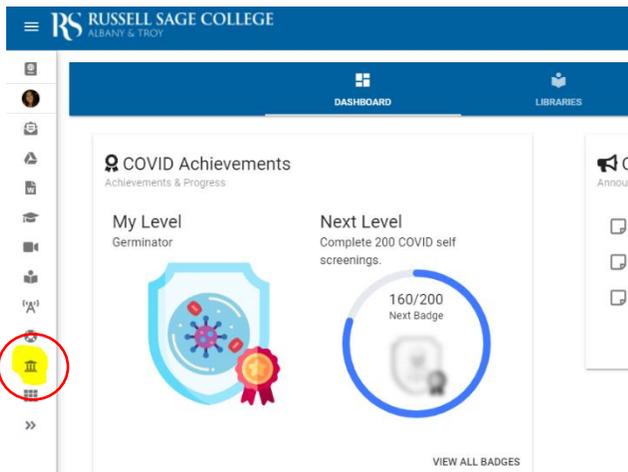
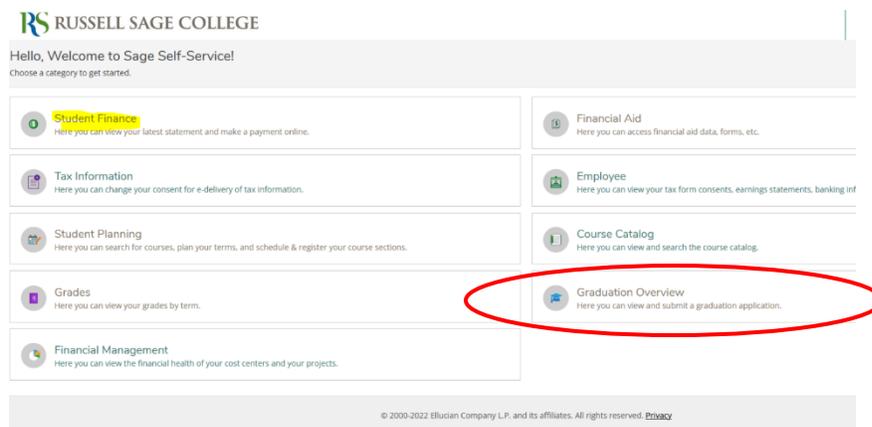


How to apply for graduation:

1. From the *Passport.Sage.edu* landing page, log into Self Service located on the left side of the screen:



2. Once you are in Self Service, select **Graduation Overview**, from there you will be directed to the Graduation Application page.



3. You should see your Program of Study listed. If you think your program is wrong please notify DegreeClearance@sage.edu immediately. If you meet the eligibility criteria, the “Apply” button is available for you. *If the “Apply” button is not available, please email: DegreeClearance@sage.edu to determine if you are ready to graduate for the current cycle.

Graduation Application

Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)

[Review My Academic Progress](#)

Program of Study	Major	Application Status
Psychology	Psychology	Apply

4. You will now enter the Graduation Application. ACCURATELY enter your information. PLEASE NOTE: the way you enter your “Preferred Name on Diploma” is exactly how it will appear on your diploma; include upper- and lower-case letters, all hyphens, and spacing. If you have any special characters or accent marks, please email DegreeClearance@sage.edu with exactly how your name should appear.

Name and Hometown

Full Name

Jane Doe

Graduation Term *

Please Select Graduation Term

Preferred Name on Diploma *

Jane Marie Doe

Phonetic Spelling

[More Info](#)

Program of Study

Psychology

Diploma

Bachelor of Science

Major

Psychology

Chose the current Graduation Term from drop down box

Enter you name EXACTLY as you would like your name to appear on your diploma. How you spell it here is how it will be PRINTED ON YOUR DIPLOMA

The phonetic spelling of your name is optional, but helpful you plan to attend the graduation ceremony for how your name is pronounced.

