STUDENT STEPS TO PREPARE FOR ADVISING & REGISTRATION

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

1. Students go to passport.sage.edu - SELF SERVICE - STUDENT PLANNING
   → View your degree requirements in MY PROGRESS
     • Review academic Information in My Progress to identify General Education & Major courses needed
     • Review the departmental suggested program of study in the Undergraduate Catalog (catalog.sage.edu)
     • Scroll to a Section or requirement that has the 0 of 1 Completed notation. In this section, click on the Search button. A list of all approved courses for this requirement will appear. **Use the Term filter to select/plan class sections (by term).
   → In the PLAN & SCHEDULE screen > Term
     • Search the course schedule using the Search bar or use the Course Catalog module.
     • View course descriptions & section meeting times for the upcoming registration term.
     • Class information: Undergraduate Level = 100-400 classes; Graduate Level = 500-900 classes
     • Plan (place) 4-5 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)
   When step # 1 is completed, the student Emails their Faculty Advisor (major) to arrange an advising meeting.
   • Faculty Advisor (major) name & contact information is listed on the My Progress -click on the Show Program Notes link.

3. NOTES for ADVISING DISCUSSIONS & MEETINGS (checklist)
   • Progress in your current courses including advisory course grades and comments
   • View major and general education requirements using My Progress
   • Graduation timeline: are you on track?
   • Career and internship plans
   • View your planned class sections & finalize your class list for upcoming registration
   • Faculty Advisor (major) "clears" RSC UG Day student. (Also called, advisement completed).

4. REGISTRATION
   *Timely registration will ensure that you get the classes you need and want - see the Registration Timeline.
   *UG Day Students must be cleared by their Faculty Advisor (major) to be eligible for Registration.
   • UG Day Registration Days & Times are by Student Class Level: www.sage.edu/academics/registrar/registration-timeline/
   • Student completes their Registration in Plan & Schedule by clicking on the blue Register button.
   • You will see that your Planned Sections become Registered Sections. Green checkmark = enrolled in the class.
   • If a class section is full or closed - go on the Waitlist. (Click on the blue Waitlist button).
   • Important - verify Registration status: click on the PRINT button 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/

academicadvising@sage.edu