

6 Easy Steps for a Successful Advising/Registration Experience

- ❑ **Schedule an appointment with your advisor(s) beginning the week of March 21st.**
(Keep in mind that your advisor's schedule will fill up quickly prior to registration, so plan in advance.)
- ❑ **Log into SageAdvisor to view any Early Warnings/Midterm Grades (posted after March 8th).**
 - Identify courses that you might be concerned about and discuss these with your advisor when you meet.
- ❑ **Print and Review your Degree Audit.**
 - Verify that all transfer/AP credits are showing up appropriately.
 - Identify courses that still need to be completed and check their availability on the Fall 2016 course schedules in SageAdvisor.
Note that most programs list suggested course sequences in the catalog: <http://catalog.sage.edu>.
 - Develop a potential course schedule to review with your advisor.
Print a blank schedule template: https://www.sage.edu/rsc/asset/Schedule_Worksheet.pdf
- ❑ **Meet with your faculty advisor(s) and be sure to address the following:**
 - Identify any issues or concerns related to your current coursework. Do you need to consider tutoring, withdrawing from the course, a change of major, etc.?
 - Inquire about required coursework that may not be offered every semester/year. Be sure to plan accordingly so that you graduate on time.
 - Understand proper course sequences (all required pre-requisites) and map out when you will complete them. You can download/print a 4-Year Advising Plan Template at: https://www.sage.edu/rsc/asset/Advising_Blank_Four_Year_Plan_Template.pdf.
 - Do you need any waivers or substitutions? Have the forms been completed and submitted to Student Services?
 - Map out your proposed Fall 2016 schedule and be sure to include alternatives, in case your first-choice courses are full.
 - Be sure your advisor clears you to register in SageAdvisor before you leave (unless you have additional tasks to complete before s/he can do so).
 - Discuss your future academic and career plans. Do you need to start thinking about future internships, graduate school, study abroad, or letters of recommendation?
 - Keep copies/notes of everything you discuss in your advising session so you can refer back to them when you go to register and in future meetings.
 - Don't forget that you need 120 total credits to graduate, so even if you have completed all major and general education requirements, you still may need to take additional elective courses.
- ❑ **Know your scheduled registration time.**
 - Be prepared to register as soon as your time-slot opens up. Even if you are not sure of all the classes that you need, register for those that you are sure about. Check online for the list of important [Advising & Registration Dates](#).
 - If a course is closed, put yourself on the waitlist and check your email daily to see if a seat opens up. Register for a back-up course, if appropriate.
- ❑ **Print your Schedule and Follow Up**
 - Print out your final schedule and follow up with your advisor or the Associate Dean (gonzas@sage.edu) if you have any lingering questions. Don't wait until the last minute to resolve issues or concerns. Continue to check your Sage email throughout the semester and over the summer to keep posted on any updates.