

Log-in to **Passport** (passport.sage.edu)

- Go to the **Self Service** app (building icon in left margin) 
- Go to **Student Planning – Plan & Schedule – Term** >

1. PLAN Courses or Class Sections

OPTION A. SEARCH BAR

Use the Search bar to search, select, and plan class 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(s).
- 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 class 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”, example, **^ 0 of 1 Completed**
- * Click on course or search button. A list of courses appears – select Filters in left margin, **Term & Location**
- * 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 CLASS 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.
- 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

3. VERIFY Registration Status

- Click on the blue **Print** button. A new tab or window opens. View list of classes and **status**.
- Registered, but not started = Enrolled in the class.
- **Waitlist Information**: If a seat opens in the class and you are next on the waitlist, you will be sent an email to your Sage.edu account from registrar@sage.edu. The waitlist email lists a specific deadline by which you must adjust your schedule. *If you miss the deadline, you lose your seat and spot on the waitlist. If you are no longer interested in the course, click on the Drop Waitlist button, so another student may get a seat.

GENERAL TIPS

- Use **FILTER** column in left margin when searching for courses.
- Be sure to check **Campus Location** (Albany or Troy). Allow 25-30 travel time minutes between campuses.
- 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.