

# ADVISING + REGISTRATION

## STUDENT PREPARATION OVERVIEW

### 1. LOGIN in to STUDENT PLANNING ([sageadvisor.sage.edu](http://sageadvisor.sage.edu))

Complete Steps Below in Student Planning - Plan & Schedule pre-contact/pre-discussion with Faculty Advisor (major).

- 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](http://catalog.sage.edu))
- Search the course schedule. Research course information.
- Place (plan) 5 course sections and 2-3 alternatives on the Plan & Schedule screen in Student Planning
- Contact/email your **Faculty Advisor (major)** to arrange an advising meeting. Advisor contact information 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 (major)

- 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 for registration
- Faculty Advisor "clears" RSC day student.



### 3. REGISTRATION

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

- UG Registration Days/Times by Class Level: [www.sage.edu/academics/registrar/registration-timeline/](http://www.sage.edu/academics/registrar/registration-timeline/)
- Student completes Registration in Student Planning– click on Register button. *Planned Sections* become → *Registered Sections*.
- If a class is full - go on Waitlist.
- Verify registration: Registered courses appear in Green font, green box and with a green Checkmark. Click on PRINT button to see a list of your classes and status.

## LINKS

- Academic Calendar: [www.sage.edu/academics/academic-calendars/](http://www.sage.edu/academics/academic-calendars/)
- Catalog: [www.sage.edu/academics/courses-catalogs/](http://www.sage.edu/academics/courses-catalogs/)
- Course Schedule - Search for Sections link: <https://www.sage.edu/academics/courses-catalogs/>
- PASSPORT: [passport.sage.edu/login](http://passport.sage.edu/login)
- Registration Instructions - Student Planning: [www.sage.edu/academics/registration-instructions/](http://www.sage.edu/academics/registration-instructions/)
- Registration Timeline (Dates & Notes): [www.sage.edu/academics/registrar/registration-timeline/](http://www.sage.edu/academics/registrar/registration-timeline/)
- SageAdvisor: [www.sageadvisor.sage.edu](http://www.sageadvisor.sage.edu)