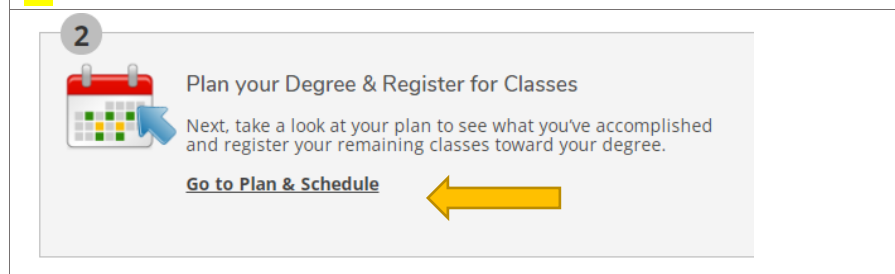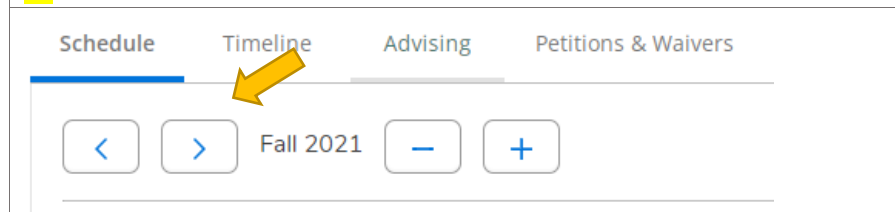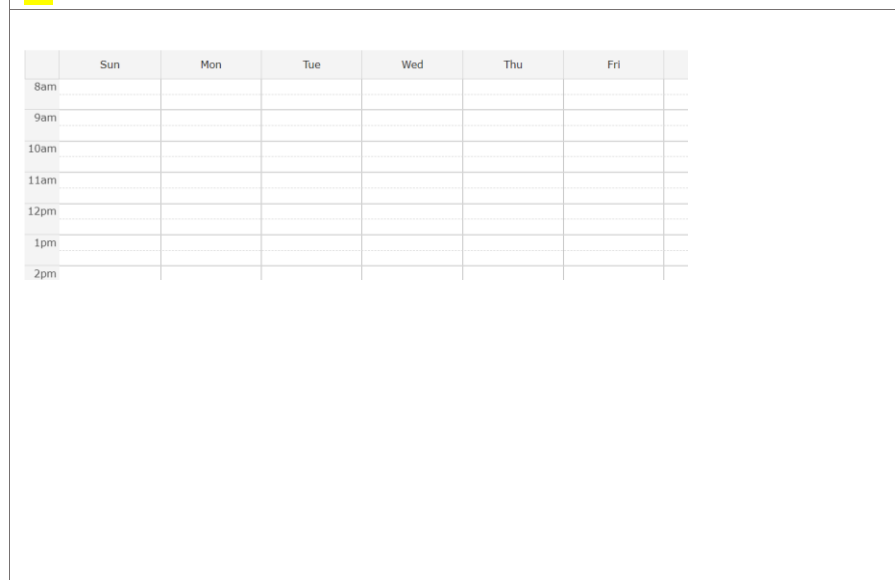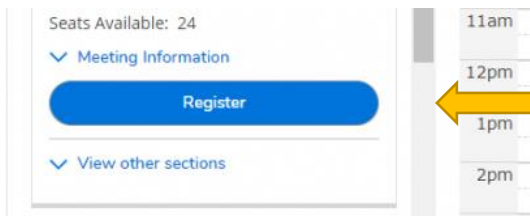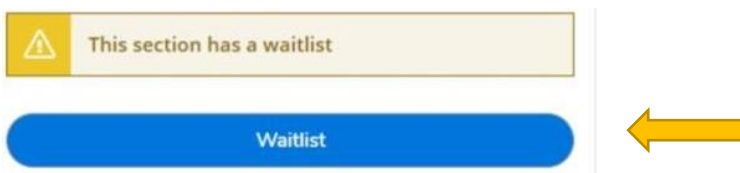|	
	PASSPORT.SAGE.EDU • Go to **Self Service** (building icon in left margin)
R̶S̶ RUSSELL SAGE COLLEGE Hello, Welcome to Sage Self-Service! Choose a category to get started.	Go to **Student Planning**
2 Plan your Degree & Register for Classes Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree. **Go to Plan & Schedule**	Click on - **Go to Plan & Schedule**
Schedule Timeline Advising Petitions & Waivers < > Fall 2021 — +	Use **>** button to show the next **Term** or, use **+** to add future **Term**
Sun Mon Tue Wed Thu Fri 8am 9am 10am 11am 12pm 1pm 2pm	**Select courses** to add to your schedule plan by term. (Classes with *section numbers*). **1.** My Progress – go to the degree requirement and click on Search. **or** **2.** Search Bar in top right. Type course information in the Search bar (example MAT 220 or Statistics). Once you have selected the course section(s) you would like click on, ***Add Section to Schedule***. See handout (PDF) for more detailed instructions

Remove Planned Courses Register Now	Shortly before Registration opens, the Register Now button will appear (in gray). ⬇
Remove Planned Courses **Register Now** ⬅	The **Register Now** button changes colors, from gray to blue, when the student is eligible to register (See Registration Timeline). Click on button to be registered.

⬇

🖨 Print ⬅	**Important!** To confirm your registration was processed correctly, click on the **Print** button. A new page or window appears. On this screen you can see Schedule Details. It is a list of your classes and <u>status</u>. ***Registered, but not started*** = Enrolled in the class.
R E G I S T R A T I O N I S C O M P L E T E D ! !	

ADDITIONAL NOTES

Seats Available: 24
⌄ Meeting Information
Register ⬅
⌄ View other sections

11am
12pm
1pm
2pm

Students may register for ONE class at a time using the blue Register button listed below each course (left margin of screen)

⚠ This section has a waitlist

Waitlist ⬅

If the section you planned is CLOSED or has a WAITLIST…

• find another section (same class different section) using the *View other sections* link
• remove course and find another class
• to go on Waitlist - **click on the blue Waitlist** button.