

## SAGE Student Scheduling Guide

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

The screenshot shows the 'My Success Network' interface. At the top is a blue header with a hamburger menu icon and the text 'My Success Network'. Below the header is a search bar with the placeholder text 'Search services and people' and a magnifying glass icon. The main content area starts with the heading 'How can we help?'. Underneath is the 'Your Connections' section, which displays four cards. Each card features a profile picture, a name, and a role: Allison Arnold (Instructor), Michael Merva (Primary Advisor), Allison Doherty (Instructor), and Lindsay White (Instructor). Each card has a small blue downward-pointing arrow on its right side. Below the connections is the 'Your Services' section, which contains a button labeled 'SHOW OTHER SERVICES'.

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

This screenshot is similar to the first one but shows a dropdown menu open over the 'Primary Advisor' card for Michael Merva. The dropdown menu is white with a light gray border and contains four options: 'Schedule', 'Email', 'Call', and 'View Profile'. The dropdown is positioned to the right of the card, and a small blue arrow icon on the right side of the card is highlighted with a red square, indicating the click that triggered the menu.

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:

**Schedule Appointment**

**Michael Merva**  
Academic Leadership, General Advisor, Primary Advisor

What do you need help with?

Franklin Appointment

- Academic Problems
- Career Opportunities
- Clear for Registration
- Degree/Program Change
- Experiential Learning Opportunities
- Follow-Up Appointment
- Other (Please specify in description)
- Personal/College Life

[CANCEL](#) [CONTINUE](#)

(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”:

**What day and time works for you?**

08-29-2018 → 09-28-2018

September 2018

Show group meetings

Thursday, August 30 2 available

- 1:00 pm - 1:45 pm 301 Brooks Hall 45m
- 1:45 pm - 2:30 pm 301 Brooks Hall 45m

Friday, August 31 2 available

- 1:00 pm - 1:45 pm 301 Brooks Hall 45m
- 1:45 pm - 2:30 pm 301 Brooks Hall 45m

Tuesday, September 04 3 available

- 1:00 pm - 1:45 pm 301 Brooks Hall 45m
- 1:45 pm - 2:30 pm 301 Brooks Hall 45m
- 2:30 pm - 3:15 pm 301 Brooks Hall 45m

Wednesday, September 05 available

[BACK](#) [CONTINUE](#)

(By default, SAGE is set up to show you appointments for once month out. If you don't see any appointments, trying changing the date range:

**What day and time works for you?**

08-29-2018



08-29-2018

Sorry, we couldn't find any available appointments. Please try again with a different date range.


← **August 2018** →

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	<b>29</b>	30	31	

Show group meetings

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.)

☰ **Schedule Appointment**



**Michael Merva**  
Academic Leadership, General Advisor, Primary Advisor

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Does this look correct?

<p>Date and Time Thursday, August 30 1:45 pm – 2:30 pm</p>	<p>Reason for Visit Clear for Registration <a href="#">Change</a></p>
<p>Location 301 Brooks Hall Check in at front desk.</p>	<p>If you want, tell us a little bit about what's going on so we can help</p> <div style="border: 1px solid #ccc; height: 30px;"></div>

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[BACK](#) [CONFIRM](#)

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