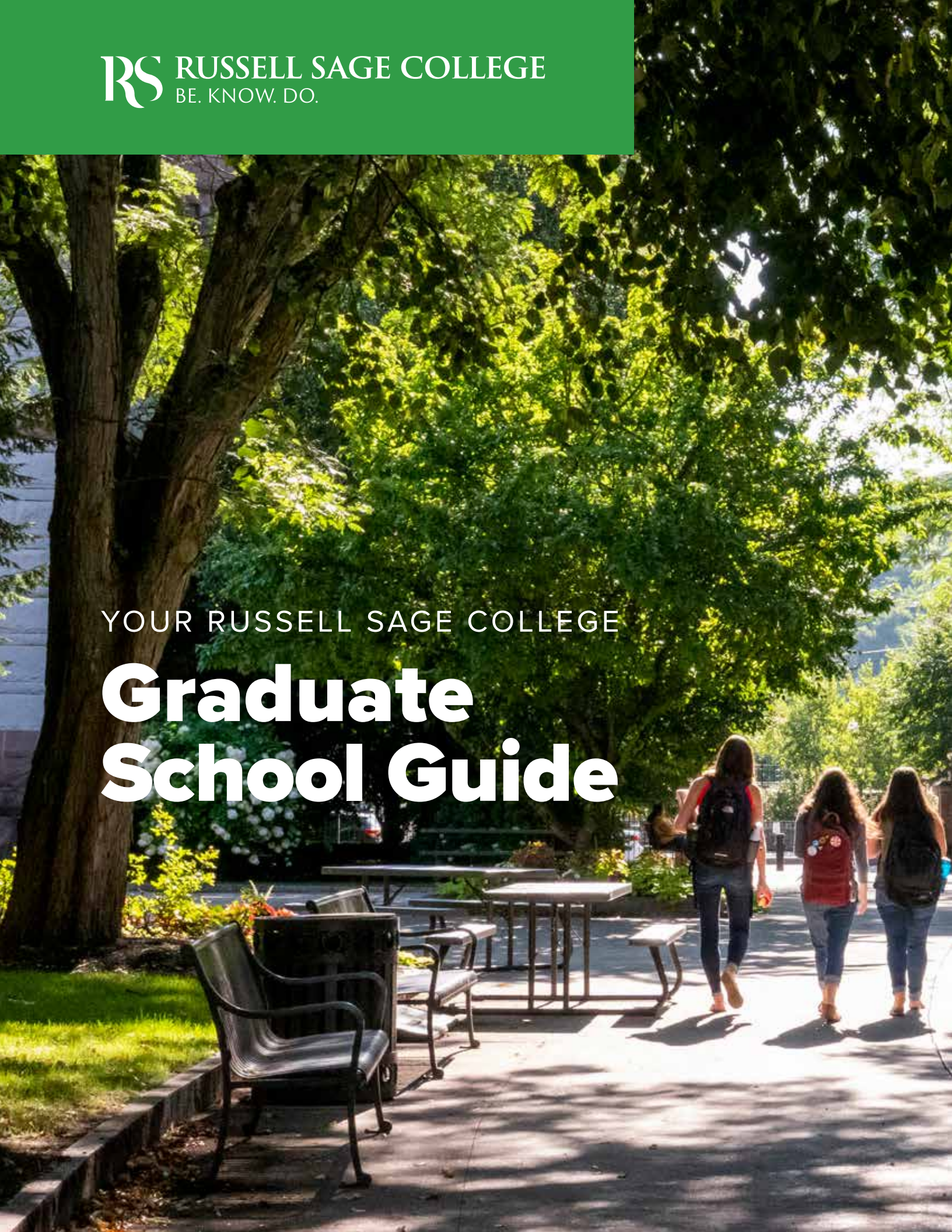


YOUR RUSSELL SAGE COLLEGE

Graduate School Guide



Welcome to the Graduate School at Russell Sage College

Congratulations on your acceptance to Russell Sage College's graduate programs. We're excited to have you join our community.

