<table>
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<th>NEXT STEPS</th>
<th>IMPORTANT DATES</th>
<th>OFFICE/WEBSITE</th>
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| **CHECK YOUR SAGE EMAIL REGULARLY** as this is the college’s official means of communication. Click HERE for tips if you have difficulty logging in. | **Starting June 1 log in daily for important updates and information.** | Log in at: sagemail.sage.edu  
IT Help Desk: 518-244-4777 |
| **SUBMIT FINAL OFFICIAL HIGH SCHOOL & COLLEGE TRANSCRIPTS AND AP SCORE REPORTS.** Note that if you took college courses in high school, you need to submit transcripts from the college that awarded the credit. | **Submit transcripts by August 1 or as soon as possible.**  
**Note:** New students will be enrolled in preliminary course schedules by the Advising Office starting in June. | **View Transfer Credit Information** on the Advising Office’s webpage.  
The Advising Office can answer questions about transfer credit. |
| **PARTICIPATE IN ORIENTATION:**  
- **Ready!** Summer Orientation Sessions  
  **RSVP** for a half-day session to get **ready** for Sage.  
- **Complete 1-on-1 session with Student Success Coach** on Zoom. (Check your Sage email for details.) | **Ready! Orientation**  
First Year Students select 1 session from the following:  
June 29, July 11, July 19, or July 27  
Transfer Student Ready Day: July 25  
**Resident Student Move-in: August 26**  
**Set!** Fall Welcome Orientation August 26, 27 & 30 | **Russell Sage’s Orientation Webpage**  
518-292-1810  
studentsuccess@sage.edu  
**RSVP Form** to Select Your Ready! Summer Orientation Session |
| **LOG INTO FINANCIAL AID MODULE in Self-Service and complete all items on your financial aid checklist** so your financial aid package can be processed. | **Complete tasks by August 1**  
**Note:** Some tasks may have earlier deadlines as indicated by the Financial Aid office. | **Financial Aid Office**  
Access Financial Aid module in Self Service  
finaid@sage.edu |
| **STUDENTS WITH ACCESSIBILITY NEEDS:**  
Submit documentation if you are seeking housing or academic accommodations. | **Recommended Due Date: August 1**  
(to ensure that housing and academic accommodations can be arranged in time.) | **Accessibility Services Webpage**  
518-244-6874  
accessibility_services@sage.edu |
| **RESIDENT STUDENTS:** Submit these forms:  
- **HOUSING AND MEAL PLAN PREFERENCE FORM & HOUSING CONTRACT** | **Housing Forms due: June 1**  
**Note:** Housing assignments will be made in mid June. New students move in on Saturday, August 26 | **Residence Life Office**  
518-244-2008  
residencelife@sage.edu |
| **SUBMIT IMMUNIZATION FORMS** online to the Wellness Center. | **Due Date: August 1**  
**Note:** For more information on what immunizations are required, please visit the Wellness Center’s website. | **Wellness Center Webpage**  
Submit your immunization records to either of the Wellness Center emails:  
troywellnesscenter@sage.edu or albanywellnesscenter@sage.edu |
| **PAY YOUR BILL** (and set up a payment plan if needed). You can access your bill by logging into:  
Self-Service ➜ Student Finance ➜ Payment Center | **Billing Due Date: August 1**  
**Note:** Failing to pay your bill on time could result in your removal from housing and courses. | **Student Accounts Office**  
Access your bill via Self Service  
studentaccounts@sage.edu |
| **SUBMIT your ID PHOTO** online through Sage. | **Suggested Due Date: August 15** | **Information and link to upload your Sage ID photo** are online. IDs can be picked up in College Services |
| **COMPLETE ALCOHOLEDU & SEXUAL ASSAULT PREVENTION** online education modules. | **Due Date: August 26**  
**Note:** Be sure to set aside up to 45 minutes to complete each module. | **Detailed instructions will be sent to your Sage email account on or before August 1.**  
(The email will come from Vector Solutions)  
Contact titleix@sage.edu with any questions. |
| Verify your **PERSONAL INFORMATION** and  
**EMERGENCY CONTACT INFORMATION** by going to:  
Self-Service ➜ User Options | **Due Date: August 26**  
**Note:** Resident students will not be able to pick up their keys without doing this. | **Submit/update this info online in the User Options in Self Service**  
Instructions are available online. |
| Plan to **PURCHASE YOUR TEXTBOOKS.** Save money throughout the summer so you can purchase texts before classes start. | **Purchase books between August 1 and August 28** | **Troy Campus Bookstore** for courses taught in Troy  
**Albany Campus Bookstore** for courses taught in Albany |
| **REGISTER your PHONE NUMBER** on SendWordNow, Sage’s Emergency Alert System. | **Due Date: August 26**  
**Note:** Updates can be made at any time. | Go to sage.sendwordnow.com and “Register” using your Sage username and password. |
| **REGISTER and DOWNLOAD** the **Rave Guardian Mobile Safety App** for easy access to campus resources and our Public Safety Office. | **Due Date: August 26**  
**Note:** Updates can be made at any time. | Contact deanofstudents@sage.edu with any questions or download the **Rave Guardian app instructions.** |
| **REGISTER for and OBTAIN a PARKING PERMIT** 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. | **Register/Pick up Permit: August 15 - 31**  
**Note:** Permits can be obtained throughout the year, but ticketing will begin after week 2 of each semester. | **Information and link to register & request your permit are on:**  
Sage.edu/Parking.  
Permits can be picked up in College Services on either campus. |