Russell Sage College

SELF-SERVICE REGISTRATION INSTRUCTIONS

• **PASSPORT: Log-in to PASSPORT** (passport.sage.edu). Go to the **Self Service** app 🏛 (building icon in left margin) – select **Student Planning** – **Plan & Schedule** screen > Term

• **REGISTRATION STEPS: PLAN** courses → **SELECT/PLAN** specific class sections → **REGISTER** for sections

1. PLAN Courses or Course Sections

OPTION A. SEARCH BAR
Use the Search bar to search, select, and plan courses or plan course sections

• Click on Plan & Schedule: *Plan Your Degree & Register for Classes*.
• The current term schedule is displayed.
• Use the right arrow button (>) next to the semester/year to scroll to the desired semester. Use (+) to add a future term.
• To Search for courses (to add/plan as "planned courses" or "planned class sections") -- Type course information in the **Search bar** (examples: MAT, MAT-220, MAT 220, Statistics. Use commas for multiple courses, MAT-220, COM-104).
• A list of courses matching search criteria appears.
• Use **Term** filter in left margin.
• To view course/term information, Days/Times, Location, click on, "*View available Sections for*"
• Once you have selected the course section you would like click on, *Add Section to Schedule*.
• In the course *Section Details* box, click on *Add Section*.
• To add more planned course sections to your schedule, click on, →Back to *Plan & Schedule* link.
• Repeat searching and planning steps above for each desired course section.
• Planned *Courses* appear in light Yellow. Planned *Sections* appear in bright GOLD

OPTION B. MY PROGRESS
Select and plan required course sections from My Progress (student outline of degree requirements). In Student Planning – click on View My Progress option.

Directions using MY PROGRESS:
* Required courses needed are listed in Red type as "not started".
* Click on course or search button. A list of courses appears - use **Term** filter in left margin.
* Scroll through classes. Click on, "*View available Sections for*" to view class information, Days/Times, Location
* Select class section: Click on *Add Section to Schedule*.
* In course Section Details box, click on *Add Section*.
* To select and plan additional required courses. Repeat steps above.
* Planned Courses appear in light Yellow. Planned Sections appear in bright GOLD

2. REGISTER for planned Course Sections

REGISTER
• Click on the blue **Register Now** button to be officially registered/enrolled for classes.
• Or you may register for individual class sections listed in left margin. Click on the Register button below each course.
• Registered courses are in **GREEN** font/Green box. Tip: use the **Print** button to view class list and status
• Top margin of schedule screen (right side of screen) you will see **# of Credits**: Planned, Enrolled & Waitlisted
• Wait-list: to be wait-listed for a class, you need to click on the blue Waitlist button

GENERAL TIPS

• Use **FILTER** column in left margin when searching for courses.
• Be sure to check **Campus location** (Albany or Troy).
• Registered courses are in Green. Planned courses are in Yellow.
• UG Day students must be cleared by their faculty advisor (major) to be eligible for registration.
• All student account and financial holds must be cleared to be eligible for registration.