How to sign up for your classes on UCanWeb:

You must meet with your faculty advisor and obtain a registration code prior to registering for courses. In order to complete the process, you will need the CRN for each course (the 5 digit number associated with each section).

1. From the SUNY Canton homepage (www.canton.edu) go to Current Students -> UCanWeb

2. This is the log in screen for UCanWeb. Use the instructions on the page if you have trouble logging in.

3. Once you log in, you go to the Main Menu. Choose Student Registration & Records, then Registration, then Add or Drop Classes
4. Select the term that you are registering for (usually next semester). When prompted for your Registration Code, put in the number provided to you by your faculty advisor on your SUNY Canton Prescheduling Form.

5. Enter the CRN’s here. One 5-digit CRN in each box. Once you have entered all the CRN’s press “Submit Changes”.

6. If you are enrolled in the course, it will show up under “Current Schedule”. If there is a problem, the course will be listed under “Registration Add Errors” with a reason code. Registration errors will have to be addressed before you can register for those courses.

7. Once you have registered for all of your courses, you can review your schedule by clicking on “Student schedule” or “student detail schedule” or “week at a glance”. If UCanWeb brings up this semester instead of next semester, modify the date on the right side of the screen so that it reflects next semester. Print out as needed.