

# Registration, Course Planning, and Catalog Year

Students may view their class schedule information by term using **Self Service**. (Login into passport.sage.edu - go to Self Services - Student Planning - Plan & Schedule > [Term])

To plan a curriculum or a semester's course of study, students should use the Catalog associated with the year they entered the College or any subsequent Catalog. It is the student's responsibility to use this Catalog to outline course requirements in their curriculum and to inform the Registrar, in writing, of any change in catalog year. The catalog year may only be advanced; it may not be reversed. Degrees from accredited programs, or degrees that qualify students for certification, may require that students follow requirements subsequent to those in effect when the student matriculated.

My Progress in Student Planning assists students with their curricular planning and registration. My Progress is a listing of requirements for the degree program to which a student's courses (completed, transferred, and in progress) are matched. Both the catalog year and the student's major determine the requirements for graduation and the requirements listed in My Progress. Any student who believes that there is an error in their My Progress screen should bring that issue to the attention of the Registrar and resolve those discrepancies as early in their academic career as possible.

As the student plans their schedule, they must be sure that they meet the prerequisite requirements for each course. A student must have credit for or be enrolled in all prerequisites before enrolling in any course. A student may get permission to override a prerequisite only from the faculty member teaching the course or from the program director in the discipline where the course is offered.

Due to the rotation of some courses, a student should plan, during the first year with their faculty advisor (major), a four-year sequence of courses that meets the requirements for the degree. This plan should be updated each semester. This responsibility rests solely with the student.

The College reserves the right to add, change, or delete curricular offerings and/or to make curricular refinements.

## Class Standing

### Class Level Completed Credits

**Freshman** 0-23

**Sophomore** 24-53

**Junior** 54-86

**Senior** 87 or more