<table>
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<th>NEXT STEPS</th>
<th>IMPORTANT DATES</th>
<th>OFFICE/WEBSITE</th>
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| **CHECK YOUR SAGE EMAIL REGULARLY** as this is the college’s official means of communication. | • Starting June 1, log in daily for important updates and information. | • Log in at: sagemail.sage.edu  
• IT Help Desk: 518-244-4777 |
| **SUBMIT AP SCORE REPORTS AND TRANSCRIPTS** from high school and any previously attended colleges. | • Submit transcripts by July 1 or as soon as possible. Note: New students will be enrolled in preliminary course schedules by the Advising Office starting in June. | • View Transfer Credit Information on the Advising Office’s webpage.  
• The Advising Office can answer questions about transfer credit. |
| **PARTICIPATE IN TWO-PART ORIENTATION:**  
• **Ready!** Summer Orientation Sessions  
Select and RSVP for a half-day session to get you ready for fall.  
• **Set!** Fall Welcome Orientation  
Join us one day prior to the start of fall classes to get set for success. | • **Ready!** Summer Orientation  
Select one session from the following dates: June 29 | • Russell Sage’s Orientation Webpage  
518-292-1810  
Studentsuccess@sage.edu  
RSVP Form to Select Your Ready! Summer Orientation Session |
| **LOG INTO MY SAGE AID** and complete all items on your [financial aid checklist](#) so your financial aid package can be processed. | • Complete tasks by August 1  
Note: Some tasks may have earlier deadlines as indicated by the Financial Aid Office. | • Financial Aid Office Webpage  
Access MySage Aid through Self-Service  
finaid@sage.edu |
| **STUDENTS WITH ACCESSIBILITY NEEDS:**  
Submit documentation if you are seeking accommodations for fall. | • Recommended Due Date: August 1  
(to ensure that housing and academic accommodations can be arranged in time) | • Accessibility Services Webpage  
518-244-6874  
accessibility_services@sage.edu |
| **RESIDENT STUDENTS:**  
Submit your [Housing Application and Preference Form](#) and Select Your Meal Plan | • Housing Forms due: June  
**Note:** Housing assignments will be made in mid June. New students move in on Sunday, August 21. | • Residence Life Office  
518-244-2008  
residencelife@sage.edu |
| **SUBMIT IMMUNIZATION FORMS** online to the Wellness Centers. | • Due Date: August 1  
**Note:** For more information on what immunizations are required, please visit the Wellness Center’s website. | • Wellness Center Webpage  
Submit your immunization records to either of the Wellness Center emails:  
Troywellnesscenter@sage.edu or Albanywellnesscenter@sage.edu |
| **WAIVE SAGE’S HEALTH INSURANCE**  
Note: All students are charged for insurance. Those who are already insured may waive it and receive a credit on their account. | • If you are already insured, submit your waiver request and proof of coverage between July 1 and September 20. | • Link to waive health insurance is available at mystudentmedical.com |
| **PAY YOUR BILL**  
(Set up a payment plan, if needed.) Learn more about paying your bill online. | • Billing Due Date: August 1  
**Note:** Failing to pay your bill on time could result in your removal from housing & courses. | • Student Accounts Office Webpage  
Access the Student Accounts Payment Center through Self-Service  
studentaccounts@sage.edu |
| **SUBMIT your ID PHOTO** online through Sage’s Portal. | • Suggested Due Date: August 15  
**Note:** Printed IDs will be distributed at Set! Fall Welcome Orientation. | • Upload your ID Photo through the Sage Portal.  
Instructions are available online. |
| **COMPLETE ALCOHOLEDUC & SEXUAL ASSAULT PREVENTION** online education modules.  
**Note:** Additional information is available online. | • Complete online modules by: August 19  
**Note:** Be sure to set aside 90 min. to complete each module. | • A personalized email invitation to the course will be sent to your Sage email account on or before August 1.  
deanofstudents@sage.edu |
| Verify your PERSONAL INFORMATION and EMERGENCY CONTACT INFORMATION in Student Planning. | • Due Date: August 20  
**Note:** Resident students will not be able to pick up their keys without doing this. | • Submit/update this info online via Student Planning in SelfService.  
Instructions are available online. |
| Plan to PURCHASE YOUR TEXTBOOKS.  
Save money throughout the summer so you can purchase texts before classes start. | • Purchase books between August 1 and August 22  
Find your textbook requirements in Student Planning | • Albany Campus Bookstore for courses taught in Albany.  
Troy Campus Bookstore for courses taught in Troy. |
| REGISTER your PHONE NUMBER on [SendWordNow](#), Sage’s Emergency Alert System. | • Due Date: August 22  
**Note:** Updates can be made at any time. | • Go to sage.sendwordnow.com and “Register” using your SageNet username and password. |