At Russell Sage, we work to stay in tune with students' needs, and what we've heard from our accepted graduate students — whether they've already enrolled at Russell Sage or are still in their decision-making process — is they like as much information as possible. We get it. We do, too. We're a college after all, and knowledge is our business.

Graduate school is an exciting next chapter, but it can seem daunting, too. We want you to feel comfortable and confident as you start your graduate education.

We created this guide to answer your questions, so you can feel prepared to join our community. We also encourage you to keep an eye out for our virtual Accepted Graduate Student Session, where you can have your questions answered by our team in real time. And don't hesitate to reach out to our Office of Graduate Admission anytime at graduate@sage.edu or 518-292-8615.



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Accepted Graduate Student Checklist

Register for an Accepted Graduate Student Virtual Session

This isn't mandatory, but you may find it a helpful way to have all your questions answered at once and meet other graduate students.

Financial Aid

If you'd like to apply for federal financial aid like work-study, loans, or a graduate assistantship, you'll need to file your Free Application for Federal Student Aid (FAFSA).

Enroll by Making Your Deposit

Visit sage.edu/deposit to officially enroll. You'll need your Student ID number, which you received via email after your acceptance. If you can't find it, no problem, reach out to us at graduate@sage.edu, and we can look it up for you. Your deposit is not an extra fee. It's paying a very small part of your tuition bill in advance to secure your spot. Note that you won't instantly receive access to your student account after you deposit. It takes about 24 hours for your deposit to be processed in our system.

Sign and Return Your Program of Study

The Program of Study, which you received in your acceptance, lists all of the courses you will take to complete your degree. You must sign and return it as part of the enrollment process.

Connect with Your Faculty Advisor

Your faculty advisor can help you register for new classes and ensure you are set up for a successful first semester. Make sure to meet with them.

Be Sure to Use Your Sage Email

Once you deposit, be sure to log in to your Sage email. We're always working to keep your data safe, which means we have an aggressive spam filter. Please use your Sage email for all communication with faculty and college offices, so we can be sure to get your note.

Meet Our Solutions Team

Once you're a deposited student, you'll want to get to know our Solutions team — our one-stop shop for getting your questions answered. They'll support you throughout your time at Russell Sage College with tasks related to class registration, student billing, financial aid, and more. Reach them at solutions@sage.edu or 518-244-2020.

Register for Classes

Your Program of Study will show you which classes to take. You'll register for your classes via our Self-Service portal. Learn more about the process and scan the QR code to view a step-by-step video on page 7.

Create Your Student ID and Purchase a Parking Pass

Find instructions on how to create your student ID and purchase a parking pass on pages 6 and 8 of this guide.

Passport: The Key to It All

Passport is our online hub, where you can find all the tools you'll need. You access it at passport.sage.edu and sign in using your Russell Sage College login credentials. In Passport, you'll find gateways to:

➔ **Moodle:** Our online learning platform. After you've completed registration, your professor will add you to their course on Moodle before classes start. This is where your professors will post course updates, assignments, and submission links.

➔ **Self-Service:** This section of Passport allows you to see course registration, grades, financial aid, your tuition bill, and more.

➔ **Service Center:** If you need help from our IT team, you can put in a ticket requesting help through the Service Center.

➔ **Handshake:** An online employment site — like LinkedIn for college students — that connects students with employers and on-campus employment opportunities.

➔ **Zoom:** If you have online class meetings, you may need to use the Zoom video conferencing platform.

➔ **RSC Libraries:** Gives you access to our libraries and thousands of journals, databases, and other essential resources.

➔ **Sage Student Gmail account and Google Drive:** Your Sage email is via a Gmail account, giving you access to the suite of Google applications.

➔ **Microsoft Office 365:** As a student, you get free access to the Microsoft Office suite.

➔ **Manage Account section:** Change your password and view your student information.





