

Log-in to [SageAdvisor](https://sageadvisor.sage.edu) (sageadvisor.sage.edu)

- Click on the **Students** box.
- Click on **STUDENT PLANNING** link in Registration menu.

REGISTRATION STEPS (must be completed in this order): **1. PLAN** sections → **2. Then REGISTER** for sections.

1. PLAN SECTIONS (Use Option A or Option B below - - or Both)

OPTION A. Select and Plan REQUIRED SECTIONS

- Click on *Plan Your Degree & Register for Classes*.
- Your current term schedule is displayed in calendar/weekly view. To select next TERM use arrow button, >
- **Options:** select courses from **Progress** (your program evaluation/degree report). Or if you have already planned some courses use the Timeline tab.

Directions using PROGRESS Tab:

- *Click on *Progress* tab to view REQUIRED courses you need to complete. [Degree Requirements]
- *Required courses needed are listed in Red type as “not started”.
- *Click on course, then click on, “View available Sections for” to view Term, Days/Times, Location
- *Select course: Click on *Add Section to Schedule*.
- *In course Section Details box, click on *Add Section*.
- *To select and plan additional required sections - - Repeat steps above.
- *Planned Courses appear in light Yellow. Planned Sections appear in bright GOLD

OPTION B. Select and Plan GENERAL and ELECTIVE courses OR SEARCH of ALL courses

- Click on *Plan Your Degree & Register for Classes*.
- Your current term schedule is displayed in calendar/weekly view.
- Use the right arrow button (>) next to the semester/year to scroll to the desired semester.
- To search for courses (to Add as “Planned” courses to your schedule screen), type course information in the **Search bar** (examples: MAT, MAT-220, MAT 220, statistics. Use commas for multiple courses, MAT-220, COM-104).
- List of course sections matching search criteria appears.
- To view course/term information, Term, 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 plan and add more planned course sections to your schedule, click on, *Back to Plan & Schedule* link.
- Repeat searching and planning steps above for each desired course.
- Planned Courses appear in light Yellow. Planned Sections appear in bright GOLD

2. REGISTER

- Once you are finished with planning (scheduling) classes, view your planned courses/weekly schedule. Review campus locations and possible travel/time conflicts between campuses.
- **REGISTER:** click on the **Register Now** button to be officially registered for classes. Or, you may register for individual courses listed in left margin of screen – click on Register button below each course.
- Important: Registered courses are in **GREEN** font, Green box with a Green Checkmark.
- Top margin of schedule screen (left side of screen) you will see **# of Credits:** Planned, Enrolled & Waitlisted. **Enrolled number = Registered.**

GENERAL TIPS

- Use **FILTER** column in left margin when searching for courses.
- Be sure to check Campus **location** (Albany or Troy).
- Current and registered courses are in Green. Planned courses and sections are in Yellow & Gold.
- All student account and financial holds must be cleared to be eligible for registration.
- **Additional Schedule search method** using SageAdvisor guest menu: *Do not log-in*. Go to Prospective Student Menu – Admission Information – [Search for Sections](#)