



# NEW STUDENT CHECKLIST

This checklist is available at: [sage.edu/student-life/orientation](http://sage.edu/student-life/orientation)

	NEXT STEPS	OFFICE/WEBSITE
<input type="checkbox"/>	<b>CHECK YOUR SAGE EMAIL REGULARLY</b> as this is the college's official means of communication.	<ul style="list-style-type: none"> <li>Log in at: <a href="http://sagemail.sage.edu">sagemail.sage.edu</a></li> <li>IT Help Desk: 518-244-4777</li> </ul>
<input type="checkbox"/>	<b>SUBMIT AP SCORE REPORTS AND TRANSCRIPTS</b> from high school and any previously attended colleges.	<ul style="list-style-type: none"> <li><a href="#">View Transfer Credit Information on the Advising Office's webpage.</a></li> <li><a href="#">The Advising Office</a> can answer questions about transfer credit.</li> </ul>
<input type="checkbox"/>	<b>PARTICIPATE IN TWO-PART ORIENTATION:</b> <ul style="list-style-type: none"> <li><b>Summer Online Orientation</b> Log on throughout July and August to gather important information</li> <li><b>Fall Welcome Orientation</b> Required for ALL new students</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Student Life Office's Orientation Webpage</a></li> <li>518-244-2207</li> <li><a href="mailto:deanofstudents@sage.edu">deanofstudents@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>LOG IN TO MY SAGE AID</b> and complete all items on your checklist so your financial aid package can be processed.	<ul style="list-style-type: none"> <li><a href="#">Financial Aid Office</a></li> <li>My Sage Aid is accessed through <a href="#">SageAdvisor</a></li> <li><a href="mailto:finaid@sage.edu">finaid@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>STUDENTS WITH ACCESSIBILITY NEEDS:</b> Submit documentation if you are seeking accommodations for fall.	<ul style="list-style-type: none"> <li><a href="#">Accessibility Services Webpage</a></li> <li>518-244-6874</li> <li><a href="mailto:accessibility_services@sage.edu">accessibility_services@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>RESIDENT STUDENTS:</b> Submit the <a href="#">HOUSING AND MEAL PLAN PREFERENCE FORM</a>	<ul style="list-style-type: none"> <li><a href="#">Residence Life Office</a></li> <li>518-244-2008</li> <li><a href="mailto:residencelife@sage.edu">residencelife@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>SUBMIT IMMUNIZATION FORMS</b> online to the Wellness Center.	<ul style="list-style-type: none"> <li>The <a href="#">Wellness Center's webpage</a> provides instructions to submit records online via Med+Proctor.</li> </ul>
<input type="checkbox"/>	<b>WAIVE SAGE'S HEALTH INSURANCE</b> <i>Note: All students are charged for insurance. Those who are already insured may waive it and receive a credit on their account.</i>	<ul style="list-style-type: none"> <li>Link to waive health insurance via <a href="http://mystudentmedical.com">mystudentmedical.com</a></li> </ul>
<input type="checkbox"/>	<b>PAY YOUR BILL</b> (and set up a payment plan, if needed).	<ul style="list-style-type: none"> <li><a href="#">Student Accounts Office</a></li> <li>Access your bill through <a href="#">SageAdvisor</a></li> <li><a href="mailto:studentaccounts@sage.edu">studentaccounts@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>SUBMIT</b> your <b>ID PHOTO</b> online.	<ul style="list-style-type: none"> <li>Information and link to upload your <a href="#">Sage ID photo</a> are online. IDs will be provided at Fall Welcome Orientation.</li> </ul>
<input type="checkbox"/>	<b>COMPLETE ALCOHOLEDU &amp; SEXUAL ASSAULT PREVENTION</b> online education modules.	<ul style="list-style-type: none"> <li>Go to: <a href="http://www.everfi.com/login">www.everfi.com/login</a> and click Register</li> <li>Detailed instructions sent to your Sage email account and <a href="#">online</a>.</li> </ul>
<input type="checkbox"/>	Verify your <b>PERSONAL INFORMATION</b> and <b>EMERGENCY CONTACT INFORMATION</b> in Student Planning.	<ul style="list-style-type: none"> <li>Submit/update this info online via Student Planning in <a href="#">SageAdvisor</a>.</li> <li><a href="#">Instructions</a> are available online.</li> </ul>
<input type="checkbox"/>	Plan to <b>PURCHASE YOUR TEXTBOOKS</b> . Save money throughout the summer so you can purchase texts before classes start.	<ul style="list-style-type: none"> <li><a href="#">Troy Campus Bookstore</a> for courses taught in Troy</li> <li><a href="#">Albany Campus Bookstore</a> for courses taught in Albany</li> </ul>
<input type="checkbox"/>	<b>REGISTER</b> your <b>PHONE NUMBER</b> on <b>SendWordNow</b> , Sage's Emergency Alert System.	<ul style="list-style-type: none"> <li>Go to <a href="http://sage.sendwordnow.com">sage.sendwordnow.com</a> and "Register" using your SageNet username and password.</li> </ul>