Multifactor Authentication

You've likely had to use multifactor authentication at some point — like when you try to do your banking online. We use it at Russell Sage, too, to keep our systems and your data safe.

The first time you try to use a system that requires multifactor authentication (such as Passport or Moodle), you'll get a window from Microsoft that takes you through steps to set up your multifactor authentication account. Click "Next" when you get the window prompting you for more information.

Important note: You must set up multifactor authentication from a computer. And you'll also need your mobile phone.

- ➔ Your life will be easier if you choose the option of setting up security verification by downloading the Microsoft Authenticator App on your mobile phone, so download it from either Apple or Google's app stores.
- ➔ Back on your computer, after you've selected "Mobile App" as your preferred verification method, you'll need to click on the "Set Up" button, and when you do, you'll see a QR code on your computer screen.
- ➔ Now, in the Microsoft Authenticator App on your phone, simply tap the + in the corner, and then choose "Work or School Account." When prompted, tap "Scan QR Code." Use your phone camera to scan the code showing on your computer, and then enter the two-digit code on your computer in the box on your phone app. Once the app tells you the notification is approved, tap "Next." You should be all set.



HOT EMAIL TIP:

After you make it official and join the Russell Sage community, make sure to use your Sage email for all communications with faculty and college offices!



HOT TIP:

Learn how to register for your classes by watching this video. ➔



Registering for Classes

- 1. Go to Passport » Self-Service » Student Planning » My Progress**
- 2. Find your courses:** In the search bar at the top right of the screen, type in the name of the course you want to register for. If you don't know, you can also choose by subject area and then be sure to use the advanced filters on the left hand side of the screen to narrow your search. **Hot tip:** Adding start term, Academic level (graduate vs. undergraduate), etc. is very important.
- 3. View course details:** When you input what you're looking for, you will get a list of course sections. It shows when and where each section meets, who the instructor is, and what format the course is in, as well as how many remaining seats are available in the course. **Another hot tip:** Is the course waitlisted? Add yourself to the waitlist so if the course becomes available, you'll be notified!
- 4. Add the course:** When you've found the section you want, click the Add Section to Schedule button.
- 5. Confirm your choice:** When the window pops up, confirm your selection by clicking the Add Section button. You've now successfully "planned the course," and the next step is to officially register.
- 6. Return to the main menu to officially register for the course:** Click on the Russell Sage College logo on the top left corner of the screen to return to the main screen.
- 7. Click on Student Planning.**
- 8. Navigate to Plan and Schedule:** Go to the Plan Your Degree and Register for Classes option, and click on Plan and Schedule. The courses you planned will now show on the lefthand side of the screen next to the calendar.
- 9. Officially register:** Either click on the Register button under each course on the left, or you can click on the Register now button on the right upper corner of your screen to register for all of the courses you selected at once.
- 10. Confirm registration:** You'll know you are registered for the course when the green bar appears above it that says Registered But Not Started, and you'll get a confirmation email.

Buying Your Books

To know what books to buy, head to the Student Planning section of Self-Service and find Plan and Schedule. When you click on a course title, you can scroll down to the bookstore information, clicking on the green link will direct you to the bookstore.

Hint: Buying books at the bookstore is very convenient. But we know students do shop around. Use the provided ISBN to search for books through other sellers if you want to comparison shop. That way you can be sure you're purchasing the right version. Our bookstore will price match Amazon.



GRAD STUDENT CONFIDENTIAL

"I use a Google calendar to plan everything, including scheduling time for homework. It is important to remember that you can have a life in addition to being in graduate school. You can spend time with friends and have hobbies as long as you manage your time well and stay organized (i.e., plan out your assignments ahead of time, use a planner/calendar, and set reminders on your phone to do homework)."

– **First-year graduate student**

Your Student ID

1. After making your deposit, you will receive an email invite within the next week from ID123 to set up your digital ID card.
2. Use the links provided in the email to download the ID123 app and then install your digital ID card to the app.
3. Open the ID123 app and tap on the picture window to upload an ID photo. ID photos should be taken from the shoulders up against a light background, similar to a passport or license photo.

