



# NEW STUDENT CHECKLIST

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

	NEXT STEPS	IMPORTANT DATES	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>Starting <b>June 1</b>, log in daily for important updates and information.</li> </ul>	<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>Submit transcripts by <b>July 1</b> or as soon as possible. <i>Note: New students will be enrolled in preliminary course schedules by the Advising Office starting in June.</i></li> </ul>	<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>Ready! Summer Orientation Sessions</b> Select and <b>RSVP</b> for a half-day session to get you <b>ready</b> for fall.</li> <li><b>Set! Fall Welcome Orientation</b> Join us on the 3 days prior to the start of fall classes to get <b>set</b> for success.</li> </ul>	<ul style="list-style-type: none"> <li><b>Ready! Summer Orientation</b> <i>Select one session from the following dates:</i> <b>June 29   June 30   July 14   July 16</b> <b>July 20   July 22   August 11</b></li> <li><b>Resident Student Move-in: August 22</b></li> <li><b>Set! Fall Welcome Orientation: August 23-25</b></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Russell Sage's Orientation Webpage</a></li> <li>518-244-2207</li> <li><a href="mailto:deanofstudents@sage.edu">deanofstudents@sage.edu</a></li> <li><a href="#">RSVP Form</a> to Select Your <b>Ready!</b> Summer Orientation Session</li> </ul>
<input type="checkbox"/>	<b>LOG INTO 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>Complete tasks by <b>August 1</b> <i>Note: Some tasks may have earlier deadlines as indicated by the Financial Aid office.</i></li> </ul>	<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>Recommended Due Date: <b>August 1</b> (to ensure that housing and academic accommodations can be arranged in time.)</li> </ul>	<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 these forms: <a href="#">HOUSING AND MEAL PLAN PREFERENCE FORM</a> & <a href="#">HOUSING CONTRACT</a>	<ul style="list-style-type: none"> <li>Housing Forms due: <b>June 1</b></li> </ul> <p><i>Note: New Students move in on Sunday, August 22.</i></p>	<ul style="list-style-type: none"> <li><a href="#">Residence Life Office</a></li> <li>518-244-2008</li> <li><a href="mailto:residence@sage.edu">residence@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>Due Date: <b>August 1</b> <i>Note: Proof of immunization is required for all students. See the Wellness Center's webpage to determine which immunizations you must submit.</i></li> </ul>	<ul style="list-style-type: none"> <li>The <a href="#">Wellness Center's webpage</a> provides instructions to submit records online.</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>If you are already insured, submit your waiver request and proof of coverage between <b>July 1 and August 31</b>.</li> </ul>	<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>Billing Due Date: <b>August 2</b></li> </ul> <p><i>Note: Failing to pay your bill on time could result in your removal from housing and courses.</i></p>	<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 your ID PHOTO</b> online.	<ul style="list-style-type: none"> <li>Suggested Due Date: <b>August 15</b></li> </ul>	<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>Complete modules between <b>August 1 and August 20</b></li> </ul> <p><i>Note: Be sure to set aside up to 90 minutes to complete each module.</i></p>	<ul style="list-style-type: none"> <li><a href="#">Detailed instructions</a> will be sent to your Sage email account by July 28.</li> <li>Contact <a href="mailto:deanofstudents@sage.edu">deanofstudents@sage.edu</a> with any questions.</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>Due Date: <b>August 22</b></li> </ul> <p><i>Note: Resident students will not be able to pick up their keys without doing this.</i></p>	<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>Purchase books between <b>August 1 and August 26</b></li> <li>Textbook requirements for fall will be posted by August 1</li> </ul>	<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 your PHONE NUMBER</b> on <b>SendWordNow</b> , Sage's Emergency Alert System.	<ul style="list-style-type: none"> <li>Due Date: <b>August 22</b></li> </ul> <p><i>Note: Updates can be made at any time.</i></p>	<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>