**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.

2. Select the course from the Results.

3. Click Add to Schedule.
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**.

5. Click **Done**

---

**Add Course to Schedule**

- **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

- **Select**: ENG 101A-1
- **Section**: Open
- **Status**: 01/19/2021 - 05/03/2021
- **Meeting Patterns**: Monday/Wednesday, 2:00 PM - 3:20 PM
- **Instructor**:
- **Capacity**: 35
- **Seats Available**: Unlimited
- **Wait List Capacity**: 999

### Grading Basis

- **Grading Basis**: Graded
- **Units**: 4
- **Unit Type**: Units

---

**Add Course to Schedule**

- **Saved Schedule**: 
- **Student**: Judy Jatson - Arts and Sciences/Undergraduate (0) - 08/15/2020 - Active
- **Academic Period**: Spring Semester 2021
- **Schedule Name**: My Spring 2020 Schedule

---

**Courses**: 1 Item

<table>
<thead>
<tr>
<th>Course</th>
<th>Grading Basis</th>
<th>Units</th>
<th>Section</th>
<th>Section Status</th>
<th>Instructional Format</th>
</tr>
</thead>
</table>

---

**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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 19B - Honors General Chemistry Laboratory II</td>
<td>CHEM 19B-4 - Honors General Chemistry Laboratory II</td>
</tr>
</tbody>
</table>

### Successfully Registered Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 15B - Honors General Chemistry II</td>
<td>CHEM 15B-1 - Honors General Chemistry II</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CHEM 19B - Honors General Chemistry Laboratory II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Period</td>
<td>Spring Semester 2022</td>
</tr>
<tr>
<td>Status</td>
<td>Open</td>
</tr>
<tr>
<td>Start/End Date</td>
<td>01/18/2022 - 05/17/2022</td>
</tr>
<tr>
<td>Grading Basis</td>
<td>Graded</td>
</tr>
<tr>
<td>Units</td>
<td>2 Units</td>
</tr>
</tbody>
</table>

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]
### Laboratory

<table>
<thead>
<tr>
<th>Select</th>
<th>Section</th>
<th>Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHEM 19B-1 - Honors General Chemistry Laboratory II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 19B-2 - Honors General Chemistry Laboratory II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 19B-4 - Honors General Chemistry Laboratory II</td>
<td></td>
</tr>
</tbody>
</table>

**Grading Basis:** Graded

**Units:** 2

[Register] [Cancel]