Additional guidelines can be found at: sage.edu/about/offices-centers/public-safety/id-cards/



4. Once a photo is uploaded, it will enter the moderation stage. You will receive a notification in the app when the photo is approved or denied. If it is denied, please upload a different photo. If it is approved, your digital ID set up is complete.
5. Your digital ID can be used at Sodexo dining services if you have a meal plan and can also be displayed for student discount purposes.
6. Only Occupational Therapy and Physical Therapy students will need physical ID cards for clinical purposes. Both programs will work with College Services to get those ID cards printed when they are needed.



Billing and Financing Your Investment

Bills

Russell Sage College bills by semester. Fall bills are posted to your Student Accounts Payment Center in Self-Service in July and are due on August 1. Spring semester bills are posted in November and are due on December 1. Summer semester bills are posted in April and due on May 1.

Financial Aid

If you'd like to apply for federal financial aid like graduate assistantships, grants, and loans, you'll need to file your Free Application for Federal Student Aid (FAFSA) using our FAFSA school code: 002810.

Students are eligible to receive up to \$20,500 in Unsubsidized Loans for the academic year if they have room in their cost of attendance. Occupational Therapy and Physical Therapy students will be automatically packaged with the Grad Plus Loan to cover their full cost of attendance. You must be registered for at least 4.5 credits to qualify.

Graduate Assistantships

If you receive a Graduate Assistantship (GA), you'll work 150 hours per semester (about 10 hours a week) and receive a \$1,000 stipend and 3-credit tuition waiver for the semester. You must be enrolled in at least 6 graduate credits to qualify, and you can view available GA positions and apply on our website.

Note: GA positions require in-person work. sage.edu/admission/financial-aid/graduate-assistantships/ga-positions/



Workforce Development Partnership

Russell Sage College is committed to meeting workforce needs, so we partner with businesses and organizations to offer select graduate programs at a 10% tuition discount with deferred tuition payments to employees of Workforce Development Partnership members.

A special partnership with Albany Medical Center also offers a 30% tuition discount for graduate nursing programs (M.S. in Nursing, Doctor of Nursing Practice, and post-master's nursing certificates).

See the website for a list of participating partners and programs.



GRAD STUDENT CONFIDENTIAL

"I would advise saving some time strictly for yourself and your hobbies. It can be easy in this program to make more time for school by pushing away your hobbies/physical activity/friends or family. Although it may seem beneficial to do so in the moment, losing these vital parts of your life may impact your mental health more than you think. Even if it's a day on the weekend or an evening once a week, make sure you make time for yourself and fun."

– **Second-year graduate student**

Housing, Dining, Parking, and Transportation

Housing

Graduate housing is available for students on a first-come, first-served basis. On the Troy campus, you can live in a historic brownstone.

On the Albany campus, graduate students can opt for University Heights Suites, apartment-style housing bordering the Albany campus, with studios, 1-, 2-, and 4-bedroom options, and a kitchen in every unit. Coin-operated laundry is available on site.

Chat with your graduate admission counselor if you are interested in living on campus. They will connect you with Residence Life (residencelife@sage.edu or 518-244-2008) for more information.

Dining

We often hear students rave about our dining services. There are great options on both the Albany and Troy campuses. In Albany, we offer an assortment of premade and made-to-order food in Kahl Campus Center. In Troy, you can visit the McKinstry Dining Hall or grab a quick meal, snack, or Starbucks coffee at Buchman Pavilion.

You can pay with cash or a credit card, but graduate students are also eligible to purchase meal plans. Those living on campus might want a residential plan. Commuting graduate students can buy plans that give them dining dollars at all locations or choose a combination of meal swipes and dining dollars. You'll purchase your plan by sending an email to residencelife@sage.edu with your name, student ID number, and which plan you'd like to purchase, and they'll add the charge to your student account.

Parking

Each campus has ample parking for students.

