

SELF SERVICE REGISTRATION INSTRUCTIONS

sage.edu/academics/academic-resources/registrar/registration-instructions/

LOGIN to PASSPORT (passport.sage.edu)

Passport Menu → **Resources** → **Self Service** → **Student Planning** → **Plan & Schedule** → **Term**

1. PLAN CLASS SECTIONS in PLAN & SCHEDULE

OPTION A: SEARCH BAR

In **Plan & Schedule**, use the **Search bar** (top right) to search, select, and plan **CLASS SECTIONS**

- Click on **Plan & Schedule**: *Plan Your Degree & Register for Classes*.
- The current term schedule is displayed.
- Use the right arrow button (>) next to the semester/year to scroll to the desired semester. Use (+) to add a future term(s).
- To Search for Class Sections (to add/plan as "planned class sections") -- Type the course information in the **Search bar** (examples: MAT, MAT-220, MAT 220, Statistics. Use commas for multiple courses, MAT-220, COM-104).
- A list of courses matching search criteria appears.
- Use **Term** filter in left margin.
- To view course/term information, Days/Times, Location, click on, "**View available Sections for**"
- Once you have selected the course section you would like click on, *Add Section to Schedule*.
- In the course *Section Details* box, click on *Add Section*.
- To add more planned course sections to your schedule, return to **Plan & Schedule**
- Repeat searching and planning steps above for each desired course section.
- Planned Courses appear in light Yellow. Planned Sections appear in bright GOLD

OPTION B: Use the MY PROGRESS screen

Select and plan required **CLASS SECTIONS** from **My Progress** (student outline of degree requirements)

In **Student Planning** – click on **View My Progress** option.

Directions using MY PROGRESS:

- Required courses needed are listed in Red type as "not started", example, **^ 0 of 1 Completed**
- Click on course or search button. A list of courses appears – **select Filters** in the left margin, **Term & Location**
- Scroll through classes. Click on, "**View available Sections for**" to view class information, Days/Times, Location
- Select/plan Class Section: Click on *Add Section to Schedule*.
- In course the *Section Details* box, click on *Add Section*.
- To select and plan additional required courses. Repeat steps above.
- Planned courses appear in light Yellow. Planned Class Sections appear in bright GOLD

2. REGISTER FOR PLANNED CLASS SECTIONS

Registration Day - see the **REGISTRATION TIMELINE**, sage.edu/academics/academic-resources/registrar/registration-timeline/

- Click on the blue **Register Now** button to be officially registered/enrolled for classes.
- Or - you may register for individual class sections listed in left margin. Click on the Register button below each course.
- Registered courses are in **GREEN** font/Green box.
- Top margin of the schedule screen (right side of screen) you will see **# of Credits: Planned, Enrolled & Waitlisted**
- Wait-list: to be wait-listed for a class, you need to click on the blue Waitlist button

3. VERIFY REGISTRATION STATUS

RECOMMENDED: after you have registered, it is recommended that you double check your schedule/registration status

- Click on the blue **PRINT** button. **A new tab or window opens**. View the list of classes and section **status**.
- Notation: Registered, but not started = Enrolled in the class
- Registered classes .
- **Waitlist Information:** If a seat opens in the class and you are next on the waitlist, you will be sent an email to your Sage.edu account from registrar@sage.edu. The waitlist email lists a specific deadline by which you must adjust your schedule. *If you miss the deadline, you lose your seat and spot on the waitlist. If you are no longer interested in the course, click on the Drop Waitlist button, so another student may get a seat.

GENERAL TIPS

- Use the **FILTER column in the left margin** when searching for courses.
- Be sure to check **Campus Location** (Albany or Troy). Allow 25-30 minutes of travel between the campuses.
- Registered courses are in Green. Planned courses are in Yellow.
- UG Day students must be cleared by their Faculty Advisor-major (advisement complete) to be eligible for registration.
- All student account and financial holds must be cleared to be eligible for registration.