

CROSS-REGISTRATION AND COURSE EXPLORATION FOR HELLER PHD STUDENTS

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FAQs: 2019-2020

WHAT KIND OF COURSES SHOULD I CROSS-REGISTER FOR?

You should consider cross-registering for courses that fill a gap in your research interests. Students usually look for research methods, advanced field methods, advanced quantitative methods and theory. This decision is largely based on your needs. Your advisor and colleagues can help guide you explore what courses might help your academic interests. As a first step in the process, delineate what courses you might need based on your research interests, and if Heller or Brandeis offers these courses. Please ask the Program Director for a list of courses that might be of interest.

HOW DOES CROSS-REGISTRATION WORK?

1. Find a class you would like to take.
 - a. [Babson College](#)
 - b. [Bentley University](#)
 - c. [Boston College](#)
 - d. [Boston University](#)
 - e. [Brandeis University](#)
 - f. [MIT](#)
 - g. [Regis College](#)
 - h. [Tufts University](#)
2. Add this course to your Individual Learning Plan (ILP) and have your advisor sign off.
 - a. You can find your ILPs online:
 - <https://heller.brandeis.edu/students/academics/phd/index.html>
3. Formally go through the cross-registration steps outlined by Brandeis, and in some cases, you will need to register at the actual school (double registration.)
 - a. Information specific to graduate students with the list of schools we are eligible to cross-register with can be found online:
 - <https://www.brandeis.edu/registrar/registration/graduates.html>
 - b. This link contains the online form you must fill out to get approval for cross-registration
 - <https://www.brandeis.edu/registrar/registration/crossregistration.html>
4. If a class you want to take is at a school outside of eligible schools, there are several steps you will need to take.
 - a. You will need to contact the faculty at that school and ask permission to join the class.
 - b. If you are granted permission, you may need to register at that school as a "special status" student. (This is not always necessary and largely depends on the school.)
 - c. You will then need to register this course at Heller as a "tutorial" (independent study). To do so, you need to find a faculty advisor or ask the PhD Program Chair to be the point person for this tutorial.
 - d. This identified Heller faculty member will be submitting the grade you received from that course into the Heller system. Again, you will need to work directly with PhD Program Director and your Advisor to do this.
 - <https://heller.brandeis.edu/students/courses/forms.html>

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WHAT ARE SOME POTENTIAL CHALLENGES OF CROSS-REGISTRATION?

As the student, it is your responsibility to communicate with faculty and registrars across schools to ensure you avoid common challenges. You should talk to other students who have successfully taken courses in other departments or schools.

Common challenges include:

- 1) Figuring out how to cross-register for classes at the different schools;
- 2) Schools having different term start and end dates, including holidays, remember Brandeis may not be in session but the other school may be in session.
- 3) Figuring out if there are differences when grades are due and differences in the grading system;
- 4) Traveling to and getting to the different schools.