



NEW STUDENT CHECKLIST

| | NEXT STEPS | IMPORTANT DATES | OFFICE/WEBSITE |
|--------------------------|---|---|---|
| <input type="checkbox"/> | CHECK YOUR SAGE EMAIL REGULARLY as this is the college's official means of communication. Click HERE for tips if you have difficulty logging in. | <ul style="list-style-type: none"> Starting June 1 log in daily for important updates and information. | <ul style="list-style-type: none"> Log in at: sagemail.sage.edu IT Help Desk: 518-244-4777 |
| <input type="checkbox"/> | SUBMIT FINAL OFFICIAL HIGH SCHOOL & COLLEGE TRANSCRIPTS AND AP SCORE REPORTS. Note that if you took college courses in high school, you need to submit transcripts from the college that awarded the credit. | <ul style="list-style-type: none"> Submit transcripts by August 1 or as soon as possible. Note: New students will be enrolled in preliminary course schedules by the Advising Office starting in June. | <ul style="list-style-type: none"> View Transfer Credit Information on the Advising Office's webpage. The Advising Office can answer questions about transfer credit. |
| <input type="checkbox"/> | PARTICIPATE IN ORIENTATION: <ul style="list-style-type: none"> Ready! Summer Orientation Sessions RSVP for a half-day session to get ready for Sage. Complete 1-on-1 session with Student Success Coach on Zoom. (Check your Sage email for details.) | <ul style="list-style-type: none"> Ready! Orientation First Year Students select 1 session from the following: June 29, July 11, July 19, or July 27 Transfer Student Ready Day: July 25 Resident Student Move-in: August 26 Set! Fall Welcome Orientation August 26, 27 & 30 | <ul style="list-style-type: none"> Russell Sage's Orientation Webpage 518-292-1810 studentsuccess@sage.edu RSVP Form to Select Your Ready! Summer Orientation Session |
| <input type="checkbox"/> | LOG INTO FINANCIAL AID MODULE in Self-Service and complete all items on your financial aid checklist so your financial aid package can be processed. | <ul style="list-style-type: none"> Complete tasks by August 1 Note: Some tasks may have earlier deadlines as indicated by the Financial Aid office. | <ul style="list-style-type: none"> Financial Aid Office Access Financial Aid module in Self Service finaid@sage.edu |
| <input type="checkbox"/> | STUDENTS WITH ACCESSIBILITY NEEDS: Submit documentation if you are seeking housing or academic accommodations. | <ul style="list-style-type: none"> Recommended Due Date: August 1 (to ensure that housing and academic accommodations can be arranged in time.) | <ul style="list-style-type: none"> Accessibility Services Webpage 518-244-6874 accessibility_services@sage.edu |
| <input type="checkbox"/> | RESIDENT STUDENTS: Submit these forms: HOUSING AND MEAL PLAN PREFERENCE FORM & HOUSING CONTRACT | <ul style="list-style-type: none"> Housing Forms due: June 1 Note: Housing assignments will be made in mid June. New students move in on Saturday, August 26 | <ul style="list-style-type: none"> Residence Life Office 518-244-2008 residencelife@sage.edu |
| <input type="checkbox"/> | SUBMIT IMMUNIZATION FORMS online to the Wellness Center. | <ul style="list-style-type: none"> Due Date: August 1 Note: For more information on what immunizations are required, please visit the Wellness Center's website. | <ul style="list-style-type: none"> Wellness Center Webpage Submit your immunization records to either of the Wellness Center emails: troywellnesscenter@sage.edu or albanywellnesscenter@sage.edu |
| <input type="checkbox"/> | PAY YOUR BILL (and set up a payment plan if needed). You can access your bill by logging into: Self-Service → Student Finance → Payment Center | <ul style="list-style-type: none"> Billing Due Date: August 1 Note: Failing to pay your bill on time could result in your removal from housing and courses. | <ul style="list-style-type: none"> Student Accounts Office Access your bill via Self Service studentaccounts@sage.edu |
| <input type="checkbox"/> | SUBMIT your ID PHOTO online through Sage. | <ul style="list-style-type: none"> Suggested Due Date: August 15 | <ul style="list-style-type: none"> Information and link to upload your Sage ID photo are online. IDs can be picked up in College Services |
| <input type="checkbox"/> | COMPLETE ALCOHOLEDU & SEXUAL ASSAULT PREVENTION online education modules. Click here to view the message that was emailed to students with further details about this requirement. | <ul style="list-style-type: none"> Due Date: August 26 Note: Be sure to set aside up to 45 minutes to complete each module. | <ul style="list-style-type: none"> Detailed instructions will be sent to your Sage email account around August 1. (The email will come from Vector Solutions) Contact titleix@sage.edu with any questions. |
| <input type="checkbox"/> | Verify your PERSONAL INFORMATION and EMERGENCY CONTACT INFORMATION by going to: Self-Service → User Options | <ul style="list-style-type: none"> Due Date: August 26 Note: Resident students will not be able to pick up their keys without doing this. | <ul style="list-style-type: none"> Submit/update this info online in the User Options in Self Service Instructions are available online. |
| <input type="checkbox"/> | Plan to PURCHASE YOUR TEXTBOOKS . Save money throughout the summer so you can purchase texts before classes start. | <ul style="list-style-type: none"> Purchase books between August 1 and August 28 | <ul style="list-style-type: none"> Troy Campus Bookstore for courses taught in Troy Albany Campus Bookstore for courses taught in Albany |
| <input type="checkbox"/> | REGISTER your PHONE NUMBER on SendWordNow , Sage's Emergency Alert System. | <ul style="list-style-type: none"> Due Date: August 26 Note: Updates can be made at any time. | <ul style="list-style-type: none"> Go to sage.sendwordnow.com and "Register" using your Sage username and password. |
| <input type="checkbox"/> | REGISTER and DOWNLOAD the Rave Guardian Mobile Safety App for easy access to campus resources and our Public Safety Office. | <ul style="list-style-type: none"> Due Date: August 26 Note: Updates can be made at any time. | <ul style="list-style-type: none"> Contact deanofstudents@sage.edu with any questions or download the Rave Guardian app instructions. |
| <input type="checkbox"/> | REGISTER for and OBTAIN a PARKING PERMIT for the 2023-2024 academic year at no additional cost. A valid permit will allow parking on either campus. * Temporary permits are available through Public Safety. | <ul style="list-style-type: none"> Register/Pick up Permit: August 15 - 31 Note: Permits can be obtained throughout the year, but ticketing will begin after week 2 of each semester. | <ul style="list-style-type: none"> Information and link to register & request your permit are on: Sage.edu/Parking. Permits can be picked up in College Services on either campus. |