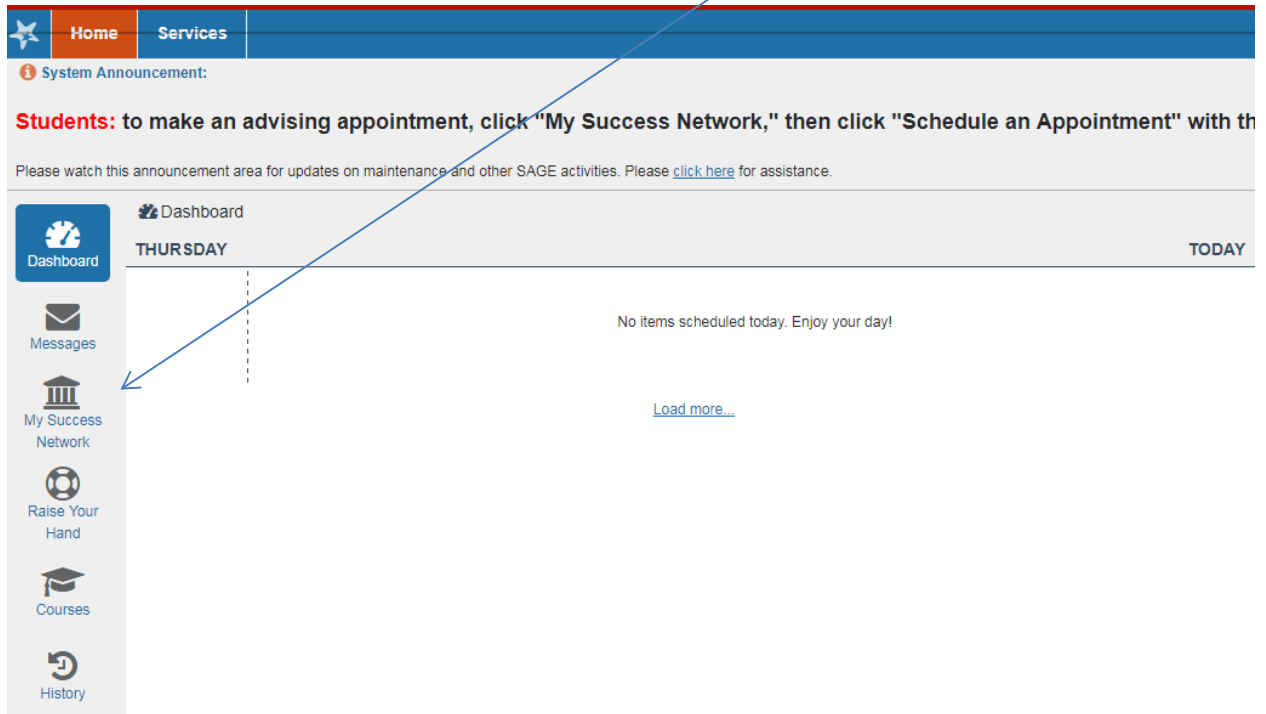
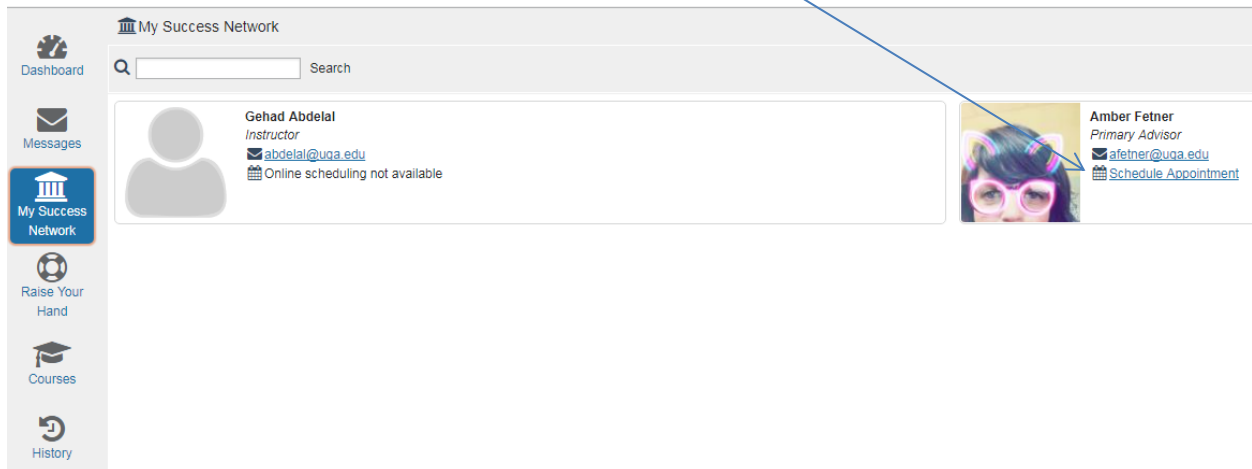


