

Fall 2012 Pre-scheduling Instructions for Advisors

- **Registration Code:** Access the registration code for your current advisees. Go to the Advisor's Menu, the Advisee List and choose the semester in which the student will be registering (Fall 2012). Write this code on each student's two-part pre-scheduling form. Students will need this code in order to complete the registration process on their UCanWeb account.
- **Advise:** Meet with your advisees and together discuss the appropriate course work. You do not need to work out specific course sections and times for students. They can do this themselves during the UCanWeb registration process. It is important, however, to give students alternative course choices when appropriate.
- **Sign:** The advisor and student must sign the two-part pre-scheduling form. The student retains the original and the duplicate copy is placed in the student's advisement folder. Be sure that your advisees understand that this is only the first step; students are not enrolled in classes until they enter the information on their UCanWeb account.
- **Pre-schedule on UCanWeb:** Students may begin to schedule their coursework on UCanWeb for the Fall 2012 semester at 9 am on the following dates:
 - Seniors (>90 earned credits) Monday, April 23
 - Juniors (>60 earned credits) Monday, April 23
 - Sophomores (46-60 earned credits) Tuesday, April 24
 - Sophomores (31-45 earned credits) Wednesday, April 25
 - Freshmen (16-30 earned credits) Thursday, April 26
 - Freshmen (0-15 earned credits) Friday, April 27

Students may continue to access UCanWeb registration to make changes until August 22, 2012 at midnight.

Troubleshooting:

- If you are advising a student who is not on your advisor list, please contact the Registrar's Office at #7042 and we will provide the registration code.
- If students express difficulty with the UCanWeb registration process, direct them to either the Registrar's Office (French Hall 105) or the Advisement Center (Southworth Library) with their SUNY ID and their signed pre-scheduling form.