

# ADVISING & REGISTRATION

**Registration Timeline (IMPORTANT DATES):** <https://www.sage.edu/academics/registration-timeline/>

Timely registration will ensure that you get the classes you need and want.

## **STUDENT PREPARATION**

### **1. PREPARE FOR REGISTRATION**

**Complete Steps Below in Student Planning before contacting your assigned Faculty Advisor (Major).** (Faculty Advisor (major) information is listed in Student Planning on the Advising Tab).

- Review Academic Information in Student Planning (**My Progress**) to identify General Education & Major courses needed
- Review the departmental suggested program of study in Catalog
- Search the course schedule. Review course information.
- Place (plan) 5 course sections and 2-3 alternatives on the Fall 2019 schedule screen in Student Planning
- **Email your Faculty Advisor to arrange an advising meeting.**

### **2. ADVISING DISCUSSION/MEETING**

**Discuss and Review With Faculty Advisor (Topics)**

- Progress in your current courses including advisory/mid-term course grades and comments
- Major and general education requirements using My Progress or Program Evaluation report
- Graduation: Are you on track?
- Career and internship plans
- Finalize class schedule options
- Faculty Advisor "clears" RSC/SCA student.

### **3. REGISTRATION**

**Timely registration will ensure that you get the classes you need and want.**

- Registration Days/Times (by Class level\_forRSC/SCA) opens on a Monday, April 1st at 6:00am
- Student completes Registration in Student Planning— click on Register button. If a class is full - go on Waitlist.
- Verify classes & credits: Registered sections appear in Green font, Green box, with Green checkmark.
- Tip: use the Print button in calendar view screen to see classes in list order and course status. Status of: "Registered" or "Registered, but not started" = you are ENROLLED in the course.

## **LINKS**

- Academic Calendar: [www.sage.edu/academics/academic-calendars/](http://www.sage.edu/academics/academic-calendars/)
- Catalog: [catalog.sage.edu/index.php?catoid=33](http://catalog.sage.edu/index.php?catoid=33)
- Graduation Checklist: [catalog.sage.edu/content.php?catoid=31&navoid=1518](http://catalog.sage.edu/content.php?catoid=31&navoid=1518)
- My Portal: [Sage user ID & password required](#)
- Registration Instructions - Student Planning: [www.sage.edu/academics/registration-instructions/](http://www.sage.edu/academics/registration-instructions/)
- SageAdvisor: [www.sageadvisor.sage.edu](http://www.sageadvisor.sage.edu)