



# NEW STUDENT CHECKLIST

	NEXT STEPS	IMPORTANT DATES	OFFICE/WEBSITE
<input type="checkbox"/>	<b>CHECK YOUR SAGE EMAIL REGULARLY</b> as this is the college's official means of communication. Click <a href="#">HERE</a> for tips if you have difficulty logging in.	<ul style="list-style-type: none"> <li>Starting <b>June 1</b> log in daily for important updates and information.</li> </ul>	<ul style="list-style-type: none"> <li>Log in at: <a href="mailto:sagemail.sage.edu">sagemail.sage.edu</a></li> <li>IT Help Desk: 518-244-4777</li> </ul>
<input type="checkbox"/>	<b>SUBMIT AP SCORE REPORTS AND TRANSCRIPTS</b> from high school and any previously attended colleges.	<ul style="list-style-type: none"> <li>Submit transcripts by <b>July 1</b> or as soon as possible. <b>Note:</b> <i>New students will be enrolled in preliminary course schedules by the Advising Office starting in June.</i></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">View Transfer Credit Information</a> on the Advising Office's webpage.</li> <li><a href="#">The Advising Office</a> can answer questions about transfer credit.</li> </ul>
<input type="checkbox"/>	<b>PARTICIPATE IN ORIENTATION:</b> <ul style="list-style-type: none"> <li><b>Ready! Orientation Sessions</b></li> </ul> <a href="#">RSVP</a> for a half-day session to get <b>ready</b> for Sage. (Sign up opens May 15)	<ul style="list-style-type: none"> <li><b>Ready! Orientation</b> <i>First Year Students select 1 session from the following:</i> <b>June 29, July 11, July 19, or July 27</b> <i>Transfer Student Ready Day: July 25</i></li> <li><b>Resident Student Move-in: August 26</b></li> <li><b>Set! Fall Welcome Orientation August 26, 27 &amp; 30</b></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Russell Sage's Orientation Webpage</a></li> <li>518-292-1810</li> <li><a href="mailto:studentsuccess@sage.edu">studentsuccess@sage.edu</a></li> <li><a href="#">RSVP Form</a> to Select Your Ready! Summer Orientation Session (Sign up opens May 15)</li> </ul>
<input type="checkbox"/>	<b>LOG INTO MY SAGE AID</b> and complete all items on your <a href="#">financial aid checklist</a> so your financial aid package can be processed.	<ul style="list-style-type: none"> <li>Complete tasks by <b>August 1</b> <b>Note:</b> <i>Some tasks may have earlier deadlines as indicated by the Financial Aid office.</i></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Financial Aid Office</a></li> <li>Access MySageAid via <a href="#">Self Service</a></li> <li><a href="mailto:finaid@sage.edu">finaid@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>STUDENTS WITH ACCESSIBILITY NEEDS:</b> Submit documentation if you are seeking housing or academic accommodations.	<ul style="list-style-type: none"> <li>Recommended Due Date: <b>August 1</b> (to ensure that housing and academic accommodations can be arranged in time.)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Accessibility Services Webpage</a></li> <li>518-244-6874</li> <li><a href="mailto:accessibility_services@sage.edu">accessibility_services@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>RESIDENT STUDENTS:</b> Submit these forms: <a href="#">HOUSING AND MEAL PLAN PREFERENCE FORM &amp; HOUSING CONTRACT</a>	<ul style="list-style-type: none"> <li>Housing Forms due: <b>June 1</b> <b>Note:</b> <i>Housing assignments will be made in mid June. New students move in on Saturday, August 26</i></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Residence Life Office</a></li> <li>518-244-2008</li> <li><a href="mailto:residence@sage.edu">residence@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>SUBMIT IMMUNIZATION FORMS</b> online to the Wellness Center.	<ul style="list-style-type: none"> <li>Due Date: <b>August 1</b> <b>Note:</b> <i>For more information on what immunizations are required, please visit the Wellness Center's website.