

Spring 2018 UCANWEB REGISTRATION INSTRUCTIONS

- **Advising Period – October 30-November 10.** Make arrangements with your advisor to discuss appropriate courses for the upcoming semester and obtain your signed registration form and registration code. Using the online copy of the Spring 2018 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. Please use your Degree Works Audit as a guide to courses needed in your current program.
- **You will not be able to register for classes or see your midterm grades if you have a hold on your account. Please verify you do not have any holds on your account and if you do you MUST take care of them prior to advising and registering for classes**

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 need the PIN which is defaulted to your birthday in the following format, MMDDYY. 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 **Spring 2018.**
- 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. Use your Degree Works Audit as a registration guide to courses needed in your current major.

- 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 **Spring 2018** in the box labeled “**Go To**” and click on **submit** to get a full schedule of courses.
- Students may begin to pre-schedule on UCANWEB for the Spring 2018 semester at **7:30 AM** on the following dates, the Registrar’s Office will be open at 7:30 on all of these days

Seniors (>89 earned credits)	Monday, November 13
Juniors (>59 earned credits)	Monday, November 13
Sophomores (45-59 earned credits)	Tuesday, November 14
Sophomores (30-44 earned credits)	Wednesday, November 15
Freshman (15-29 earned credits)	Thursday, November 16
Freshman (0-14 earned credits)	Friday, November 17

A nonrefundable fee of \$50 will be imposed on students who have not completed their Spring 2018 Registration Process by December 15th at 4:00 PM. Students will NOT be able to register until the \$50 Late registration fee is paid and added to their account.

*Students may continue to access UCANWEB registration to make changes until Wednesday, January 24th at 4:00 PM

If you have difficulties with the UCANWEB registration process, please call the Registrar's Office at 386-7616 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.