

Spring 2011 Pre-scheduling Instructions for Advisors

- **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.
- **Registration Code:** Access the registration code for your current advisees. Go to the Advisor's Menu, the Advisee List and choose the current semester, Fall 2010. Write this **5 digit code** on each student's two-part pre-scheduling form. Students will need this **5 digit code** in order to complete the registration process on their UCanWeb account.
- **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 Spring 2011 semester at 9 am on the following dates:
 - Seniors (>90 earned credits) Monday, November 1
 - Juniors (>60 earned credits) Monday, November 1
 - Sophomores (46-60 earned credits) Tuesday, November 2
 - Sophomores (31-45 earned credits) Wednesday, November 3
 - Freshmen (16-30 earned credits) Thursday, November 4
 - Freshmen (0-15 earned credits) Friday, November 5

***Students may continue to access UCanWeb registration to make changes until Wednesday, January 26, 2011.**

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 **to the advisor**.
- If students express difficulty with the UCanWeb registration process, direct them to either the Registrar's Office (French Hall 105) or the Advisement Center, Sharon Tavernier, (Cook Hall 109) with their SUNY ID and their signed pre-scheduling form.