PLEASE NOTE: THERE IS ONLY ONE GRADUATION CEREMONY THAT IS HELD IN MAY. All August and December graduates are encouraged to join in the celebration in May. These students will receive an email invitation from Student Life to participate in February.

Slide the bar to the right if you wish to participate in the May Ceremony, the blue background shows.

Slide to the left if you do not wish to participate

Commencement Details

Will you attend commencement?

Diploma Mailing Address

Ship to preferred mailing address

123 Happy Place
Troy, NY 12180

Ship to a new address

This is the address on file for you. If you wish to have your diploma mailed to this address 4-6 weeks after the graduation date, keep this address highlighted

If you wish to have it shipped to a different address, click this button. A new set of fields open to enter the new address

Cancel

Submit

When you have entered everything in, hit the SUBMIT button

Ship to a new address

Outside US/Canada

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

City *

City

State/Province *

Please choose a state/province

ZIP/Postal Code *

ZIP/Postal Code

Request this be my new address going forward

If you would like this new address to replace the current one in the system, check this box and your address will be update.

Graduation Application Payment Instructions

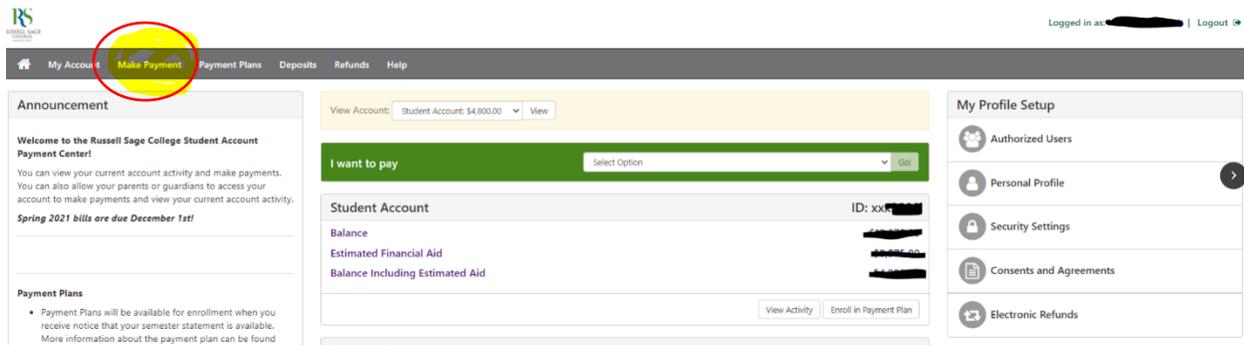
1. From Self Service, select 'Student Finance'

The screenshot shows the Russell Sage College Sage Self-Service portal. At the top left is the college logo and name. Below it is a welcome message: "Hello, Welcome to Sage Self-Service! Choose a category to get started." A grid of service categories is displayed. The "Student Finance" category is highlighted with a yellow background and circled in red. Other categories include Financial Aid, Employee, Course Catalog, Graduation Overview, Tax Information, Student Planning, Grades, and Financial Management. At the bottom, there is a copyright notice: "© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy".

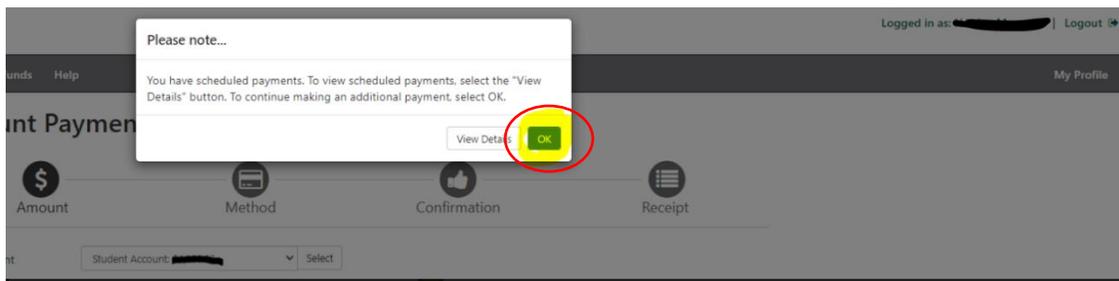
2. This will bring you to a new screen. Select 'Continue to Payment Center'

