - Honors General Chemistry II |

View Course Section CHEM 19B-4 - Honors General Chemistry Laboratory II ⋮

Course CHEM 19B - Honors General Chemistry Laboratory II

Academic Period Spring Semester 2022

Status Open

Start/End Date 01/18/2022 - 05/17/2022

Grading Basis Graded

Units 2 Units

Eligibility Student has satisfied all of the following:
 [Student has completed or is in process of completing any of the following course(s): CHEM 15A - Honors General Chemistry I with grade greater than or equal to C-.]
 And Student has satisfied all of the following:
 [Student has completed or is in process of completing any of the following course(s): CHEM 19A - Honors General Chemistry Laboratory I with grade greater than or equal to C-.]
 And Student has satisfied all of the following:
 [Student has enrolled in all of the following course(s): CHEM 15B - Honors General Chemistry II]

Add to Schedule

Register

c

Laboratory

3 items

| Select | Section | Eligible |
|---|---|-------------------------------------|
| <input type="checkbox"/> | CHEM 19B-1 - Honors General Chemistry Laboratory II | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | CHEM 19B-2 - Honors General Chemistry Laboratory II | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> d | CHEM 19B-4 - Honors General Chemistry Laboratory II | <input checked="" type="checkbox"/> |

Grading Basis * Graded

Units 2

Unit Type Units

e

Register **Cancel**