Because graduate students do not pay a comprehensive fee like undergraduates do, you must purchase a parking pass — a hang tag for your rearview mirror — to park in commuter lots on campus. A pass costs \$50 for the year.

You can purchase your parking pass for the fall semester in late summer by using our online system — find the link in Passport. If you're starting in the spring or summer term, you can buy your pass at a reduced rate (\$30 after January 1 and to \$20 the Monday after graduation in May). After placing your online order, pick up your pass in the College Services office of the campus you indicated you'd park on the most when you applied for your permit. The passes are usually ready for pick up the same day they are ordered.

Transportation

It's easy to get from place to place when you're a Russell Sage student!

Our Sage shuttles are free to students and run seven days a week during the academic year between both campuses. Shuttles depart from each campus on weekdays every 20 to 30 minutes, and the shuttle takes students to Crossgates Mall and Walmart on the weekends.

Love a good bike ride? Students can rent the CDPHP bicycles for free using their student IDs, and there are stations on both campuses.



GRAD STUDENT CONFIDENTIAL

"I was incredibly overwhelmed when starting graduate school. My excitement turned to fear on the first night of my first class. I felt incredibly unsure of myself and questioned if I had made the right choice entering the program. It took me 10 weeks to feel comfortable and that I had my footing within the program. Today, I feel a lot more confident with my decision, and I have acclimated to the stressors of graduate school. It isn't easy, but I remind myself that no assignment or class is beyond me."

— First-year graduate student



See the options online at:
[sage.edu/student-life/residence-life/
room-board/](https://sage.edu/student-life/residence-life/room-board/)



Campus Resources and Services

Our Libraries

We have libraries on both the Troy and Albany campuses. In them you'll find:

- A vast collection of books, articles, and materials, and librarians to help
- Solutions, a one-stop shop for having all your Russell Sage questions answered
- Quiet study spaces, computer labs, and printers
- Academic and student support services

Fitness Opportunities

Love to work out? We have fitness centers on both campuses that you can use for free by showing your student ID. During the academic year, hours are typically 9 a.m. to 10 p.m. Monday through Thursday, 9 a.m. to 7 p.m. Friday, and 10 a.m. to 4 p.m. Saturday and Sunday.

The FitStop, located in the Armory Building on the Albany campus, offers treadmills, ellipticals, bikes, and rowers, as well as the Cybex Eagle Strength Circuit, which is made up of 11 machines. The FitStop offers an extensive free weight section. Other amenities include TVs with Cardio Theater, a stereo, 52 square feet of mirrors, lockers, and stability balls and discs.

McKinstry Fitness Center, located in the McKinstry Student Center on the Troy campus, includes treadmills, ellipticals, upright bikes, recumbent bikes, steppers, and rowers — as well as a life fitness strength circuit and a free weight section.

We also offer group fitness classes, intramurals, and open gym time on both campuses and an outdoor exercise area on the Albany campus.

Our Student Centers

Kahl Campus Center

Our Albany student center contains our Career and Self-Discovery Center, Service Learning Office, Student Life Office, dining services, student lounge, college offices, and a gymnasium, where we hold athletic events. A basketball/pickleball court and outdoor exercise equipment are located outside, along with outdoor lounge spaces.

McKinstry Campus Center

Our Troy student center contains McKinstry Dining Hall, student lounge space, the fitness center, a community kitchen where you can prepare food, computer lab, and college offices.