The screenshot shows the "Make a Payment" page on the Russell Sage College portal. The breadcrumb trail is "Financial Information > Student Finance > Make A Payment". The page title is "Make a Payment" with the subtitle "Use this page to make a payment on your account". A callout box on the left contains the text: "You are moving to the... Secure Payment Center. To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center. This helps you CONFIRM a safe payment transaction." A blue button labeled "Continue to Payment Center" is circled in red and yellow. To the right, a smaller screenshot shows the "Payment Center" interface, which is "Logged in" and displays account alerts, announcements, and account status information.

- Once on the Student Accounts Payment Center select 'Make Payment' which is located on the navigation bar on your Student Accounts Payment Center.



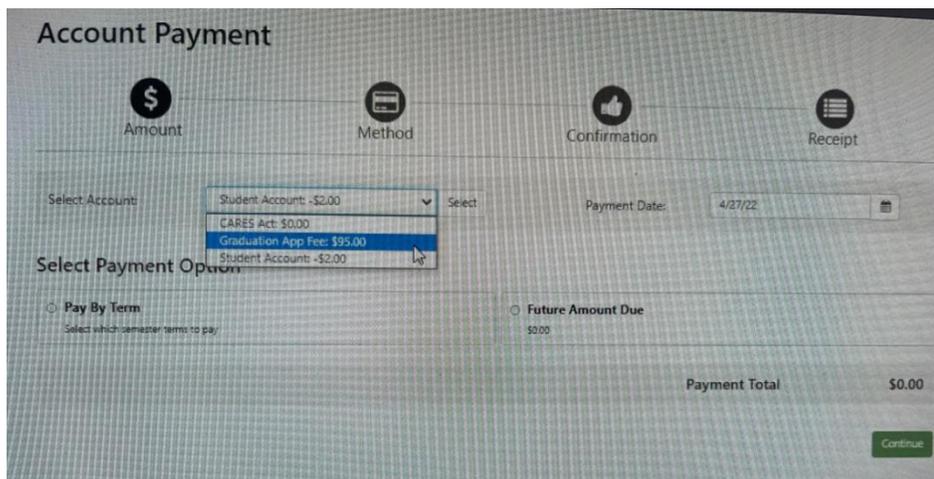
If you have a scheduled payment/payment plan, a pop-up notice will come that starts with 'Please note...' and you can click 'ok'.



- Click on the down arrow next to 'Select Account' and click 'Graduation Application Fee \$95.00' > 'Select'. You should then be able to see your charge of \$95.00 [see screenshot B or C]. Select 'Pay by term' and enter 95 in the blank box and continue You should now be able to enter your payment.

If you have a payment plan Click on the down arrow and click 'Graduation Application Fee \$95.00' > 'Select' > click on 'Charges not included in the plan' and enter \$95 in the blank box and select continue. You should now be able to enter your payment. [see screenshot C]

Screenshot A:



Screenshot B:

Account Payment



Amount



Method



Confirmation



Receipt

Select Account:

Graduation App Fee: \$95.00 Select

Payment Date:

4/27/22

Select Payment Option

Pay By Term

Select which semester terms to pay

Future Amount Due

\$0.00

Pay By Term

Enter payment amount(s) for semester term(s).

2022 Summer semester | \$95.00

\$

Pay by Term (Graduation App Fee)

\$95.00

Payment Total \$95.00

Continue

Screenshot C:

Account Payment



Amount



Method



Confirmation



Receipt

Select Account

Graduation App Fee: \$95.00 Select

Payment Date

Future amount due

\$0.00

Charges not included in the plan:

\$95.00

Pay by term

2021/spring

\$95.00

Payment Total: \$95.00

Continue