



STUDENT STEPS TO PREPARE FOR ADVISING & REGISTRATION

STUDENTS COMPLETE THE STEPS BELOW IN STUDENT PLANNING *PRE-CONTACT* WITH THEIR FACULTY ADVISOR (MAJOR).

1. Students go to passport.sage.edu - **SELF SERVICE - STUDENT PLANNING**

→ View your degree requirements in **MY PROGRESS**

- Review academic information in **My Progress** to identify General Education & Major courses needed
- Review the departmental suggested program of study in the Undergraduate [Catalog](https://catalog.sage.edu) (catalog.sage.edu)
- Scroll to a Section or requirement that has the **^ 0 of 1 Completed** notation. In this section, click on the Search button. A list of all approved courses for this requirement will appear. **Use the **Term filter** to select/plan class sections (by term).

→ In the **PLAN & SCHEDULE** screen > Term

- **Search the course schedule** using the Search bar or use the Course Catalog module.
- View course descriptions & section meeting times for the upcoming registration term.
- Class information: Undergraduate Level = 100-400 classes; Graduate Level = 500-900 classes
- Plan (place) **4-5 class sections** and 2-3 alternatives on the Plan & Schedule calendar screen in Student Planning
- Contact/email your **Faculty Advisor (major)** to arrange an advising meeting.
- Faculty Advisor (major) name & contact information is listed on the My Progress screen - **Show Program Notes** link.



2. CONTACT YOUR FACULTY ADVISOR (MAJOR)

When step # 1 is completed, the student Emails their Faculty Advisor (major) to arrange an advising meeting.

- Faculty Advisor (major) name & contact information is listed on the **My Progress** -click on the **Show Program Notes** link.



3. NOTES for **ADVISING DISCUSSIONS & MEETINGS** (checklist)

- Progress in your current courses including **advisory course grades** and comments
- View major and general education requirements using My Progress
- Graduation timeline: are you on track?
- Career and internship plans
- View your planned class sections & finalize your class list for upcoming registration
- Faculty Advisor (major) "clears" RSC UG Day student. (Also called, advisement completed).



4. REGISTRATION

**Timely registration will ensure that you get the classes you need and want - see the Registration Timeline.*

**UG Day Students must be cleared by their Faculty Advisor (major) to be eligible for Registration.*

- **UG Day Registration Days & Times are by Student Class Level:** www.sage.edu/academics/registrar/registration-timeline/
- Student completes their Registration in Plan & Schedule by clicking on the blue Register button.
- You will see that your Planned Sections become → *Registered Sections*. Green checkmark = enrolled in the class.
- If a class section is full or closed - go on the Waitlist. (Click on the blue Waitlist button).
- **Important - verify Registration status:** click on the PRINT button to see a list of your classes and status.
(*Registered, but not started* = Enrolled in the class)

HELPFUL LINKS

- Academic Calendar: www.sage.edu/academics/academic-calendars/
- Catalog: www.sage.edu/academics/courses-catalogs/
- Passport: passport.sage.edu/login
- Registration Instructions - Student Planning: www.sage.edu/academics/registration-instructions/
- Registration Timeline (Dates & Notes): www.sage.edu/academics/registrar/registration-timeline/