

Coming Soon – Registration On-line

Sage Graduate School Registration Guide 2005 – 2006

This guide is designed to help you select the appropriate courses for your program of study at Sage Graduate School. Through it, you will learn how to select courses and register online.

You will be aided in the registration process by the Sage Graduate School office, your graduate program director, and your faculty advisor.

Important Dates for 2005 – 2006:

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| SOON! | Sage Graduate School online registration for Spring 2006 begins |
| January 15, 2006 | 2006-2007 Schedule for Summer, Fall, and Spring semesters available |
| January 23, 2006 | Spring 2006 classes begin |
| February 12, 2005 | Sage Graduate School online registration for 2006-2007 Summer, Fall, and Spring begins |
| May 16, 2006 | Summer 2006 classes begin |

The New Online Registration Process

- Beginning **SOON**, matriculated and previously enrolled graduate students may register online.
- Sage Graduate School students may register for courses at SGS, SCA, SAW, or RSC. (Students pay the per-credit tuition for the college offering the course.)
- Graduate students needing undergraduate courses required by their program may register online, provided that the course does not have a prerequisite. For these courses, the student may have to register through the Office of Student Services.

You will find the following links useful:

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| SGS Catalog http://catalog.sage.edu/sgs.php |
| SGS Home Page http://www.sage.edu/sgs |
| SGS Program Home Pages http://www.sage.edu/sgs/academics/programlist.php |
| SGS Multi-Year Course Plans http://www.sage.edu/sgs/academics/2yearplans/ |
| Sage Campus Cruiser http://prod.campuscruiser.com/sage |
| Sage Library http://library.sage.edu |

QUESTIONS? - Contact the Sage Graduate School office at (518) 244-2264 or sgsoffice@sage.edu

Registration Process for Sage Graduate School Students

The checklist below lists important pre-registration and academic advising steps for new and returning students.

New Students

- ✓ **New Student** receives official letter of acceptance from SGS Admission Office.
- ✓ Letter of acceptance identifies contact information for the New Student's **Program Director** and **Faculty Advisor**.
- ✓ Letter of acceptance is accompanied by a **program of study** which outlines all the requirements for completion of the degree.
- ✓ **New Student** pays enrollment deposit for each term for which they are registering through the Admission Office or at the Office of Student Services (in person, by fax, or mail).
- ✓ **Campus Cruiser** account created for **New Student** by MIS office.
- ✓ **Campus Cruiser** account information (log-in and password) sent to **New Student** via US mail.
- ✓ **New Student** reviews and completes online Campus Cruiser and SageAdvisor tutorials.

All Students

- ✓ Registration Guide downloaded by **Student** from www.sage.edu/sgs/academics/registrationguide.php
- ✓ **Student** researches program requirements online at: www.sage.edu/sgs/academics/programlist.php
- ✓ **Student** reviews course schedule and Catalog online at: www.sage.edu/sgs/academics/catalogsandcalendars.php
- ✓ **Student** reviews course sequencing on their program's **Multi-Year Course Plan** at: www.sage.edu/sgs/academics/2yearplans/
- ✓ **Student** explores schedule options on **SageAdvisor** at: <http://prod.campuscruiser.com/sage>
- ✓ **Student** consults with advisor by e-mail, phone, or in person, to discuss any scheduling questions.
- ✓ Prior to registering, **Returning Students** pay an enrollment deposit for each term for which they are registering. (**New Students** will have already paid their deposit.) Enrollment deposits may be paid online, by fax, or in person at the Office of Student Services.
- ✓ **Student** registers via SageAdvisor.
- ✓ **Student** confirms the class schedules posted to SageAdvisor. (Please check for any schedule errors, i.e., time conflicts.)

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- Graduate students needing undergraduate courses required by their program may register online, provided that the course does not have a pre-requisite. For these courses the student may have to register through the Office of Student Services.

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Instructions for Online Registration



1. Log on to **Campus Cruiser** at <http://prod.campuscruiser.com/sage> or at www.sage.edu.
 - Your Campus Cruiser user ID and password will be sent to you by U.S. Mail.
 - If you have lost or misplaced your password, contact the Help Desk at (518) 244-4777.
2. Click on the **SageAdvisor** tab.
3. Click on **Students** (located just below the tabs, above the orange LOG OUT button).



