SAGE Student Scheduling Guide

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

![Image](image1.png)

2. Find your “Primary Advisor” and click on the arrow to the right of their name:

![Image](image2.png)

SHOW OTHER SERVICES
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:

(Note – many colleges use something called a “Referral-Restriction” to ensure students can only make one advising appointment. If you have the choice between different appointment types, “<College-Name> Referral-Restricted Appointment” will be the appointment where you are cleared to register. Any other type would be for follow-up questions.)

4. Choose a date range to view appointments. Once the semester has started, you may have to look many weeks out to find an open appointment. When there are open appointments in a range, they will appear to the right. Choose your preferred appointment and click “Continue”:
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!