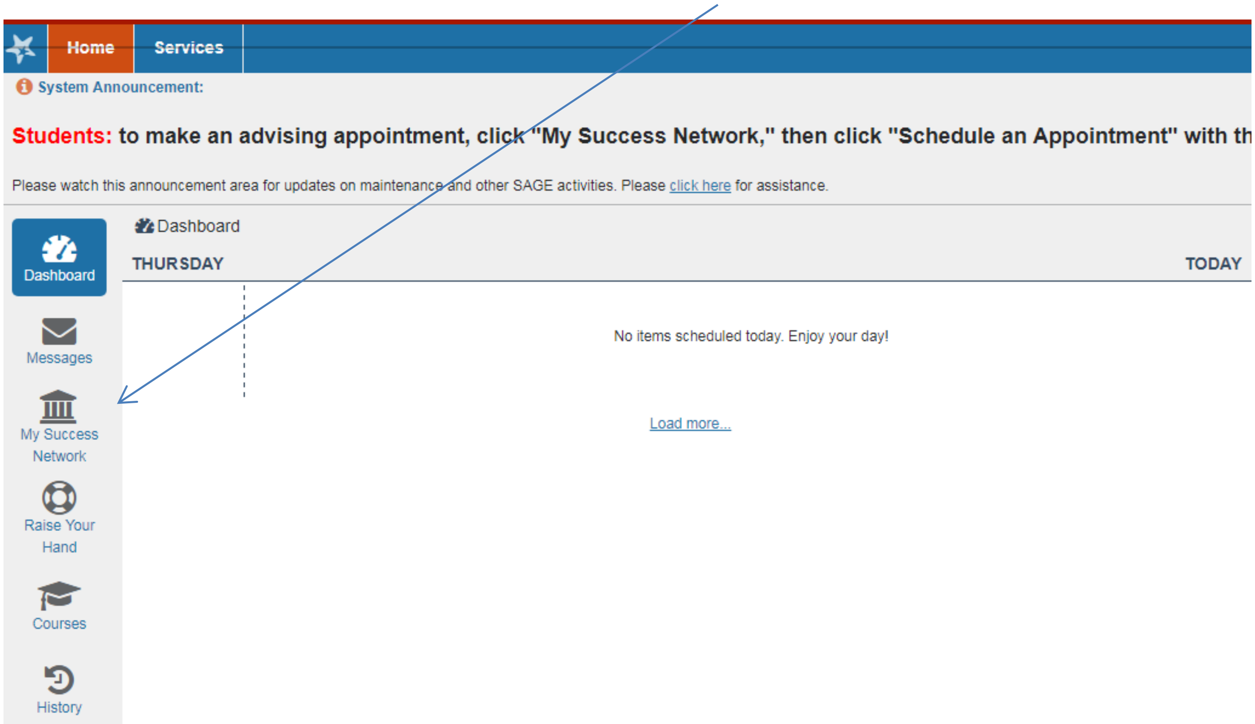
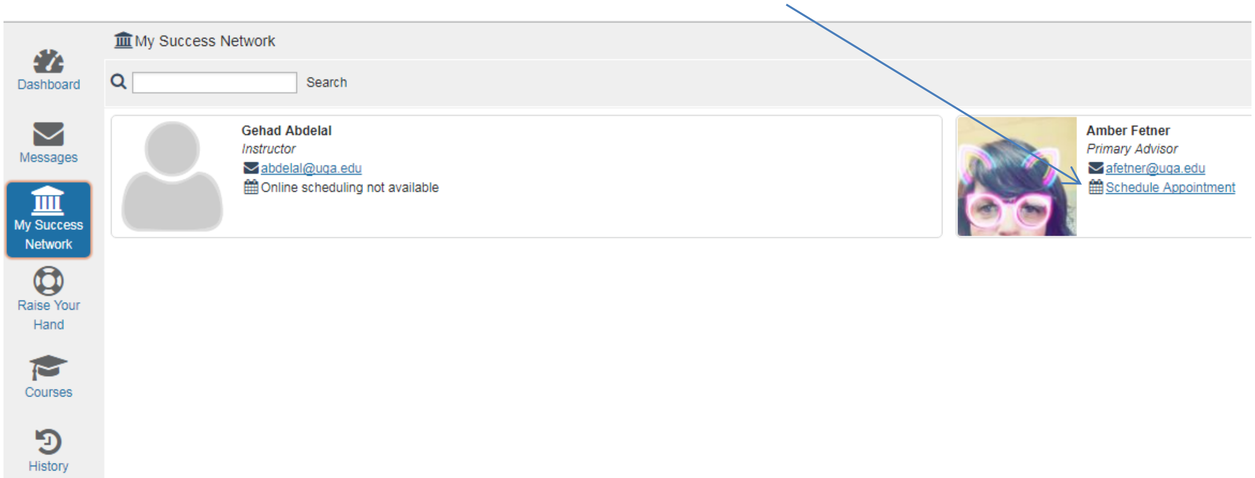
SAGE Student Scheduling Guide

