



2021-22 Advising & First Year Programs CANTON ADVISOR MANUAL



STELLAR ADVISOR AWARD WINNERS

In 2015, the office of Advising & First Year Programs initiated the Stellar Advisor Award. This is an entirely student-nominated award, with winners being chosen based on nominations that really articulate how the advisor has done more than expected for their students. We plan to make this an annual award, with nominations gathered each spring semester.

2021 Award Winners:

Vicki Perrine, *Healthcare Management*
Jay Roorbach, *Emergency Management*
Mike Spearance, *Electrical Construction & Maintenance*

Past Winners:

Brandon Baldwin (2020) <i>Automotive Tech</i>	Christina Lesyk (2019) <i>Psychology</i>
Paul Bowdre (2015) <i>Criminal Justice</i>	Kathleen Mahoney (2017) <i>Graphic and Multimedia Design</i>
Edward Boyd (2016) <i>Applied Psychology</i>	Maureen Maiocco (2017) <i>Early Childhood</i>
Elizabeth (Liz) Brown (2015) <i>Criminal Justice</i>	Dan Miller (2019) <i>Mechanical Engineering Technology</i>
Susan Buckley (2016) <i>Criminal Justice</i>	Deb Molnar (2020) <i>Physical Therapist Assistant</i>
Lucas Craig (2016) <i>Mechanical Engineering Technology</i>	Diane Para (2018) <i>Sports Management</i>
JD Delong (2020) <i>Legal Studies</i>	Janet Parcell-Mitchell (2016) <i>Health & Fitness Promotion</i>
Marela Fiacco (2015, 2018) <i>Health Care Management</i>	Stanley Skowrenek (2018) <i>Air Conditioning Engineering Tech</i>
Jennie Flanagan (2017) <i>Health Care Management</i>	Jennifer Waite (2015) <i>Psychology</i>
Stephen Frempong (2015) <i>Electrical Engineering</i>	Barry Walch (2017) <i>Funeral Services</i>
Neil Haney (2015) <i>Powersports Performance and Repair</i>	

The Advisor Resource Manual is compiled and updated each year by Advising and First Year Programs.

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PDF version available at: http://www.canton.edu/advising_center/documents/carp.pdf

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THE ROLE OF THE FACULTY ADVISOR

Each matriculated student is assigned a member of the faculty* as an academic advisor. The advisor helps the student plan a program to satisfy degree requirements within a chosen curriculum and assists the student with problems of an academic or vocational nature.

1. **The advisor serves as a mentor** by demonstrating a professional interest in the student's adjustment to college; by serving **as a contact person** for the student; by assisting the student in communicating concerns to other college professionals when appropriate; and by **allowing the student the freedom to make choices** after limitations, alternatives, and consequences have been discussed.
2. **The advisor assists the student in exploring a major** field of study through discussion, recommendation of activities or work experience appropriate to the student's interests in the advisor's area of expertise. Students who are unclear on their goals can be referred to the [Career Services](#) office for further career exploration. [Advising & First Year Programs](#) can also assist students seeking a change (changing majors, transferring out, etc.).
3. **The faculty advisor reinforces the program of general education** as it relates to the curriculum and to the development of the individual in today's society.
4. **The advisor and the student plan a schedule** of courses in keeping with curriculum requirements and student interests and takes into consideration student academic preparation.
5. **The advisor assists "at-risk" students** (those whose grade point averages are below 2.0, have received multiple flags in RooSuccess, or receive Not-Engaged (N) or Missing (M) indicators). ***When a pattern of at-risk behavior becomes apparent, the advisor should reach out to the student to offer assistance. The advisor will refer students to appropriate support services*** (tutoring, learning labs, Counseling, Health Service, etc.- see [Help Wheel, page 45](#)). Advisors can document referrals in [RooSuccess](#).

For a more in-depth description of how and when and advisor can be of assistance to their students, see the [Timetable of Advising Activities, pg 6](#).

* EOP, TRiO, coaches and International Programs are listed as secondary advisors to provide students with a support network, rather than a single individual.

The staff of Advising and First Year Programs are available to supplement faculty advising and to assist non-matriculated students who do not have a major declared.

Faculty can contact Advising & FYP as a resource for questions about advising students (379-3954, advising@canton.edu or Miller Campus Center 224).

QUALITY ACADEMIC ADVISING AND RETENTION AT SUNY CANTON

Quality academic advising requires that the faculty advisor be available and approachable; be knowledgeable of the institution, its resources, and rules beyond his/her own department; and be interested in and capable of helping the student understand the existing educational options in order to develop realistic career goals.

This cannot be accomplished without adequate, accurate, and timely information of the student's background as well as the degree requirements, regulations and resources. Individual faculty members are not required to perform all of these functions by themselves. The responsibility for demonstrating concern and caring for your students is yours; however, referral to others for special assistance and information is entirely appropriate. **This manual is provided to you as a way to have access to the up-to-date information. Please refer to it often.**

Local data that supports quality faculty advising:

- **About 75% of SUNY Canton students¹ consider their faculty advisor to be their primary source of academic information**, even when they have access to other staff and resources.
- The Student Opinion Survey, done across SUNY, rated Faculty Advising as #1 in SUNY in 2019.
- Advising & First Year Programs has found that the students who have an advising session prior to enrolling (typically during the summer before their first semester) have a retention rate that is 2-4% higher than those that do not.