4. Go to the **REGISTRATION** menu (located on the left side of the page).
5. If you know the courses and sections you wish to register for, choose **Express Registration**, or you may choose the **Search and Register** option.
6. After selecting all of your courses for one semester, click Submit. This will bring up a screen with your preferred sections; you can double-check your selections here.
7. You must now go to the **ACTION field** and use drop-down arrow ▼ to select what you wish to do: **Register**, Audit, Remove (yourself from the class), or put yourself on the Wait List for the class.
8. Once you have completed one semester, go back to the menu and start again with the next semester.
9. If you have difficulty, you can access the **Registration FAQs** on the left side of the screen.

SageAdvisor FAQs for Online Registration

[Using SageAdvisor to Register](#)

[Finding Classes](#)

[Registration Information](#)

[Adding and Dropping Classes](#)

[Trouble Shooting Problems](#)

Using SageAdvisor to Register

Who can use SageAdvisor to register?

Any Sage student who is currently enrolled at The Sage Colleges may use SageAdvisor to register.

Why should I use SageAdvisor to register for classes?

SageAdvisor provides online, real-time access to course schedules and registration procedures.

What are the benefits of registering using SageAdvisor?

- Provides direct access to current course availability
- Allows registration activity on demand
- Eliminates waiting in line to register
- Available 24-7 (except during times of maintenance)
- Makes possible full academic-year registration for classes

When can I begin to use SageAdvisor to register for classes I want to take?

You may use SageAdvisor to register for classes any time after the registration cycle opens.

What terms can I register for?

You can register for summer, fall and spring of the 2005-2006 academic year.

Do I have to pay to use SageAdvisor to register?

There are no additional fees associated with using SageAdvisor.

Do I need approval from my advisor before I register for classes using Sage Advisor?

All SGS and SAW students may consult with an advisor but are not required to obtain advisor approval for online registration, with the exception of DPT students, who must get advisor approval to register.

Are there any classes that I cannot register for using SageAdvisor?

SageAdvisor allows you to register for any courses for which you meet the requirements. Examples of requirements include: meeting prerequisites, being admitted into a specific major, being at a certain class level, and having a student account that is clear of holds and/or obligations.

Finding Classes

How do I search for available classes?

Log on to Campus Cruiser and select SageAdvisor, then click Students. Under Register for Classes, click on Search for Classes.

How do I search SageAdvisor for only classes that are open?

At this time, there is no way to pull up a listing of open classes only. You can determine which classes are open by searching for classes for a given term and looking in the Status column of the listing. It will contain one of the following three terms:

Open – Indicates that the course is still open (i.e. the number of registrants has not yet reached the course cap).

Closed – Indicates that the number of registrants has reached the course cap, and a wait list has not yet been started.

Wait list – Indicates that the number of registrants has reached the course cap, and that a wait list *has* been established. (The length of the wait list is not available.)

How do I search for open courses at a particular time or day?

Enter Term to search (select term from pull-down list).

Enter Days on which the course is taught (check all appropriate boxes).

Enter Start Time (select from a pull-down list).

Enter End Time (select from a pull-down list).

RESULT: List of all courses taught on those days between those times.

NOTE: Adding additional qualifiers (eg. Subject) will yield faster and more useful results.

Can I search for a specific course?

Enter Term to search (select term from pull-down list).

Enter Subject (select Subject [prefix] from pull-down list).

Enter Level (select from pull-down list; for all graduate courses, select 500 - Graduate")

RESULT: Listing for a course in that subject (prefix) at that level.

How do I search for open courses with a particular prefix?

Enter Term to search (select term from pull-down list).

Enter Subject (select Subject [prefix] from pull-down list).

RESULT: List of courses in that subject (prefix).

How do I search for courses that meet specific requirements, such as general education or major requirements?

Before selecting Search for Classes, select Program Evaluation.

Select the program in which you are interested and click Submit. This will bring up your academic evaluation for that major.

Review the evaluation and note the requirements for which you would like to search.

Click on Menu in the upper right hand corner, then select Search for Courses.

Proceed with a Search for a Specific Course, or Search for Courses with a Specific Prefix (see above).

How do I search for courses taught by a particular instructor?

Enter Term to search (select term from pull-down list).

Enter Instructor's Last Name in the box at bottom by typing in the name. Be sure the spelling is correct.

