STUDENT PLANNING REGISTRATION INSTRUCTIONS

Log-in to SageAdvisor (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