SAGE Student Scheduling Guide

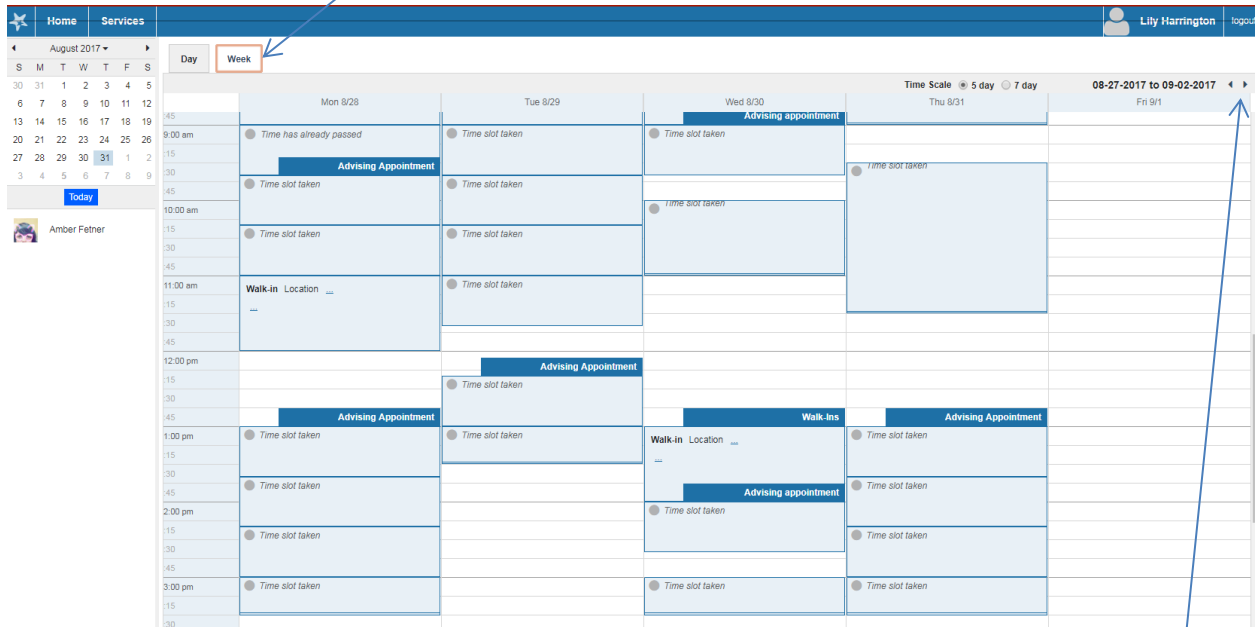
1. From the “Home” screen, click on “My Success Network”



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

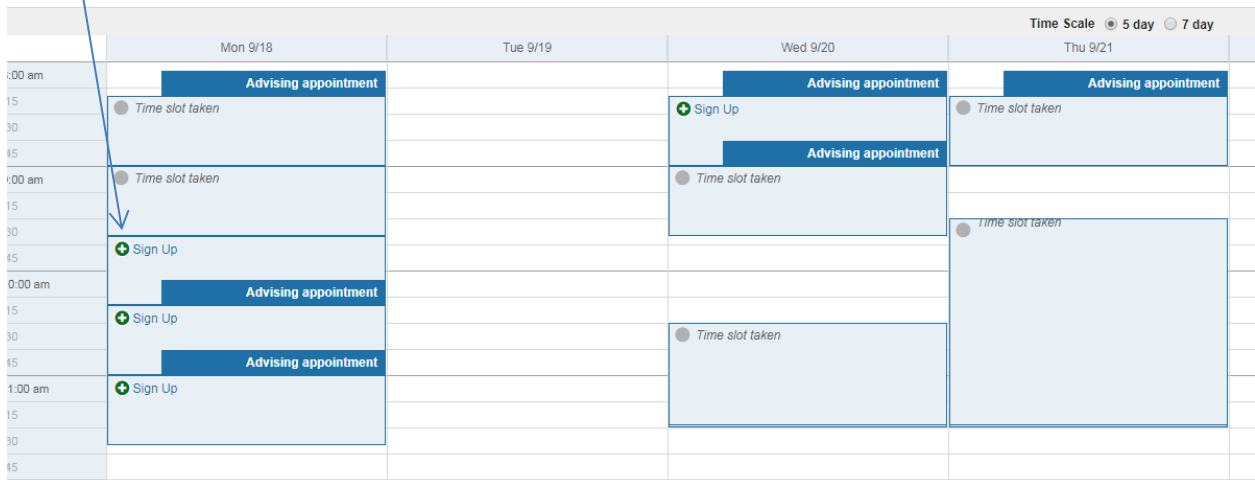


3. It might be helpful at this point to choose the “Week” view of the advisor’s calendar by clicking on the word “Week” at the top:

