SAGE
Reference for Students

SAGE is a tool designed to help students plan their path to degree completion. Students may create a plan for future semesters, schedule course sections, track progress, request review of their plan by their advisor, and register for courses all in one place.

Faculty assist along the way by reviewing and approving plans and helping students move planned courses around to ensure timely degree completion.

Log onto Self Service
From the Student Portal (https://portal.willamette.edu/student), choose SAGE

System Layout

Hamburger Menu: Click on it to see names for the items below.

Home. Click on this to return to your main menu screen.

Financial Information. Click on this to see information about financial aid.

Academics. Click on this to access academic information and resources.

User Options. Click here to access your user profile and emergency information.
Notifications:

An any items listed here will prevent registration. Please contact offices as soon as possible to resolve issues.

SAGE for Students

Click to open

Click to view your degree audit

Click to plan and register

View your current course schedule

View your current course schedule
Degree Audit (Progress Toward Degree)

Click here to see what effect an alternate catalog year might have (e.g. new vs. old general education requirements.) To officially change to a new catalog send email to registrar@willamette.edu.

Select new program and click “View Program”
View the Completion Status of Each Degree Program Requirement

Non-English Language
Complete 1 of the following 10 items. 1 of 1 Completed. Show Details

Quantitative and Analytical Reasoning
Complete 1 of the following 2 items. 0 of 1 Completed. Fully Planned Hide Details

A. Quant/Analyt Reason
Complete (with a minimum grade of C-) one applied mathematics (QA*) credit from: CS 141, CS 145, ECON 230, IDS 138, MATH 130, MATH 138, MATH 140, MATH 131, MATH 152, MATH 153, MATH 163, MATH 239, MATH 260, PHIL 140, PSY 253, SOC 231.

Complete (with a minimum grade of C-) one applied or theoretical (QA* or QA) credit from: CHEM 116, CS 141, CS 145, CS 241, ECON 230, ECON 452, ERTH 121, ERTH 333, ERTH 547, IDS 138, IDS 159, IDS 198, IDS 335, MATH 130, MATH 138, MATH 140, MATH 131, MATH 132, MATH 135, MATH 163, MATH 239, MATH 238, MATH 260, PHIL 140, PHYS 220, PHYS 221, PHYS 222, PSY 253, SOC 231, SOC 401W.

Complete all of the following items. 1 of 2 Completed. Fully Planned Hide Details

1. One applied mathematics (QA*) credit 1 of 1 Credits Completed. Show Details
2. One applied or theoretical (QA* or QA) credit. Fully Planned 0 of 1 Credits Completed. Hide Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned</td>
<td>PHIL-140</td>
<td></td>
<td>18/SP</td>
<td>1</td>
</tr>
<tr>
<td>Not Started</td>
<td>CHEM-321</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other possible courses will be listed as “Not Started”

And the student is enrolled in the planned course in the current semester.
Add Courses to Your Plan

3. 300-Level CCM 0 of 1 Credits Completed. Click the "Search" button to find available courses to add to the plan.

Find a course that you hope to take to fulfill the requirement in question.

Note semesters in which the course is typically offered.

Click "Add Course to Plan".

Select semester in which you hope to take course.

Click "Add Course to Plan".
View Plan and Register

Click to open

Add another semester to your plan

View current schedule

Use arrows to move between semesters
Request Review of your Plan by your Advisor

1. Click Advising.
2. Click Request Review.
3. Type your note and click Save Note.
   - All of the advisors in this list will receive your message.

Select Course Sections for a Semester

1. Use arrows to move to the semesters for which you would like to choose sections.
2. Click “View other sections.”
Waitlist
If a course has a waitlist you’ll see this:

Note that this student currently has 2 credits planned and 0 enrolled

Scroll over available sections to see how they’ll work on your schedule. Click your preferred section.

Click Add Section.

Waitlist
If a course has a waitlist you’ll see this:

If you’d like to be on that waitlist, click the Add Section button. Information about how waitlists work is available here: [https://willamette.edu/offices/registrar/pdf/noteaboutwaitlists.pdf](https://willamette.edu/offices/registrar/pdf/noteaboutwaitlists.pdf)
Variable Credit
Courses which have variable credit values (e.g. Music Lessons) default to the minimum credit value. If that’s not the credit for which you intend to enroll, please adjust the credit value:

- Adjust credit value as necessary
- Click Add Section.

Register or Drop
After you’ve chosen sections for all of your courses, and it is your registration time, click Register Now.
Note that this student now has 1 credit planned and 1 enrolled.

The course in which the student is enrolled, is also listed as Registered.

You may also drop a course if needed.
View Grades for Completed Sections and Planned/Registered Sections for Future Semesters

- **Click Timeline**
- **Use left arrow to scroll left**
- **Completion status**
- **View grades for past semesters**
- **Use right arrow to scroll right**

Apply For Graduation

- **Click Graduation Overview**
- **Click Apply on the program from which you are applying to graduate.**

Fill out your application and click Submit