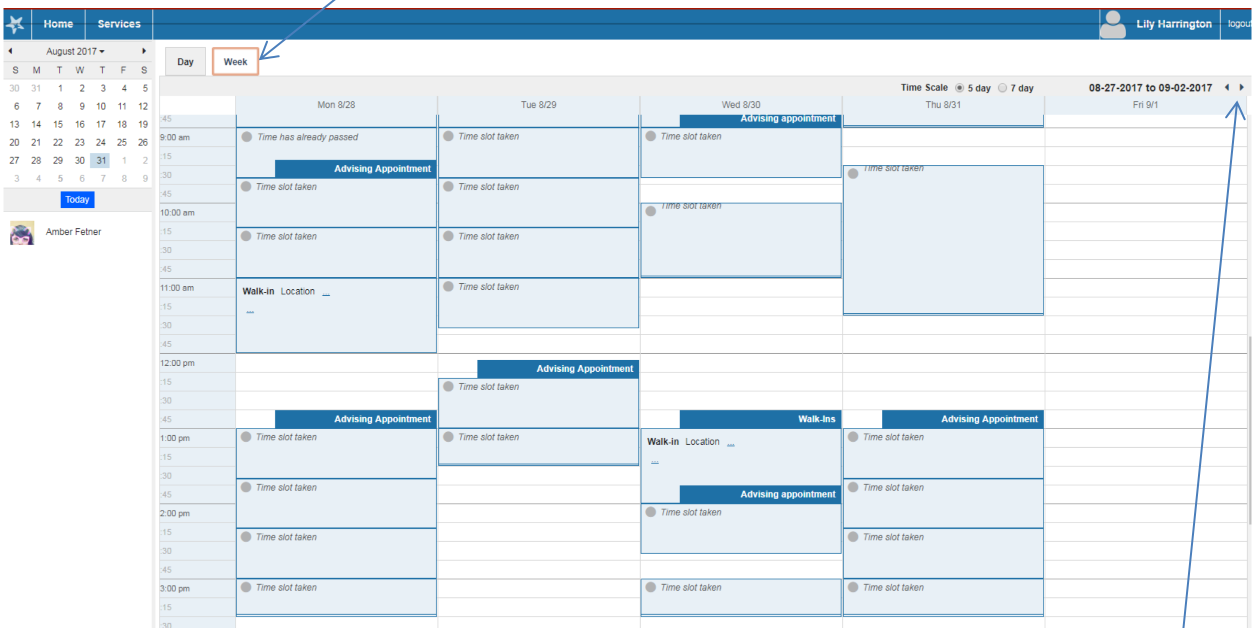
1. From the “Home” screen, click on “My Success Network”



2. Find your “Primary Advisor” and click on “Schedule Appointment”:

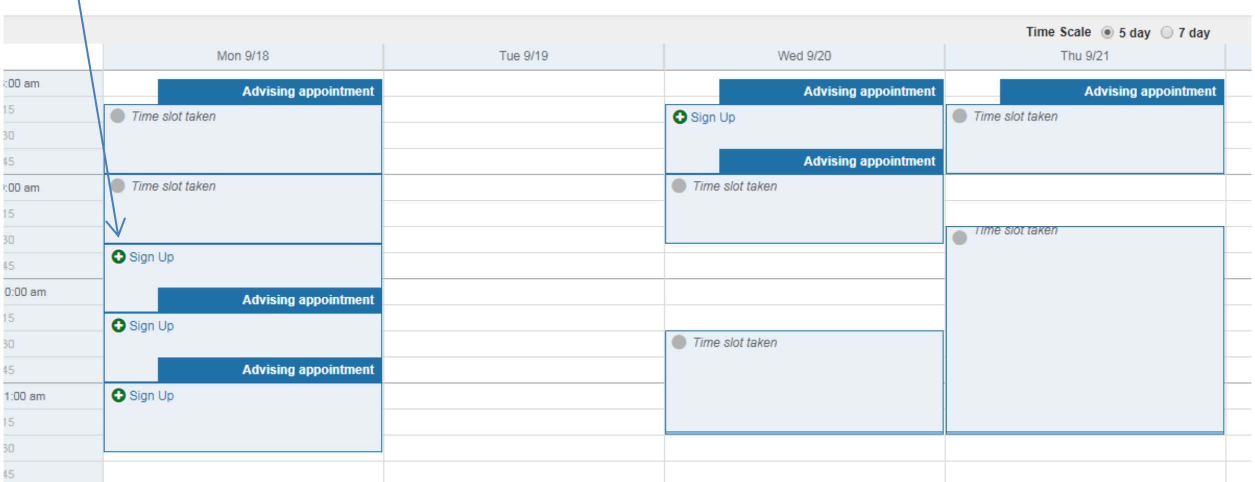


3. It might be helpful at this point to choose the "Week" view of the advisor's calendar by clicking on the word "Week" at the top:

