STUDENT STEPS
PREPARE FOR ADVISING & REGISTRATION

STUDENTS COMPLETE THE STEPS BELOW IN STUDENT PLANNING PRE-CONTACT WITH THEIR FACULTY ADVISOR (MAJOR).

1. Go to passport.sage.edu - SELF SERVICE - STUDENT PLANNING
   → MY PROGRESS
     • Review academic Information/degree requirements in My Progress to identify General Education & Major courses needed
     • Review the departmental suggested program of study in Undergraduate Catalog (catalog.sage.edu)

   PLAN & SCHEDULE > Term
     Search the course schedule using the Search bar or the Course Catalog module. View course descriptions, meeting times, etc.
     Plan (place) 5 class sections and 2-3 alternatives on the Plan & Schedule calendar screen in Student Planning

     Contact/email your Faculty Advisor (major) to arrange an advising meeting.

     Faculty Advisor (major) name & contact information is listed on the My Progress screen - Show Program Notes link.

2. CONTACT YOUR FACULTY ADVISOR (MAJOR)
   Student Emails their Faculty Advisor (major) to arrange an Advising meeting.
     • Faculty Advisor (major) name & contact information is listed on the My Progress screen - Show Program Notes link.

3. ADVISING DISCUSSION & MEETING
   • Review progress and grades in your current courses including Advisory course grades
   • View major and general education requirements using My Progress
   • Graduation timeline: are you on track? *120 total credits (minimum) are required for a bachelor's degree.
   • Career and internship plans
   • Finalize class list for upcoming registration
   • Faculty Advisor (major) "clears" RSC UG Day student using the Advisement Complete button.

4. REGISTRATION
   *Timely registration will ensure that you get the classes you need and want - see Registration Timeline.
   *UG Day Students must be cleared by their Faculty Advisor (major) to be eligible for Registration.

     • UG Registration Days/Times are by Class Level: www.sage.edu/academics/registrar/registration-timeline/
     • Student completes Registration in Plan & Schedule – click on the Register button. Planned Sections become Registered Sections.
     • If a class is full or closed - go on Waitlist.
     • Verify your registration: click on the PRINT button (a new tab or window opens) to see a list of your classes and status.
       (Registered, but not started = Enrolled in the class)

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