SAGE Student Scheduling Guide

1. After you log in at http://sage.uga.edu, you are greeted by this screen:

2. Find your “Primary Advisor” and click on the arrow to the right of their name:
3. Click “Schedule” and on the following screen, again click the arrow to the far right to reveal a choice of situations your advisor can help you with. Choose an option (usually “Clear for Registration”) and click “Continue” at the bottom:

(If you have the choice between different appointment types, “<College-Name> Appointment” will be the appointment where you are cleared to register. Any other type would be for follow-up questions.)

5. Choose your preferred appointment and click “Continue”:
(By default, SAGE is set up to show you appointments for once month out. If you don’t see any appointments, try changing the date range:

6. Double check everything on the next page, and if there is any additional information you want your advisor to know, type it in the box. (If you want to talk about anything besides classes for the next semester, please let your advisor know so they can research some resources for you before the appointment.)

7. When you are done, click “Confirm.” You have now scheduled your appointment!