Career and Self-Discovery Center

We have a Career and Self-Discovery Center on each campus — in the Kahl Campus Center in Albany and in the Esteves School of Education building in Troy. Our team will also meet with students virtually if you prefer. You can count on the Career and Self-Discovery Center for:

- Career exploration and guided assessments
- Help creating a profile on Handshake, which is like LinkedIn for college students
- Resume and cover letter development
- Identifying your professional references and writing thank-you letters
- Mock interviews with interviewing tips and techniques
- Job/internship search help
- Networking, LinkedIn, and social media management guidance
- Evaluating job offers
- Advice for salary negotiation
- Career-changing assistance



Wellness Center

Wellness Centers, which attend to your physical and mental health, are located on both campuses — the Kahl Campus Center in Albany and Kellas Hall in Troy. Most services are free for students, and you don't need to have Russell Sage health insurance to use the centers. They are staffed by nurse practitioners and licensed mental health professionals and provide:

- Sick visits, physicals, gynecological visits, vaccine clinics, and more
- Free counseling services
- Community referrals, as needed

Accessibility Services

Do you need accommodations? You can access Accessibility Services in the libraries of both campuses. They provide support services and reasonable accommodations, as well as testing, academic, and residential accommodations. Additional referrals and testing may be needed to receive support. Contact them at 518-244-6874 or accessibility_services@sage.edu.

GRAD STUDENT CONFIDENTIAL

“My emotions starting grad school were not the best. I was extremely stressed all of time, to where it was impacting my physical and mental health, and I cried a lot. I also felt negatively about myself and my abilities since I was not getting the grades I was in undergrad, and I had given up most of my hobbies to make time for the program. After being in the program for two years, I feel like I can balance my personal life and school a lot better, along with my study habits.”

— Second-year graduate student



HOT TIP:

We offer easy online scheduling for our free academic support sessions. Whether you need help with writing a paper or want tutoring in a specific class, you'll find what you need by scanning this QR code. ➔



Public Safety and Emergency Alerts

We're proud to maintain a safe environment for our students. Public safety is available 24 hours a day, 365 days a week. They patrol 24/7 by foot, vehicle, and bicycle. They'll also provide personal escort on campus if you prefer not to walk alone — just contact them at 518-244-3177 (for both campuses).

Emergencies and Weather-Related Cancellations or Delays

Announcements regarding delays and cancellations, or other important notices, will be made via:

- The college's emergency notification system, which will send text alerts, phone call alerts, and emails
- Local television and radio stations
- The college's social media channels (Instagram, Facebook, and X)
- The homepage of the college's website: sage.edu

RAVE Guardian

You should download the RAVE Guardian app to your phone (available for Android and iPhone), which allows you to:

- Quickly call Public Safety dispatch — including a one-click call for emergency and nonemergency needs with the option to share location
- Text dispatch with optional anonymous mode in place of an audible phone call
- Set a safety timer, allowing you to share your location with members of your safety circle from your phone's contacts. The feature alerts the person if you do not arrive at your destination by the anticipated time.
- A call directory and content directory with links to important phone numbers, crisis lines, campus resources, the shuttle schedule, and campus maps
- A one-click emergency call that allows you to dial to 911

Title IX Reports

Acts of discrimination and harassment, including sex/gender based offenses (sexual harassment, sexual assault, dating violence, domestic violence, and stalking) can be reported using an online reporting form on sage.edu or by contacting Title IX Coordinator Amanda Bastiani at bastia@sage.edu, titleix@sage.edu, or 518-244-4809. Reports may also be made in person by scheduling an appointment with Bastiani or mailing a report to her attention at Russell Sage College, 65 1st Street, Troy, NY 12180.



GRAD STUDENT CONFIDENTIAL

"I would advise making friends within the program. The people in your cohort can be your biggest supporters, another resource to help you learn, people who understand what you are going through, and friends to spend time with when you need a break."

— Second-year graduate student

How to Know What's Happening



Our e-newsletter: Each week on Sunday nights during the semester, check your email inbox for Solutions: The Newsletter. This weekly newsletter for all Russell Sage students highlights important notices, campus news, reminders, and upcoming events. Watch the college's Instagram stories early in the week for Solutions content, too.



The Chomp: Our online calendar is called The Chomp, and you can access it at sage.edu/events. You can even sort it by the type of event you're looking for.

Important Contacts

Office of Graduate Admission
graduate@sage.edu
518-292-8615

Solutions
solutions@sage.edu
518-244-2020

