



NEW STUDENT CHECKLIST

	NEXT STEPS	IMPORTANT DATES	OFFICE/WEBSITE
<input type="checkbox"/>	CHECK YOUR SAGE EMAIL REGULARLY as this is the college's official means of communication.	<ul style="list-style-type: none"> Starting January 1 log in daily for important updates and information. 	<ul style="list-style-type: none"> Log in at: sagemail@sage.edu IT Help Desk: 518-244-4777
<input type="checkbox"/>	SUBMIT AP SCORE REPORTS AND TRANSCRIPTS from high school and any previously attended colleges.	<ul style="list-style-type: none"> Submit transcripts by December 1 or as soon as possible. <i>Note: New students will be enrolled in preliminary course schedules by the Advising Office starting in November.</i> 	<ul style="list-style-type: none"> View Transfer Credit Information on the Advising Office's webpage. The Advising Office can answer questions about transfer credit.
<input type="checkbox"/>	PARTICIPATE IN ORIENTATION: <ul style="list-style-type: none"> Ready! Orientation Session RSVP for the half-day session to get ready for Sage.	<ul style="list-style-type: none"> Ready! Orientation: Thursday, January 12 1:00 - 4:00 PM on the Troy Campus Resident Students may move in: January 15 	<ul style="list-style-type: none"> Russell Sage's Orientation Webpage 518-244-2207 studentsuccess@sage.edu RSVP Form for Ready! Orientation Session
<input type="checkbox"/>	LOG INTO MY SAGE AID and complete all items on your financial aid checklist so your financial aid package can be processed.	<ul style="list-style-type: none"> Complete tasks by January 17 <i>Note: Some tasks may have earlier deadlines as indicated by the Financial Aid office.</i> 	<ul style="list-style-type: none"> Financial Aid Office Access MySageAid via Self Service finaid@sage.edu
<input type="checkbox"/>	STUDENTS WITH ACCESSIBILITY NEEDS: Submit documentation if you are seeking accommodations for spring.	<ul style="list-style-type: none"> Recommended Due Date: January 2 (to ensure that housing and academic accommodations can be arranged in time.) 	<ul style="list-style-type: none"> Accessibility Services Webpage 518-244-6874 accessibility_services@sage.edu
<input type="checkbox"/>	RESIDENT STUDENTS: Submit these forms: HOUSING AND MEAL PLAN PREFERENCE FORM & HOUSING CONTRACT	<ul style="list-style-type: none"> Housing Forms due: January 4 <i>Note: New Students may move in on January 15.</i> 	<ul style="list-style-type: none"> Residence Life Office 518-244-2008 residencelife@sage.edu
<input type="checkbox"/>	SUBMIT IMMUNIZATION FORMS online to the Wellness Center.	<ul style="list-style-type: none"> Due Date: December 1 <i>Note: Proof of immunization is required for all students. See the Wellness Center's webpage to determine which immunizations you must submit.</i> 	<ul style="list-style-type: none"> Wellness Center Webpage Submit your immunization records to either of the Wellness Center emails: troywellnesscenter@sage.edu or albanywellnesscenter@sage.edu
<input type="checkbox"/>	WAIVE SAGE'S HEALTH INSURANCE *All students are charged for insurance. Those with insurance may waive it and have account credited.	<ul style="list-style-type: none"> If you have health insurance, waive Sage's health insurance online by January 23 to receive a credit of \$2,960 on your account. 	<ul style="list-style-type: none"> Link to waive health insurance via mystudentmedical.com
<input type="checkbox"/>	PAY YOUR BILL (and set up a payment plan if needed). Click HERE for instructions.	<ul style="list-style-type: none"> Billing Due Date: December 1 <i>Note: Failing to pay your bill on time could result in your removal from housing and courses.</i> 	<ul style="list-style-type: none"> Student Accounts Office Access your bill via Self Service studentaccounts@sage.edu
<input type="checkbox"/>	SUBMIT your ID PHOTO online.	<ul style="list-style-type: none"> Suggested Due Date: January 10 	<ul style="list-style-type: none"> Information and link to upload your Sage ID photo are online. IDs can be picked up in College Services
<input type="checkbox"/>	COMPLETE ALCOHOLEDU & SEXUAL ASSAULT PREVENTION online education modules.	<ul style="list-style-type: none"> Complete modules between January 3 and January 17 <i>Note: Be sure to set aside up to 90 minutes to complete each module.</i> 	<ul style="list-style-type: none"> Detailed instructions will be sent to your Sage email account by January 3. Contact deanofstudents@sage.edu with any questions.
<input type="checkbox"/>	Verify your PERSONAL INFORMATION and EMERGENCY CONTACT INFORMATION in Student Planning.	<ul style="list-style-type: none"> Due Date: January 1 <i>Note: Resident students will not be able to pick up their keys without doing this.</i> 	<ul style="list-style-type: none"> Submit/update this info online via Student Planning via Self Service Instructions are available online.
<input type="checkbox"/>	Plan to PURCHASE YOUR TEXTBOOKS . Save money throughout the summer so you can purchase texts before classes start.	<ul style="list-style-type: none"> Purchase books between January 1 and January 17 	<ul style="list-style-type: none"> Troy Campus Bookstore for courses taught in Troy Albany Campus Bookstore for courses taught in Albany
<input type="checkbox"/>	REGISTER your PHONE NUMBER on SendWordNow , Sage's Emergency Alert System.	<ul style="list-style-type: none"> Due Date: January 17 <i>Note: Updates can be made at any time.</i> 	<ul style="list-style-type: none"> Go to sage.sendwordnow.com and "Register" using your Sage username and password.
<input type="checkbox"/>	REGISTER your DOWNLOAD the Rave Guardian mobile safety app.	<ul style="list-style-type: none"> Due Date: January 17 <i>Note: Updates can be made at any time.</i> 	<ul style="list-style-type: none"> Contact deanofstudents@sage.edu with questions or download the Rave Guardian app instructions.