



SUNY Canton: Next Steps Checklist

Congratulations on your acceptance!

Below is the recommended timeline for you to complete your enrollment.

✔ Step One: At the time of your acceptance

- Log on to UCanWeb
 - Please use instructions in acceptance letter to access your student portal by way of www.canton.edu/enroll
 - Log on to UCanWeb by Entering the Secure Area. Click on the New Student Checklist tab. This tab is necessary to access all of your student information including your financial aid package, housing survey, transcript evaluations, and tuition bill.
- Pay your deposit
 - Paying your tuition deposit and housing deposit (if you are living on campus) show commitment to the college and are essential to securing a seat in your academic program as well as receiving preferential housing. Pay by mail with the deposit reply card or online at www.canton.edu/enroll.

✔ Step Two: Immediately following your deposit

- Set Up Email
 - Log in information located under Personal Information and then Personal Identification Number on UCanWeb.
 - Setting up your email is important as instructors send you information relating to your program.
- Complete your 2017-2018 FAFSA
 - Beginning October 1, 2016, all domestic students should complete the FAFSA form. This is an application for government aid to help off-set the cost of college. You can access this form by going to www.fafsa.gov.

✔ Step Three: Immediately following Step Two

- Complete the Housing Survey
 - Beginning February 2017, students living on and off campus must complete, through UCanWeb, the on-campus housing survey or off-campus housing waiver, respectively.
- Review Financial Aid Package
 - Complete this step through UCanWeb under the New Student Checklist tab.
 - Beginning in December 2016, accept or decline your financial aid which might include grants, scholarships, loans, and work-study. New students will also receive a Financial Aid Package Letter by mail.
- Take Accuplacer Placement Exam
 - If you were instructed via your Canton email to take the placement exam called the Accuplacer, please contact the Placement Testing Office at 315-379-3954 to schedule an exam date.

✔ Step Four: Immediately following completion of all components in Step Three

- Sign up for Orientation
 - Signing up for orientation gives you the opportunity to get acclimated with the college, meet with your advisor, locate your classrooms, and discuss your class schedule. Please refer to www.canton.edu/orientation/ to view dates and register!
- Create your Schedule
 - First Time Freshman Students: Contact the Advising and First Year Programs Office at 315-379-3954 to inquire about creating your class schedule starting June 1, 2017. In most cases, this can be done over the phone.
 - Transfer Students: You may contact your Dean's Office for a class schedule. *School of Health, Science & Criminal Justice: 315-386-7401, School of Business & Liberal Arts: 315-386-7328, Canino School, of Engineering: 315-386-7402*
- Complete Health Forms
 - The Mandatory College Health Requirements form needs to be completed and on file for each student. Additional health forms may be required for selective health programs and athletes. Forms can be found under the New Student Checklist tab. Completely Online students do not need to complete any Health Forms.
- Process Bill
 - Processing your bill involves setting up a payment plan, if necessary, and adjusting your bill to reflect your preferences related to parking permit and health insurance (to decline the health insurance, you must complete the waiver and produce a certificate of coverage to remove the cost from your bill). You can locate the waiver under the New Student Checklist tab. You can contact the student accounts office at 315-386-7616.