



Next Steps Checklist for New Sage College of Albany Students



Next Steps	Important Dates	Office/Website
<input type="checkbox"/> Log in to My Sage Aid and complete all items on your checklist so your financial aid package can be processed.	<ul style="list-style-type: none"> Complete tasks by January 1st. Note that some tasks may have earlier deadlines as indicated by the Financial Aid office. 	<ul style="list-style-type: none"> ➤ Financial Aid Office ➤ My Sage Aid is accessed through SageAdvisor ➤ finaid@sage.edu
<input type="checkbox"/> Save the Date for Orientation and RSVP	<ul style="list-style-type: none"> ➤ New Student Orientation: Thursday, January 10, 2019 ➤ RSVP online by 1/4/19 	<ul style="list-style-type: none"> ➤ Student Life Office's Orientation Webpage ➤ 518-292-1753 ➤ deanofstudents@sage.edu
<input type="checkbox"/> Pay your Bill (and set up a payment plan, if needed)	<ul style="list-style-type: none"> Billing Due Date: December 10th 	<ul style="list-style-type: none"> ➤ Student Accounts Office ➤ Access your Bill through SageAdvisor ➤ studentaccounts@sage.edu
<input type="checkbox"/> Submit AP Score Reports, High School and any College Transcripts	<ul style="list-style-type: none"> Submit transcripts by January 1st or as soon as possible The Advising Office enrolls new students in preliminary course schedules based on transferred credits to date. 	<ul style="list-style-type: none"> ➤ Submit transcripts to: The Sage Colleges Office of Admission 140 New Scotland Ave. Albany, NY 12208 ➤ The Advising Office can answer questions about transfer credit.
<input type="checkbox"/> Resident Students: Submit Housing Preference Form , Housing Contract , and Select Meal Plan <input type="checkbox"/> Commuters: Select a Meal Plan (optional)	<ul style="list-style-type: none"> Deadline: January 4th 	<ul style="list-style-type: none"> ➤ Residence Life Office ➤ 518-292-1753 ➤ residencelife@sage.edu
<input type="checkbox"/> Students with Disabilities should submit documentation for academic and/or housing accommodation requests prior to the start of the semester.	<ul style="list-style-type: none"> Recommended Due Date for Housing Accommodation Requests: December 1st * * Requests submitted after 12/1 will be considered as space allows. 	<ul style="list-style-type: none"> ➤ Office of Disabilities Services ➤ 518-244-6874 ➤ disabilities_services@sage.edu ➤ www.sage.edu/student-life/disabilities-services/
<input type="checkbox"/> Waive Sage's Health Insurance (if you are already insured)	<ul style="list-style-type: none"> Submit waiver request by: January 18th. All students are charged for the College's health insurance unless they waive it by the deadline. 	<ul style="list-style-type: none"> ➤ The Student Accounts Office webpage provides info + link to waive health insurance
<input type="checkbox"/> Submit Immunization Forms online to the Wellness Center	<ul style="list-style-type: none"> Deadline: January 7th* * Students will receive an email with login info upon registration of at least 6 cr for fall. 	<ul style="list-style-type: none"> ➤ The Wellness Center's website provides instruction to submit records online via Med+Proctor.
<input type="checkbox"/> Submit your ID Photo online	<ul style="list-style-type: none"> Deadline: January 10th 	<ul style="list-style-type: none"> ➤ Info + link to upload your Sage ID photo are online. ➤ IDs will be printed and provided at the January 11th orientation.
<input type="checkbox"/> Complete AlcoholEdu & Sexual Assault Prevention online education modules	<ul style="list-style-type: none"> Complete modules between December 1 and January 15 	<ul style="list-style-type: none"> ➤ Go to: www.everfi.com/login and click Register ➤ Detailed instructions were sent to your Sage email account & online.
<input type="checkbox"/> Verify your Personal Information and Emergency Contact Information in Student Planning	<ul style="list-style-type: none"> Deadline: January 11th* * Resident students won't be able to pick up their keys without doing this. 	<ul style="list-style-type: none"> ➤ Submit/update this info online via Student Planning in SageAdvisor. ➤ Instructions are available online.
<input type="checkbox"/> Register your vehicle for your free parking permit .	<ul style="list-style-type: none"> Submit registration between December 1 and January 15 	<ul style="list-style-type: none"> ➤ Register online and pick up your permit from College Services at the end of August
<input type="checkbox"/> Purchase your Textbooks. (Save money throughout the semester break so you can purchase texts before classes start on January 14.)	<ul style="list-style-type: none"> Purchase texts between January 2 and January 18 Textbook requirements will be posted after January 2. 	<ul style="list-style-type: none"> ➤ Troy Campus Bookstore for courses taught in Troy ➤ University Heights 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"> Suggested Deadline: January 11th (Note: updates can be made at any time.) 	<ul style="list-style-type: none"> ➤ Go to: sage.sendwordnow.com and "Register" using your SageNet username and password.