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:

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
Degree Audit (Progress Toward Degree)

Click to open

Degree Audit
Click here to see progress toward a potential new major.

Total Required Credits
Completed Credits
In Progress Credits
Planned Credits

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-English Language</td>
<td>Completed</td>
<td>1 of 10 items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantitative and Analytical Reasoning</td>
<td>Planned</td>
<td>2 of 2 items</td>
<td>Fully Planned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Quant/Analyt. Reason

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. One applied mathematics (QA*)</td>
<td>Completed</td>
<td>1 of 1 credits completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. One applied or theoretical (QA* or QA) credit</td>
<td>Planned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other possible courses will be listed as “Not Started”

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Non-CCM Courses</td>
<td>Planned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. [Hide Details]

This requirement is not yet started or planned.

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

Click “Add Course to Plan”

Note semesters in which the course is typically offered.

Note semesters in which the course is typically offered.

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
- Use arrows to move between semesters
- View current schedule
Request Review of your Plan by your Advisor

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

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:

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