



## Next Steps Checklist

Congratulations on your acceptance!

### Step One:

- Log on to UCanWeb
  - Please use instructions in acceptance letter to access your student portal (UCanWeb) at [www.canton.edu/enroll](http://www.canton.edu/enroll).
  - Log on to UCanWeb by “Entering the Secure Area”. You will be asked to update your password and create a security question. Click on the New Student Checklist tab. This tab is necessary to access all of your student information.
- Complete your 2019-2020 FAFSA
  - All students should complete the FAFSA form. You can access this form by going to [www.fafsa.gov](http://www.fafsa.gov).
  - Use school code: 002855.

### Step Two:

- Set Up Email
  - Login information located under “Personal Information” and then “Personal Identification Number” on UCanWeb.
  - Setting up your email is important in regards to financial aid, scheduling, and scholarship consideration.
- Review Financial Aid Package
  - Complete this step through UCanWeb under the New Student Checklist tab.
  - 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.
- Submit Deposit(s) – *This is separate from your \$50 application fee.*
  - All students must submit an enrollment deposit. This shows commitment to the college and is essential to securing a seat in your academic program.
  - If you are living on campus, you must submit a housing deposit. This is essential to securing a room in one of our residence halls.
  - Deposits may be made as a combo or separately by mail with the deposit reply card or online at [www.canton.edu/enroll](http://www.canton.edu/enroll).

### Step Three:

- Complete the Housing Survey
  - Beginning March 2019, students living on campus must complete the on-campus housing survey found in UCanWeb on the New Student Checklist tab. Students living off-campus must complete the off-campus housing waiver found on the New Student Checklist tab.
- Select Meal Plan Option
  - This survey will be available May 2019.
- ACCUPLACER Placement Exam - THIS STEP IS NOT REQUIRED OF ALL STUDENTS.**
  - Students who do not have the ACCUPLACER listed on their New Student Checklist are not required to take the exam.
  - If the ACCUPLACER requirement is found on your New Student Checklist, please contact the Advising Office at 315-379-3954 or visit <http://www.canton.edu/testing/> to schedule an exam date.
  - If required, this step must be completed before signing up for Orientation and creating your class schedule.



**Hop to the back for additional steps! !**



✓ **Step Four:**

- Sign up for Orientation
  - Orientation is mandatory for every student, except for online students and those participating in EOP. Please refer to [www.canton.edu/orientation/](http://www.canton.edu/orientation/) to view dates and register.
- Create your Schedule
  - First Time Freshman Students: on or after May 28<sup>th</sup> contact the Advising and First Year Programs Office at 315-379-3954 to inquire about creating your class schedule. In most cases, this can be done over the phone.
  - Transfer/Returning Students: you will be contacted via your SUNY Canton email by the Dean's Office for a class schedule.
- Complete Health Forms
  - The Mandatory College Health Requirements form needs to be completed before students arrive on campus. Additional health forms may be required for selective health programs and athletes. These can be found under the "Forms" section of [www.canton.edu/enroll](http://www.canton.edu/enroll). Students studying entirely online do not need to complete any health forms.
- Process College Bill
  - You can view your bill through the [New Student Checklist](#) tab under the "billing and payment" option. To satisfy a balance not covered by financial aid you can make a direct payment or set up a payment plan. You can also change your preferences related to parking and health insurance.
  - To decline health insurance provided through the college, 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 for assistance.
- Submit Final Transcripts
  - First time freshmen students: your final high school transcript with graduation date needs to be submitted prior to the start of classes. Reminder: Be sure to submit official AP, IB, and/or college transcripts for any credits received in high school.
  - Transfer/returning students: Final official transcripts from all colleges previously attended must be submitted prior to the start of classes.

**MAIL TO:**  
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