

# Russell Sage College New Student Checklist

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- Once you submit your deposit to the Admission Office, **the College will create your CampusCruiser/SageAdvisor email account.** Your login and password information will be sent to you via U.S. mail and by email if you provided us with a personal email account address.
  - Once you have successfully logged on to *CampusCruiser*, you will find **tutorials for *CampusCruiser* and *SageAdvisor*** online under the Resource Center tab.
  - Within a few days, the **Office of Academic Advising will send an email to your *CampusCruiser* account** with your faculty advisor contact information and a web link for online registration and advising resources.
  - Before contacting your advisor, familiarize yourself with the following resources.
    - Review the College Catalog** online. Pay particular attention to the General Education and Major Requirements for your program. If you are undeclared, explore some of the programs that you are considering.
    - Review your academic information in *SageAdvisor*.** Run an Academic Evaluation Report. This should include any transfer credit the College has already received. Refer to the [link](#) on the Advising Center's website if you need help reading the report.
    - Review the upcoming Spring Course Schedule** online through *SageAdvisor* and consult the [Special Course Requirements](#) link to identify any special classes (including Foreign Language and Math placement) that you might need.
    - Prepare a preliminary course schedule** (a [blank schedule template](#) can be obtained online) for the upcoming semester and any questions you might have for your advisor.
  - Contact your faculty advisor** through your new *CampusCruiser* email account regarding your preliminary course schedule and registration for the upcoming semester. At this time, you and your advisor may decide to discuss things over email, on the phone, or in person. If you have trouble connecting with your faculty advisor, please contact the Advising Office for assistance.
  - Transfer Credit:** Be sure to check your Transfer Equivalency Report in *SageAdvisor* to verify the courses that have been transferred to RSC, if any. Contact Mary Dirolf in Student Services at [dirolm@sage.edu](mailto:dirolm@sage.edu) with any questions. If you are currently enrolled in pre-requisites for courses you intend to take in the spring, please inform your advisor so that we can notify Student Services to allow you to register. Be prepared to provide official descriptions of the courses you intend to transfer from another institution.
  - Once you and your faculty advisor have agreed upon an appropriate schedule, he or she will remove the "Advisor Hold" on your account, allowing you to **register online via *SageAdvisor*** for the upcoming semester.
  - After registering, you should **confirm your new class schedule posted in *SageAdvisor*** to verify that it is correct.
  - All new students are expected to attend Orientation** to ensure a successful start to your first year at Russell Sage.
    - New Student Orientation: Friday, January 15, 2010** (More information will follow. Please be sure to check your Sage email account often.)
  - On January 18<sup>th</sup>, you should **check your updated class schedule in *SageAdvisor* for classroom locations.** Classes begin Tuesday, January 19, 2010.
  - New Students can consult with their faculty advisors throughout the semester and should begin planning their 2010-2011 schedules in February.
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