



STUDENT STEPS PREPARE FOR ADVISING & REGISTRATION

Students!! Complete Steps #1 and #2 listed below in Student Planning, then contact your Faculty Advisor.

1. Go to passport.sage.edu – Self Service - **STUDENT PLANNING**

Options to Plan Class Sections:

MY PROGRESS - View your Degree Requirements and search for Class Sections in MY PROGRESS

- Review academic information in **My Progress** to identify General Education & Major courses needed
- Review the departmental Suggested Program of Study outline in the UG [Catalog](http://catalog.sage.edu) (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.**

OR →

PLAN & SCHEDULE - Use the **PLAN & SCHEDULE** screen > Term

- Search the [Course Schedule](#) using the **Search bar**. ****Use the TERM Filter to select & plan Class Sections.**
- 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

When the above planning is completed or mostly completed... Go to **Step #2** → →

2. Contact your **FACULTY ADVISOR (MAJOR)**

The student Emails their Faculty Advisor (major) to arrange an advising meeting

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

3. Checklist: **ADVISING DISCUSSIONS & MEETINGS**

- Discuss progress in your current courses (**Advisory Course Grades**)
- View Major Requirements, General Education, and Liberal Arts requirements using **My Progress**
- Verify your Graduation Timeline: Are you on track?
- Reminder:** 120 total complete credits (minimum) are required for a Bachelor's Degree
- Review career goals and Internship plans
- Discuss and review your planned Class Sections. Finalize your class list for your upcoming registration day
- Faculty Advisor (major) "clears" the UG Day student. (Also called, advisement completed)

4. Get Ready for your **REGISTRATION DAY**. Registration opens at 6:00 AM

UG Day Students: Registration Days & Times are by CLASS LEVEL (# of Total Completed Credits listed in My Progress)

- Timely Registration will ensure that you get the classes you need & want. See the Registration [Timeline](#)
- UG Day Students must be Cleared by their Faculty Advisor (major) to be eligible for Registration

Student completes their Registration in Plan & Schedule by clicking on the blue Register button

- You will see that your Planned Class 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 STEP! VERIFY your Registration Status.** Click on the **PRINT button** to see a list of your classes and status.

HELPFUL LINKS

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