

**Spring 2019 '**   
**UCANWEB REGISTRATION INSTRUCTIONS '**

- **Advising Period – October 29-November 9. Make arrangements with your advisor to discuss appropriate courses for the upcoming semester and obtain your signed registration form and registration code.** You can plan ahead for this meeting by logging into UCanWeb, going to Student Menu -> Registration -> Look-up Classes and choosing Spring 2019. Use a [weekly grid](#) or [the registration form](#) to work out your desired schedule. You can also use your [Degree Works Audit](#) as a guide to courses needed in your current program. You must obtain your Registration Code by meeting with your advisor.
- **You will not be able to register for classes if you have a hold on your account. Check your holds NOW by looking in UCanWeb under Student Menu -> Student Records -> View Holds**

**INSTRUCTIONS FOR WEB REGISTERING**

- **Check for the first date you can schedule classes on UCanWeb (starts at 7:30am):**
  - **Seniors** (>89 earned credits) Monday, November 12
  - **Juniors** (>59 earned credits) Monday, November 12
  - **Sophomores** (45-59 earned credits) Tuesday, November 13
  - **Sophomores** (30-44 earned credits) Wednesday, November 14
  - **Freshman** (15-29 earned credits) Thursday, November 15
  - **Freshman** (0-14 earned credits) Friday, November 16
- **On your date, login to UCanWeb** You will need to enter your SUNY Canton ID# and your PIN.

(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, Miller Campus Center's One Hop Shop with your photo ID.**

- Once you have entered the Secure Area, select **Student Menu**, Select **Registration**, and click on **Select Term**, then select **Spring 2019**.
- 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 **Look-up Classes**. 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 an **actual date during the spring semester** in the box labeled **"Go To"** and click on **submit** to get a full schedule of courses.

**A nonrefundable fee of \$50 will be imposed on students who have not scheduled any courses for Spring 2019 by December 14th 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 23rd at 4:00 PM.

*If you have difficulties with the UCANWEB registration process, please call (315-386-7616) or stop by the Registrar's Office, Campus Center One Hop Shop. Please be sure to bring photo ID and your registration form signed by your Advisor.*