

FALL 2011 PRE-SCHEDULING UCANWEB REGISTRATION INSTRUCTIONS

- Obtain your signed pre-scheduling form and registration code from your advisor. Using the online copy of the Fall 2011 Master Schedule, write in the CRN's and section numbers of the sections you wish to take. We recommend that you use the weekly grid on the pre-scheduling form to work out your desired schedule. Then begin to schedule your courses on the computer.

INSTRUCTIONS FOR WEB SCHEDULING

- Go to the SUNY Canton website at www.canton.edu
- In the green Stay Connected Box click on "**UCANWEB**"
- Click on **Enter Secure Area**

You will need to enter your ID or SS# and your PIN. First time users will need the PIN which was printed on your acceptance letter. 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, French Hall 105 with your ID.**

- Once you have entered the Secure Area, select **Student Registration and Records**.
- Select **Registration** and click on **Select Term**, then select **Fall 2011**.
- Select **Add or Drop Classes** and enter **Registration Code**.

You will see a screen where you can enter CRN's 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 CRN's 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 Detail Schedule."** Check the top right-hand side to make sure you are in the Fall 2011 term. Click on "Submit Printer-friendly version" to print out your schedule.
- Students may begin to pre-schedule on UCANWEB for the Spring 2011 semester at 9 am on the following dates:

Seniors (>90 earned credits)	Monday, April 25
Juniors (>60 earned credits)	Monday, April 25
Sophomores (46-60 earned credits)	Tuesday, April 26
Sophomores (31-45 earned credits)	Wednesday, April 27
Freshman (16-30 earned credits)	Thursday, April 28
Freshman (0-15 earned credits)	Friday, April 29

*Students may continue to access UCANWEB registration to make changes until August 24, 2011 at midnight.

If you have difficulties with the UCANWEB registration process, please call the Registrar's Office at 386-7042 or stop by the office, French Hall Room 105. Please be sure to bring photo ID and your pre-scheduling form signed by your Advisor.