RESULT: List of all courses taught by that instructor during that term.

NOTE: Selecting a subject area will speed up the search process.

What if I cannot find a class I want to register for?

Go to www.sage.edu.

Select the College in which you are enrolled.

Click on Academics and select Program List from the fly-out menu.

Select the program that offers the course you are looking for.

Look for the multi-year plan.

RESULT: The multi-year plan should tell you in which term the program plans to offer this course. Go to SageAdvisor and search that Term (if within the current registration time-frame).

Registration Information

If I use SageAdvisor to register, will I receive confirmation in the mail?

Confirmation of your registration and class schedule will be sent to your Campus Cruiser e-mail account. You will be able to view your schedule on the MyCruiser page of Campus Cruiser or through SageAdvisor under My Class Schedule.

Will SageAdvisor show me the professor and location of a class?

Log on to SageAdvisor via Campus Cruiser and click on My Class Schedule. Select the Term you wish to view. You will see the course name, time, location, faculty member and any other pertinent information regarding the course.

How many credits can a graduate student register for?

There is no limit on the number of credits for which a graduate student can register.

What if my class has been cancelled?

When a class is cancelled, registered students will be notified via e-mail or phone by someone at Sage. The class status "C" will appear on SageAdvisor once the course has been cancelled.

Once I have registered, can I make adjustments to my schedule?

Any student can add or delete a class from the time of original registration until the last day of the add/drop period for a particular semester, assuming that no holds have been placed on their account in the interim.

Adding and Dropping Classes

What happens when the add/drop period is over?

You cannot change your schedule through SageAdvisor once the add/drop period is over. Consult the Academic Calendar for when the add/drop period is over.

Trouble Shooting Problems

Is there a tutorial for using SageAdvisor?

There are a variety of training resources available for Sage's technology tools. Click on the Resource Center tab in Campus Cruiser for more information.

If I need help using SageAdvisor, whom should I contact?

With questions regarding the types of information available and the various options or the content of your SageAdvisor account, e-mail sageadvisor@sage.edu and address your question to the appropriate Sage office. For assistance with technical or operational issues (such as options not working or pages loading with errors), contact the Help Desk at (518) 244-4777 or e-mail helpdesk@sage.edu.

What happens if the class I need is not open?

You should make every effort to fill your schedule. If a class you want to register for is not open, please select another course appropriate to your academic plan of study. If you are still interested in the closed course, you can place yourself on the wait list through SageAdvisor, but there is no guarantee that a seat in the class will become available to you. If you need guidance in considering alternative courses, please contact your academic advisor.

What if I do not have the correct prerequisites for a class I am trying to register for?

If a course has prerequisites, those prerequisites must be met before you can register for that course. Signature from an academic advisor is not sufficient to override pre-registration guidelines.

What if I have a hold and cannot register for classes?

A hold indicates that there is an issue with your status that requires your attention prior to being able to register. Please contact the office indicated in the hold message (Student Accounts, Library, Registration, etc.) to inquire about the specifics of the restriction. The restriction must be resolved and removed before you will be eligible to register.

What is a wait list?

A wait list is created by the registration system when the maximum enrollment capacity for a particular course has been reached.

How did I get placed on a wait list?

When you attempt to register for a course after it has reached the maximum enrollment cap, you have the option to place yourself on the wait list. To do this, select Add to Waitlist.

How do I move off a wait list and into a course?

If and when an enrollment opening occurs in a specific course for which you are wait-listed, you will receive an e-mail in your Campus Cruiser account notifying you that you have been given permission to register for the course. You will have 24 hours from when the email is sent to either enroll in the course or decline this option. In either scenario, go to Manage My Waitlist on SageAdvisor.

What if I do not respond in 24 hours?

If you do not respond to an offer to be moved from the wait list into a reopened course in the specified time, your permission to register for the course will expire. The registration system will automatically remove you from the wait list for that specific course and give the next eligible student the option to enroll.

Can I be on more than one wait list?

Yes, you can be on wait lists for more than one course.

During the Fall 2005 and Spring 2006 semesters, the academic records of Sage Graduate School students are being linked to Academic Evaluation functions of SageAdvisor. Until this process is complete, this function will not necessarily yield reliable results. Consult your approved program of study for verification of degree requirements. Beginning in Summer 2006, this function will be fully operational for Sage graduate students.