</i></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Wellness Center Webpage</a></li> <li>Submit your immunization records to either of the Wellness Center emails: <a href="mailto:troywellnesscenter@sage.edu">troywellnesscenter@sage.edu</a> or <a href="mailto:albanywellnesscenter@sage.edu">albanywellnesscenter@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>PAY YOUR BILL</b> (and set up a payment plan if needed).	<ul style="list-style-type: none"> <li>Billing Due Date: <b>August 1</b> <b>Note:</b> <i>Failing to pay your bill on time could result in your removal from housing and courses.</i></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Student Accounts Office</a></li> <li>Access your bill via <a href="#">Self Service</a></li> <li><a href="mailto:studentaccounts@sage.edu">studentaccounts@sage.edu</a></li> </ul>
<input type="checkbox"/>	<b>SUBMIT your ID PHOTO</b> online.	<ul style="list-style-type: none"> <li>Suggested Due Date: <b>August 15</b></li> </ul>	<ul style="list-style-type: none"> <li>Information and link to upload your <a href="#">Sage ID photo</a> are online. IDs can be picked up in College Services</li> </ul>
<input type="checkbox"/>	<b>COMPLETE ALCOHOLEDU &amp; SEXUAL ASSAULT PREVENTION</b> online education modules.	<ul style="list-style-type: none"> <li>Due Date: <b>August 26</b> <b>Note:</b> <i>Be sure to set aside up to 45 minutes to complete each module.</i></li> </ul>	<ul style="list-style-type: none"> <li>Detailed instructions will be sent to your Sage email account on or before August 1. (The email will come from Vector Solutions)</li> <li>Contact <a href="mailto:titleix@sage.edu">titleix@sage.edu</a> with any questions.</li> </ul>
<input type="checkbox"/>	Verify your <b>PERSONAL INFORMATION</b> and <b>EMERGENCY CONTACT INFORMATION</b> in Student Planning.	<ul style="list-style-type: none"> <li>Due Date: <b>August 26</b> <b>Note:</b> <i>Resident students will not be able to pick up their keys without doing this.</i></li> </ul>	<ul style="list-style-type: none"> <li>Submit/update this info online via Student Planning via <a href="#">Self Service</a></li> <li>Instructions are available <a href="#">online</a>.</li> </ul>
<input type="checkbox"/>	Plan to <b>PURCHASE YOUR TEXTBOOKS</b> . Save money throughout the summer so you can purchase texts before classes start.	<ul style="list-style-type: none"> <li>Purchase books between <b>August 1 and August 28</b></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Troy Campus Bookstore</a> for courses taught in Troy</li> <li><a href="#">Albany Campus Bookstore</a> for courses taught in Albany</li> </ul>
<input type="checkbox"/>	<b>REGISTER your PHONE NUMBER</b> on <b>SendWordNow</b> , Sage's Emergency Alert System.	<ul style="list-style-type: none"> <li>Due Date: <b>August 26</b> <b>Note:</b> <i>Updates can be made at any time.</i></li> </ul>	<ul style="list-style-type: none"> <li>Go to <a href="http://sage.sendwordnow.com">sage.sendwordnow.com</a> and "Register" using your Sage username and password.</li> </ul>
<input type="checkbox"/>	<b>REGISTER and DOWNLOAD the Rave Guardian Mobile Safety App</b> for easy access to campus resources and our Public Safety Office.	<ul style="list-style-type: none"> <li>Due Date: <b>August 26</b> <b>Note:</b> <i>Updates can be made at any time.</i></li> </ul>	<ul style="list-style-type: none"> <li>Contact <a href="mailto:deanofstudents@sage.edu">deanofstudents@sage.edu</a> with any questions or download the <a href="#">Rave Guardian app instructions</a>.</li> </ul>
<input type="checkbox"/>	<b>REGISTER for and OBTAIN a PARKING PERMIT</b> for the 2023-2024 academic year at no additional cost. A valid permit will allow parking on either campus. * Temporary permits are available through Public Safety.	<ul style="list-style-type: none"> <li>Register/Pick up Permit: <b>August 15 - 31</b> <b>Note:</b> <i>Permits can be obtained throughout the year, but ticketing will begin after week 2 of each semester.</i></li> </ul>	<ul style="list-style-type: none"> <li>Information and link to register &amp; request your permit are on: <a href="http://Sage.edu/Parking">Sage.edu/Parking</a>.</li> <li>Permits can be picked up in College Services on either campus.</li> </ul>