



Welcome to Russell Sage College!

ACADEMIC ADVISING PRE-FALL 2023 STUDENT TASKS

Complete by August 25, 2023 ☒

SAGE PASSPORT

passport.sage.edu

- ⇒ Set Sage Passport as your Browser Home Screen; create Passport bookmark on smartphone ☐
- ⇒ View the Passport Apps in left margin: Student Profile, Moodle, Sage Gmail, Self Service, and Zoom ☐
- ⇒ Explore More Apps: Student Information & Forms (Sage google site); RSC Signage App - Campus Announcements & Events ☐
- ⇒ Set up your Password Reset Manager account ☐

SELF SERVICE - STUDENT PLANNING

(Academic Record Information)

- ⇒ My Progress (outline of degree requirements) ☐
 - Faculty Advisor (major) Name & Email information is listed in the Show Program Notes link ☐
 - View your Major, General Education, & Liberal Arts degree requirements; (120 total credits (minimum) are required for a bachelor's degree) ☐
- ⇒ Plan & Schedule Module ☐
 - View Fall class schedule - # of enrolled credits ☐
 - View Fall class schedule for Campus Location (Albany or Troy) ☐
 - View Textbooks (click on the course title, scroll to Bookstore Information link) ☐
 - View Transfer Summary Tab; if credits are missing contact: admission@sage.edu ☐

MOODLE

(Sage's Online Learning System)

- ⇒ View "how to" instructional tutorials in Moodle ☐
- ⇒ View class information (course syllabi) in Moodle ☐
- ⇒ View Academic Support, Tutoring, Library, and Writing Services information ☐
- ⇒ **Note:** most classes in Moodle will go Live (class will become visible in your Moodle Course List) 1-2 days before the start of the term. ☐

SAGE GMAIL ACCOUNT

- ⇒ Check Sage Email frequently beginning on August 1st. ☐
- ⇒ Configure Sage Email Settings (Recommended: show 50-100 conversations/emails per page; Create Signature; set Conversation view on) ☐
- ⇒ View Google Calendar: subscribe to [sage college student](#) (academic dates); Input class due dates (tests, quizzes, homework, etc.) ☐
- ⇒ Explore Google Apps: Drive, Documents ☐

UNDERGRADUATE CATALOG

catalog.sage.edu

- ⇒ View Major program, General Education, and Graduation Requirements ☐
- ⇒ View Academic Policies including Academic Calendar ☐

FALL 2023 CLASSES BEGIN: MONDAY, AUGUST 28

sage.edu/academics/academic-calendars/

- ⇒ Email your Faculty Advisor-major if you have concerns about your classes and need to make schedule changes. Note: the Fall 2023 Add/Drop Deadline (schedule changes) is Friday, September 1st. After 9/1/23, drop requests are considered "withdrawal". Grade of W will be posted to transcript. ☐
- ⇒ Search textbooks information Student Planning - Plan & Schedule ☐
 - Troy Classes: bkstr.com/russellsagestore | Albany Classes: bkstr.com/albanystore
- ⇒ View Sage Campus Map(s) to find Classroom Locations: sage.edu/about/community-resources ☐
- ⇒ View Shuttle Schedule pdf: sage.edu/student-life ☐

OFFICE OF ACADEMIC ADVISING

sage.edu/advising | [Advising FAQs](#) | academicadvising@sage.edu | [New Student Advising Notes](#)

academicadvising@sage.edu