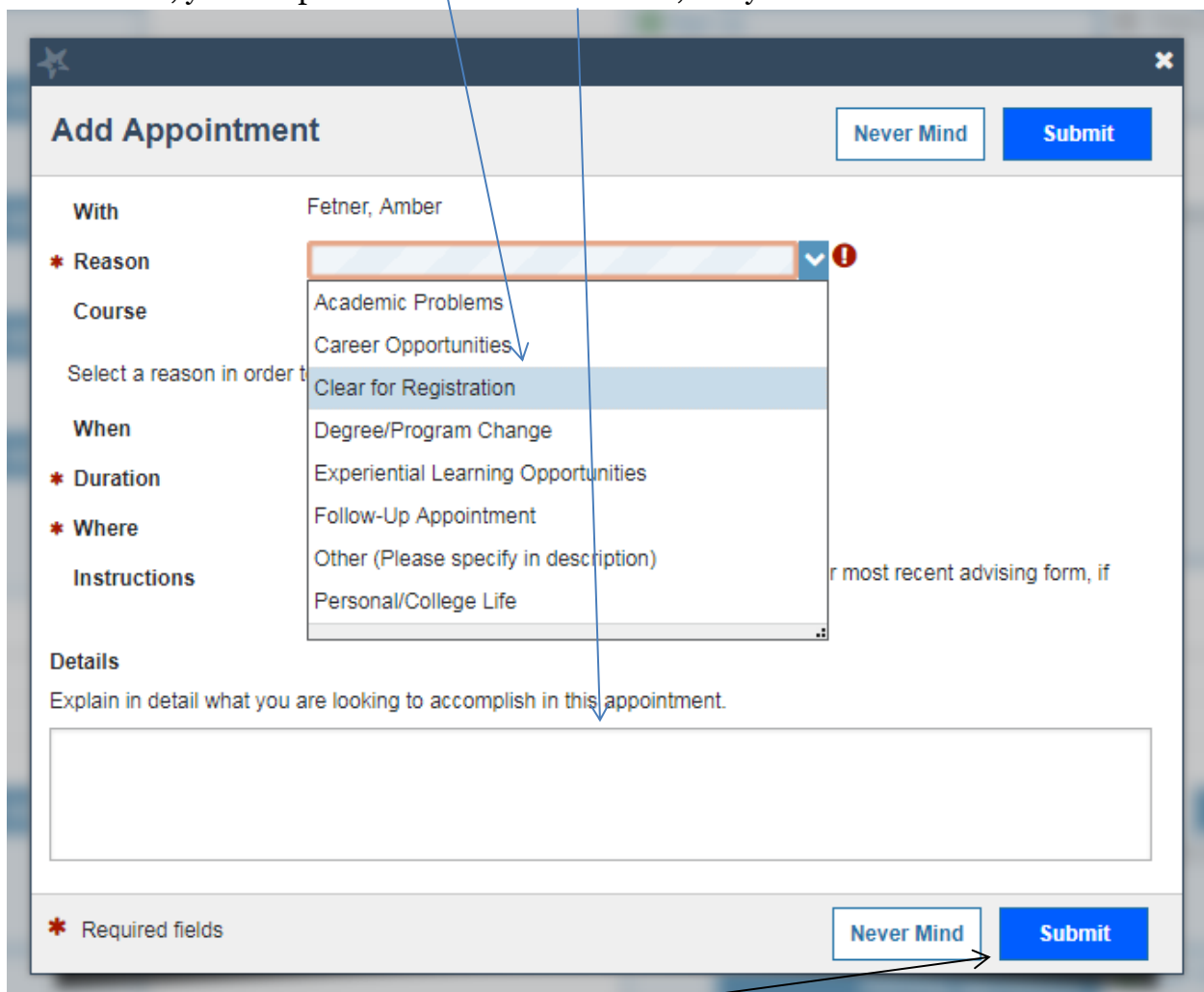


4. Progress through the weeks until you find an open time slot using the button here.

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.



The screenshot shows a web form titled "Add Appointment" with a close button in the top right corner. The form contains several fields: "With" (Fetner, Amber), "Reason" (a dropdown menu with "Clear for Registration" selected), "Course", "When", "Duration", "Where", and "Instructions". A "Details" section is also present with a text area for additional information. At the bottom, there are "Never Mind" and "Submit" buttons. A legend indicates that fields with an asterisk are required. Blue arrows point from the text above to the "Reason" dropdown and the "Submit" button.

Add Appointment [Never Mind] [Submit]

With Fetner, Amber

*** Reason** [Dropdown menu: Academic Problems, Career Opportunities, Clear for Registration, Degree/Program Change, Experiential Learning Opportunities, Follow-Up Appointment, Other (Please specify in description), Personal/College Life]

Course Select a reason in order to

When

*** Duration**

*** Where**

Instructions or most recent advising form, if

Details
Explain in detail what you are looking to accomplish in this appointment.

[Text area]

* Required fields [Never Mind] [Submit]

7. When you’re done, click “Submit.” You have now scheduled your appointment!