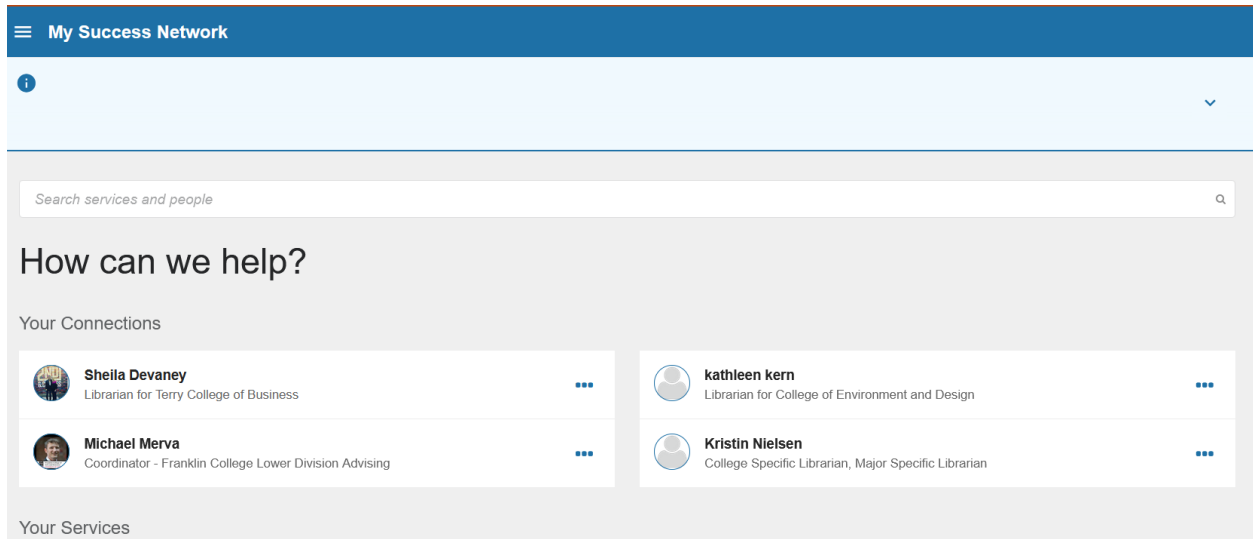


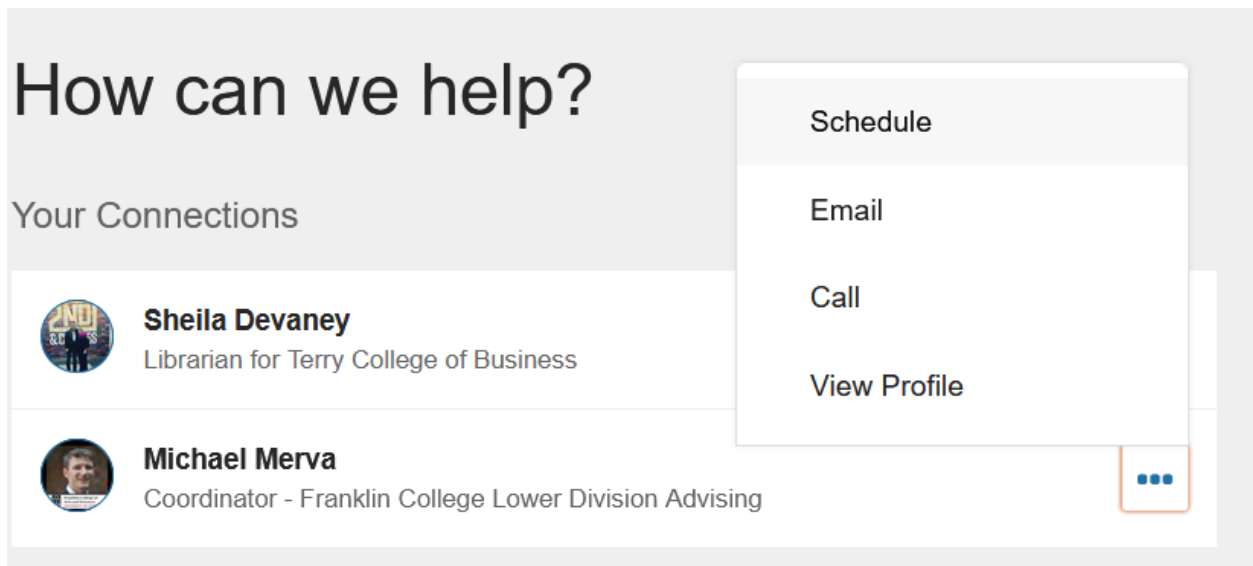
## SAGE Student Scheduling Guide

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



The screenshot shows the 'My Success Network' dashboard. At the top is a blue header with a hamburger menu icon and the text 'My Success Network'. Below the header is a light blue bar with a notification icon on the left and a dropdown arrow on the right. A search bar with the placeholder text 'Search services and people' is located below the notification bar. The main content area is titled 'How can we help?' and contains a section for 'Your Connections'. This section displays four user cards in a 2x2 grid. Each card includes a profile picture, the user's name, their title, and three blue dots to the right. The users listed are: Sheila Devaney (Librarian for Terry College of Business), kathleen kern (Librarian for College of Environment and Design), Michael Merva (Coordinator - Franklin College Lower Division Advising), and Kristin Nielsen (College Specific Librarian, Major Specific Librarian). Below the connections section is a section titled 'Your Services'.

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



This screenshot shows a close-up of the 'Your Connections' section. The title 'How can we help?' is visible at the top left. Below it, the 'Your Connections' section lists two users: Sheila Devaney (Librarian for Terry College of Business) and Michael Merva (Coordinator - Franklin College Lower Division Advising). A context menu is open over the three blue dots to the right of Michael Merva's name. The menu contains four options: 'Schedule', 'Email', 'Call', and 'View Profile'. A red box highlights the three blue dots on the user card.

3. Click “Schedule” and on the following screen, 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:

The screenshot shows the 'Schedule Appointment' interface. At the top, there is a blue header with a back arrow and the text 'Schedule Appointment'. Below the header is a profile picture of a man and the text 'What day and time works for you?'. A note states: 'The appointment times you see do not overlap with your already scheduled appointments.' The date range is set to '10-08-2020' to '11-07-2020'. A 'Show:' dropdown menu is set to 'All session types'. A calendar for 'October 2020' is displayed, with the 8th, 9th, and 10th highlighted. To the right of the calendar, there are appointment options for 'Friday, October 09' (2 available) and 'Monday, October 12' (1 available). The options for Friday, October 09 are: '10:00 am - 11:00 am Remote Advising' (60m) and '3:00 pm - 4:00 pm Remote Advising' (60m). The option for Monday, October 12 is: '2:00 pm - 3:00 pm Remote Advising' (60m). At the bottom, there are 'BACK' and 'CONTINUE' buttons.

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.)

The screenshot shows the 'Schedule Appointment' interface for Michael Merva, Academic Leadership, General Advisor, Primary Advisor. The page title is 'Schedule Appointment'. Below the header, there is a profile picture of Michael Merva and his name and title. The text 'Does this look correct?' is displayed. The appointment details are: 'Date and Time: Thursday, August 30, 1:45 pm - 2:30 pm' and 'Location: 301 Brooks Hall, Check in at front desk.' The 'Reason for Visit' is 'Clear for Registration' with a 'Change' link. Below this, there is a text box with the prompt: 'If you want, tell us a little bit about what's going on so we can help'. At the bottom, there are 'BACK' and 'CONFIRM' buttons.

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