

## Fall 2018 Advising/Registration Instructions for Advisors

- **Registration Code:** To access the registration code for your current advisees on UCanWeb: Go to the Advisor's Menu, the Advisee List and choose the semester in which the student will be registering (Fall 2018). Write this code on each student's two-part registration form. Students will need this code in order to complete the registration process on their UCanWeb account.
- **Advise:** Advising Week will be during the dates of Monday, April 2<sup>nd</sup> through Friday, April 13<sup>th</sup>. 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 period. It is important, however, to give students alternative course choices when appropriate.
- **Sign:** The advisor and student must sign the two-part registration 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.
- **Registration on UCanWeb:** Registration Period will be during the dates Monday, April 16<sup>th</sup> through Friday, May 11<sup>th</sup> at 4:00 PM. Students may begin to schedule their coursework on UCanWeb for the Fall 2018 semester at 7:30 AM on the following dates:
  - Seniors (>89 earned credits) Monday, April 16
  - Juniors (>59 earned credits) Monday, April 16
  - Sophomores (45-59 earned credits) Tuesday, April 17
  - Sophomores (30-44 earned credits) Wednesday, April 18
  - Freshmen (15-29 earned credits) Thursday, April 19
  - Freshmen (0-14 earned credits) Friday, April 20

**The Registrar's Office will be open the week of Registration at 7:30 AM to assist students.** Students may continue to access UCanWeb registration to make changes until Monday, August 27, 2018 at 4:00 p.m. **A nonrefundable fee of \$50 will be imposed on students who have not completed the Fall 2018 Registration process by May 11, 2018 at 4:00 PM.**

### *Troubleshooting:*

- If you are advising a student who is not on your advisor list, please contact the Registrar's Office at #7616 and we will provide the registration code.

- If students express difficulty with the UCanWeb registration process, direct them to either the Registrar's Office (One Hop Shop, Miller Campus Center) or the Ready Center (Miller Campus Center) with their SUNY ID and their signed registration form.