

Spring 2017 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 (Spring 2017). 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.
- **If a student has a hold for an obligation to the college, he/she will NOT be able to register for classes until that hold is cleared. Please instruct students to clear all holds prior to the registration period. Midterm grades will not be visible to students or advisors with an obligation hold.**
- **Advise:** Advising Week will be during the dates of Monday, October 31st through Friday, November 11th. Meet with your advisees and discuss together 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, November 14th through Friday, December 16th at 4:00. Students may begin to schedule their coursework on UCanWeb for the Spring 2017 semester at **7:30 AM** on the following dates:
 - Seniors (>89 earned credits) Monday, November 14
 - Juniors (>59 earned credits) Monday, November 14
 - Sophomores (45-59 earned credits) Tuesday, November 15
 - Sophomores (30-44 earned credits) Wednesday, November 16
 - Freshmen (15-29 earned credits) Thursday, November 17
 - Freshmen (0-14 earned credits) Friday, November 18

Students may continue to access UCanWeb registration to make changes until Wednesday January 25th at 4:00 PM. **A nonrefundable fee of \$50 will be imposed on students who have not completed the Spring 2017 Registration process by December 16th 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 #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 (Campus Center One Hop Shop) or the Advisement Center (Miller Campus Center 221) with their SUNY ID and their signed registration form.