**PREPARE FOR ADVISING & REGISTRATION**

Student Instructions: Complete Steps Below in Student Planning Pre-contact with your Faculty Advisor (major).

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1. **Go to PASSPORT - SELF SERVICE - STUDENT PLANNING**
   
   → **MY PROGRESS**
   
   → **PLAN & SCHEDULE > Term**
   
   - Review Academic Information in Student Planning - *My Progress* to identify General Education & Major courses needed
   - Review the departmental suggested program of study in *Catalog* (catalog.sage.edu)
   - Search the course schedule using the Search bar or the Course Catalog module. View course description, meeting times, etc.
   - Place (plan) 5 course sections and 2-3 alternatives on the Plan & Schedule screen in Student Planning
   - Contact/email your *Faculty Advisor (major)* to arrange an advising meeting. Advisor contact information is listed on the My Progress screen - Show Program Notes link and on the Advising Tab - Plan & Schedule module.

   ![image](image.jpg)

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2. **ADVISING DISCUSSION & MEETING**

   Email your Faculty Advisor (major) to arrange a meeting to discuss and review:

   - Progress in your current courses including advisory course grades and comments
   - View major and general education requirements using My Progress
   - Graduation timeline: are you on track?
   - Career and internship plans
   - Finalize class list for upcoming registration
   - Faculty Advisor major "clears" RSC day student.

   ![image](image.jpg)

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3. **REGISTRATION**

   Timely registration will ensure that you get the classes you need and want - see Registration Timeline.

   - **UG Registration Days/Time**s are by *Class Level*: [www.sage.edu/academics/registrar/registration-timeline/](http://www.sage.edu/academics/registrar/registration-timeline/)
   - Student completes Registration in Student Planning – click on Register button. *Planned Sections* become ➔ *Registered Sections*.
   - If a class is full or closed - go on Waitlist.
   - Verify registration: Click on PRINT button to see a list of your classes and status. Registered courses appear in Green font, green box and with a green

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**HELPFUL LINKS**

- Academic Calendar: [www.sage.edu/academics/academic-calendars/](http://www.sage.edu/academics/academic-calendars/)
- Catalog: [www.sage.edu/academics/courses-catalogs/](http://www.sage.edu/academics/courses-catalogs/)
- Passport: [passport.sage.edu/login](http://passport.sage.edu/login)
- Registration Instructions - Student Planning: [www.sage.edu/academics/registrar/registration-instructions/](http://www.sage.edu/academics/registrar/registration-instructions/)
- Registration Timeline (Dates & Notes): [www.sage.edu/academics/registrar/registration-timeline/](http://www.sage.edu/academics/registrar/registration-timeline/)

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