

ADVISING & REGISTRATION

STUDENT PREPARATION OVERVIEW

1. STUDENT PLANNING

Complete Steps Below in Student Planning pre-contact/pre-discussion with Faculty Advisor.

- Review Academic Information in Student Planning (My Progress) to identify General Education & Major courses needed
- Review the departmental suggested program of study in Catalog (catalog.sage.edu)
- Search the course schedule. Research course information.
- Place (plan) 5 course sections and 2-3 alternatives on the Plan & Schedule *calendar* screen in Student Planning
- Contact/email your **Faculty Advisor** to arrange an advising meeting. Advisor contact information (major) is listed on the Progress screen - Show Program Notes link and on Advising Tab - Plan & Schedule module.

2. ADVISING DISCUSSION/MEETING

Discuss and Review With Faculty Advisor (Topics)

- Progress in your current courses including advisory course grades and comments
- View major and general education requirements using My Progress or Program Evaluation report
- Graduation: Are you on track?
- Career and internship plans
- Finalize class list
- 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 (RSC/SCA): www.sage.edu/academics/registrar/registration-timeline/
- Student completes Registration in Student Planning– click on Register button. If a class is full - go on Waitlist.
- Verify registration: Registered courses appear in Green font, green box and with a green Checkmark.

LINKS

- Academic Calendar: www.sage.edu/academics/academic-calendars/
- Catalog: www.sage.edu/academics/courses-catalogs/
- Course Schedule - Search for Sections link: <https://www.sage.edu/academics/courses-catalogs/>
- My Sage Portal: [Sage gmail & password required](#)
- Registration Instructions - Student Planning: www.sage.edu/academics/registration-instructions/
- Registration Timeline (Dates & Notes): www.sage.edu/academics/registrar/registration-timeline/
- SageAdvisor: www.sageadvisor.sage.edu