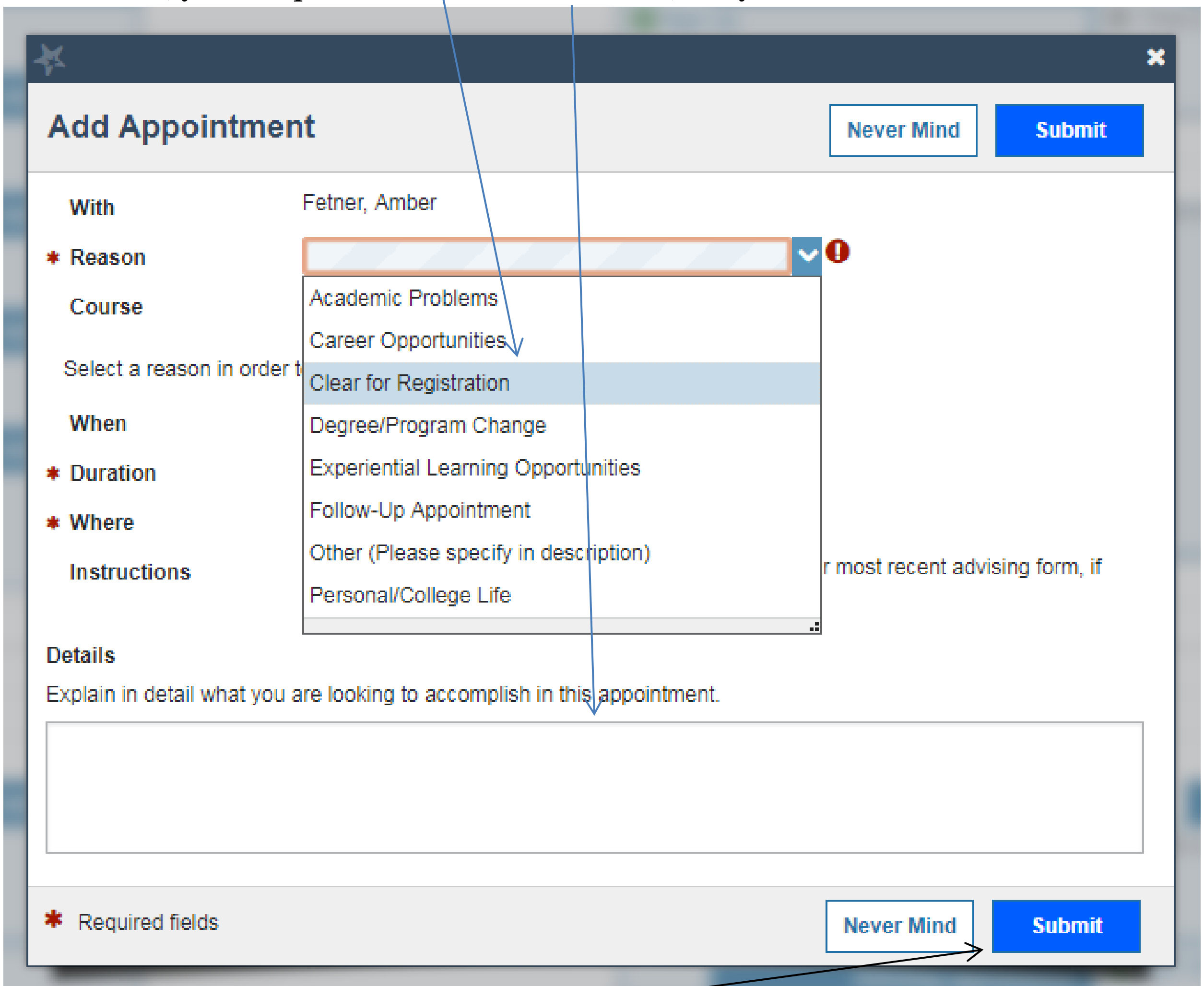


4. Progress through the weeks until you find an open time slot using the button here.

5. When you find an open slot that works with your schedule, click on the words "Sign Up":



6. The following box will pop up. You need to choose a "reason" for the appointment (most commonly "Clear for Registration"). If you want your advisor to know additional information, you can put that in the "Details" box, but you don't have to.



7. When you're done, click "Submit." You have now scheduled your appointment!