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.

academicaadvising@sage.edu, April 2022