User-Friendly Guide for Your Academic Evaluation

What is an Academic Evaluation (Degree Audit)?

Academic Evaluations are reports created for all matriculated SGS students. The evaluation is an academic planning document that matches the courses you have completed and for which you have registered with an outline of the graduation requirements for your major. The audit serves as a record of progress toward fulfilling degree requirements. It is a computer printout titled "Academic Evaluation." College personnel at Sage commonly refer to it as a Degree Audit.

How will an Academic Evaluation benefit me?

As a student, you are responsible for ensuring that you meet all of your degree program requirements. The **Academic Evaluation** can help you to do this. You should:

1. Carefully and thoroughly review your **Academic Evaluation** each semester before you meet with your faculty advisor for academic planning.
2. Have a copy of your **Academic Evaluation** in front of you when consulting with your advisor by phone or bring it with you to each advisement meeting.
3. Keep in mind that any exceptions to published requirements for your major must be approved in writing by your advisor and department chairperson for that requirement (i.e. Psychology chairperson for PSY course), using the "Undergraduate Substitution/Waiver Form." Waivers or substitutions can be recorded in your **Academic Evaluation** only when the completed form is submitted to the Office of Student Services.
4. Ask questions of your advisor until you are satisfied that you understand what you need to know to track your progress toward graduation.

Useful Academic Evaluation Sections

A. Heading

1. TOP OF PAGE: Date Report Printed, Student's Name, Sage ID number.
2. PROGRAM: Major student is enrolled in; CATALOG: the Sage catalog year in which your requirements are found. This is determined by the year you matriculated at Sage.
3. ANT. COMPLETION DATE: The month and year you expect to complete your degree. If you believe that this should be adjusted, please stop by the Office of Student Services and someone can change that for you.

B. Column 1

1. **ADVISOR NAME:** Each student is assigned a faculty advisor.
2. **CREDITS & GPA:** This section contains two components: institutional credits and total credits (transfer, AP, etc.) Earned," "In Progress," and "Remaining;" and your Sage GPA.

C. Program Status

1. **SUMMARY INFORMATION:** Total credits and GPA required and achieved and a statement as to whether or not all requirements have been completed. Each semester you will receive an updated Degree Audit, or **Academic Evaluation**. You will need to verify if it is correct and that the "Earned" credits column is accurate.
Note: If you are a *transfer student*, you must have at least 45 Sage credits for a bachelor's degree and 30 credits for an associate degree in order to graduate. (For the bachelor's degree: Latin Honors requires 45 credits at Sage at or above the 200 level.)
2. **DEGREE REQUIREMENTS:** Components of the **Academic Evaluation** include Required Courses and/or Required Categories such as: Major Requirements, Liberal Arts Requirements, and General Education Requirements. The last section called "Other Courses" gives a listing of all courses which do not fulfill specific degree requirements, *but* are credits that are included in your overall credit total, which appears on page one. (Each degree program has free electives or credits that are needed to achieve the minimum number of credits required to graduate).
3. You will see on your **Academic Evaluation** that some courses fulfill requirements in more than one section, but the credits are only counted ONCE. All courses you have completed and/or registered for in the current or upcoming term are shown in the applicable section of the **Academic Evaluation**.

D. Comment Codes

These codes are the key to understanding your **Academic Evaluation**:

1. Status or Codes that appear *to the left of each section number*:

- N** Not started. You have not registered for or completed any courses which apply to this section.
- I** In progress. You have started, but not yet completely fulfilled, the requirement(s) for this section.
- C** Complete. You have fulfilled the requirement(s) for this section.
- W** Waived. Your advisor and department chairperson have agreed to waive this requirement.
- P** Pending. Based on successful completion of courses for which you are currently registered, this requirement will be complete.

2. Codes that appear *after each course*:

- IP** In progress. The course is currently **in progress** in the current semester.
- PR** Pre-registered. The course is pre-registered for the next semester.
- TE** Transfer. A course accepted for credit from another institution.

Once you become familiar with the **Academic Evaluation** format and codes, you will be able to understand and use it to chart your progress. Reading your Catalog or consulting with your advisor can answer most questions you may have.

THE STUDENT IS ULTIMATELY RESPONSIBLE FOR ENSURING THAT ALL DEGREE REQUIREMENTS ARE FULFILLED.