

Fall 2017 UCANWEB REGISTRATION INSTRUCTIONS

- **Advising Week – April 3-April 14.** Make arrangements with your advisor to discuss appropriate courses for the upcoming semester and obtain your signed registration form and registration code, retain this information! Using the online copy of the Fall 2017 Master Schedule, write in the CRNs and section numbers of the sections you wish to take. We recommend that you use the weekly grid on the registration form to work out your desired schedule. Then begin to schedule your courses on the computer.

INSTRUCTIONS FOR WEB REGISTERING

- Go to the SUNY Canton website @ www.canton.edu
- In the green “Stay Connected” box click on “UCANWEB”
- Click on **Enter Secure Area**

You will need to enter your SUNY Canton ID# and your PIN. First time users will use the preset Pin number that is MMDDYY, where MM is the two digit month you were born, DD is the two digit day of the month you were born and YY is last two digits of the year you were born. Previous users will need your 6-digit PIN. If you have forgotten your PIN, enter your ID # and click on “Forgot PIN”. A security question will be asked and you will be able to reset your PIN to a new 6-digit number. The answer is case sensitive so be sure to enter exactly. ***If you have problems entering the secure area, please come to the Registrar’s Office, Campus Center, One Hop Shop with your photo ID.**

- Once you have entered the Secure Area select **Student Registration and Records**.
- Select **Registration** and click on **Select Term**, then select **Fall 2017**.
- Select **Add or Drop Classes** and enter **Registration Code**.

You will see a screen where you can enter CRNs for the courses you wish to enroll. If you do not have the CRN or the section you want is closed, you can search for courses using the **Lookup Classes Option**. If you are not familiar with this option, please refer to the User Guide for details.

- Once you have entered the CRNs you need, click on **Submit Changes**. The next screen will show the courses in which you have been enrolled. If there are schedule conflicts, pre-requisites or a class is full, it will show at the bottom of the screen. You need to drop these sections, make an alternate choice and submit changes. If you are unable to resolve your conflicts, please take your form to your Academic Dean’s Office.
- When you are finished scheduling, go to the bottom of the screen and click on **“Registration Fee Assessment.”** This will allow you to see the charges for the courses you have selected. Next, you can **print** a copy of your tentative schedule by **returning to the menu and selecting “Student Schedule.”** Type in **Fall 2017** in the box labeled **“Go To”** and click on **submit** to get a full schedule of courses.

- **Please note that the Registrar’s office will open at 7:30 AM on the dates below to assist with any issues.**
- Students may begin to pre-schedule on UCANWEB for the Fall 2017 semester at **7:30 AM** on the following dates:

Seniors (>89 earned credits)	Monday, April 17
Juniors (>59 earned credits)	Monday, April 17
Sophomores (45-59 earned credits)	Tuesday, April 18
Sophomores (30-44 earned credits)	Wednesday, April 19
Freshman (15-29 earned credits)	Thursday, April 20
Freshman (0-14 earned credits)	Friday, April 21

A nonrefundable fee of \$50 will be imposed on students who have not completed their Fall 2017 Registration Process by May 12th at 4:00 PM.

*Students may continue to access UCANWEB registration to make changes until Wednesday, August 30st at 4:00 PM.

If you have difficulties with the UCANWEB registration process, please call the Registrar's Office at 386-7042 or stop by the office, Campus Center One Hop Shop. Please be sure to bring photo ID and your registration form signed by your Advisor.