### NEW STUDENT CHECKLIST

**NEXT STEPS** | **IMPORTANT DATES** | **OFFICE/WEBSITE**
---|---|---
- **CHECK YOUR SAGE EMAIL REGULARLY** as this is the college’s official means of communication. | **Starting June 1**, log in daily for important updates and information. | Log in at: [sagemail.sage.edu](mailto:sagemail.sage.edu)  
IT Help Desk: 518-244-4777

- **SUBMIT AP SCORE REPORTS AND TRANSCRIPTS** from high school and any previously attended colleges. | Submit transcripts by **July 1** or as soon as possible. **Note:** New students will be enrolled in preliminary course schedules by the Advising Office starting in June. | View Transfer Credit Information on the Advising Office’s webpage.  
The Advising Office can answer questions about transfer credit.

- **PARTICIPATE IN TWO-PART ORIENTATION:**  
  **Ready!** Summer Orientation  
  Select one session from the following dates:  
  June 29 | June 30 | July 14 | July 16 | July 20 | July 22 | August 11  
  **Set!** Fall Welcome Orientation  
  Join us on the 3 days prior to the start of fall classes to get set for success. | **Recommended Due Date:** **August 1**  
(to ensure that housing and academic accommodations can be arranged in time.) | [Russell Sage’s Orientation Webpage](mailto:518-244-2207)  
[deanofstudents@sage.edu](mailto:deanofstudents@sage.edu)

- **LOG INTO MY SAGE AID** and complete all items on your checklist so your financial aid package can be processed. | Complete tasks by **August 1**  
**Note:** Some tasks may have earlier deadlines as indicated by the Financial Aid office. | [Financial Aid Office](mailto:finaid@sage.edu)

- **STUDENTS WITH ACCESSIBILITY NEEDS:** Submit documentation if you are seeking accommodations for fall. | Recommended **Due Date:** **August 1**  
(to ensure that housing and academic accommodations can be arranged in time.) | [Accessibility Services Webpage](mailto:518-244-6874)  
[accessibility_services@sage.edu](mailto:accessibility_services@sage.edu)

- **RESIDENT STUDENTS:** Submit these forms:  
  **HOUSING AND MEAL PLAN PREFERENCE FORM & HOUSING CONTRACT** | Housing Forms due: **June 1**  
**Note:** New Students move in on Sunday, August 22. | [Residence Life Office](mailto:518-244-2008)  
[residencelife@sage.edu](mailto:residencelife@sage.edu)

- **SUBMIT IMMUNIZATION FORMS** online to the Wellness Center. | Due Date: **August 1**  
**Note:** Proof of immunization is required for all students. See the Wellness Center’s webpage to determine which immunizations you must submit. | [The Wellness Center’s webpage](mailto:wellnesscenter@sage.edu) provides instructions to submit records online.

- **WAIVE SAGE’S HEALTH INSURANCE**  
  **Note:** All students are charged for insurance. Those who are already insured may waive it and receive a credit on their account. | If you are already insured, submit your waiver request and proof of coverage between **July 1** and **August 31**. | Link to waive health insurance via [mystudentmedical.com](http://mystudentmedical.com)

- **PAY YOUR BILL** (and set up a payment plan, if needed). | Billing Due Date: **August 2**  
**Note:** Failing to pay your bill on time could result in your removal from housing and courses. | [Student Accounts Office](mailto:studentaccounts@sage.edu)  
Access your bill through SageAdvisor

- **SUBMIT** your **ID PHOTO** online. | Suggested **Due Date:** **August 15** | Information and link to upload your [Sage ID photo](mailto:www.sage.edu/studentaid/apply) are online. IDs will be provided at Fall Welcome Orientation.

- **COMPLETE ALCOHOLEDU & SEXUAL ASSAULT PREVENTION** online education modules. | Complete modules between **August 1** and **August 20**  
**Note:** Be sure to set aside up to 90 minutes to complete each module. | [Detailed instructions](mailto:proctoring@sage.edu) will be sent to your Sage email account by July 28.  
Contact [deanofstudents@sage.edu](mailto:deanofstudents@sage.edu) with any questions.

- Verify your **PERSONAL INFORMATION** and **EMERGENCY CONTACT INFORMATION** in Student Planning. | Due Date: **August 22**  
**Note:** Resident students will not be able to pick up their keys without doing this. | Submit/update this info online via Student Planning in SageAdvisor.  
[Instructions](mailto:sageadvisor@sage.edu) are available online.

- Plan to **PURCHASE YOUR TEXTBOOKS**. Save money throughout the summer so you can purchase texts before classes start. | Purchase books between **August 1** and **August 26**  
Textbook requirements for fall will be posted by **August 1** | [Troy Campus Bookstore](mailto:troycampusstore@sage.edu) for courses taught in Troy  
[Albany Campus Bookstore](mailto:albanycampusbookstore@sage.edu) for courses taught in Albany

- **REGISTER** your **PHONE NUMBER** on SendWordNow, Sage’s Emergency Alert System. | Due Date: **August 22**  
**Note:** Updates can be made at any time. | Go to [sage.sendwordnow.com](http://sage.sendwordnow.com) and “Register” using your SageNet username and password.