Semester	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
Retention Rate of students advised by AFYP (Fall to spring)	85%	85%	86%	82%	84%	82%
Retention rate of FTF not advised by AFYP	83%	83%	82%	79%	82%	79%
Total FTF	649	699	690	723	723	538
Students advised by AFYP	57% (372)	64% (446)	69% (477)	60% (434)	76% (553)	78% (422)

We affirm the students' responsibility for knowing and following the institution's requirements and determining their own direction and goals. However, as an academic advisor, your assistance in explaining the college's processes and requirements are invaluable in retaining and graduating students from SUNY Canton. We intend to improve our advising assistance and service and increase Canton's recognition of quality advising to our students.

¹ According to the local advising survey put out to continuing students every spring, range is consistent over time at 73-81% of students indicating that faculty advisor is their main source for academic advice.

RAPPORT BUILDING

Students don't care how much you know until they know how much you care.

Part of building an advisor/student relationship is to let the student know that you are interested in them and their unique progress toward degree completion. Sometimes this is easy, sometimes it takes more work. Here are some conversation starting ideas to get the student to open up and start talking about their goals and interests so that you can provide the advice that is best for that individual.

Conversation starters:

- 1) What are some things that you could talk about forever?
- 2) What things can you do for hours at a time?
- 3) What would you get up to do at 6:00am?
- 4) What makes you feel great?
- 5) What are two successes you have had in the last six months?
- 6) What are some of your goals for the next six months?
- 7) How do you see yourself living five years from now?
- 8) Tell me about a turning point in your life.
- 9) What things do you dread doing?
- 10) What are two or three areas of study (or career) that you are considering? How are they similar? How are they different?
- 11) What is your favorite book/music/film/tv show and why?
- 12) Who has been influential in helping you make the decision to come to SUNY Canton (parent, spouse, friend, employer)? Why did you choose to come here?

FERPA: WHAT IS FERPA?

FERPA stands for the Family Educational Rights and Privacy Act (also called the Buckley Amendment). Passed by Congress in 1974, the Act grants these rights to the adult student:

- The right to see the information that the institution is keeping on the student.
- The right to seek amendment to those records, and in certain cases append a statement to the record
- The right to consent to disclosure of his/her records

It is your responsibility to protect education records in your possession. This includes:

- **Personal information**
- **Grades**
- **Enrollment records**
- **Schedules**

What are the basic rules?

- Student educational records are considered confidential and may not be released to anyone else unless expressly allowed by the student
- As a faculty or staff member, **you have a responsibility to protect educational records in your possession** – this includes lists of student status, such as those who have enrolled, withdrawn, suspended or on academic probation, and your access to UCanWeb, Blackboard, DegreeWorks, RooSuccess, etc.
- Some information is considered public (sometimes called Directory Information). This can be released without the student's written permission. Students have the right to request that even Directory Information be kept confidential. FERPA lists Directory Information as: student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> 9/23/2021).
- **You have access to information only for legitimate use in completion of your responsibilities as a university employee. Need to know is the basic principle.**

To avoid violating federal FERPA rules, faculty should never:

- Discuss the progress of a student only with the student and others that need to know (other college employees involved in that student's success). Student information cannot be provided to others (including parents) without the consent of the student.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.

If you are ever in doubt, do not release any information until you talk to the Registrar's office (386-7616), the Dean of Students office (386-7120) or refer the requestor to that office.

Students CAN indicate that they would like to release their records to other individuals. Sometimes referred to as a FERPA waiver, students can provide another individual access to their academic or financial records by completing a proxy authorization in UCanWeb. "Share Access to My UCanWeb" can be found under Miscellaneous Student Requirements once the student logs into UCanWeb. More details in Chapter 5 or online at: http://www.canton.edu/advising_center/documents/Webforproxy.pdf

BRIEF OVERVIEW OF ADVISING ACTIVITIES

Advising is way more than scheduling classes. Here is a sample of when advisors typically interact with their students, though not necessarily a comprehensive list. More details of each activity on following pages under Timeline listing.

- ❑ **Orientation** – Most often in July and August
- ❑ **Curriculum meetings**- generally done at Orientation when each advisor has an opportunity to meet with their incoming students
- ❑ **Drop/Add Process** – once the semester begins, students need advisor permission to add/drop classes. Student submits request on UCanWeb, advisor must approve/deny on Workflow.
- ❑ **Early Warning Flags from RooSuccess** – Advisors are in a position to notice when there is a pattern with the students' flags. Review these all semester long, but reaching out to students early in the semester can have the most impact.
- ❑ **Engaged/Not Engaged** – Entered after the end of the third week of the semester in RooSuccess. Advisors should be reviewing and reaching out to their students as soon as they begin receiving these notifications.
- ❑ **Mid-semester grades.** Grades are due after the end of the 7th week. This is another outreach opportunity for advisors to check in with students.
- ❑ **Open House and Admitted Student days.** Occurring throughout the year.
- ❑ **Changing/Declaring a major** – students who want to change majors start by approaching the curriculum chair of the intended major. This can happen anytime during the semester, but does not take effect until the next semester.
- ❑ **Advising Period and Course Registration.** Advising period typically begins two weeks before course scheduling opens. Course registration begins in the 10th or 11th week in the semester. Students can schedule for Summer/Fall during the Spring semester and Winter/Spring during the Fall semester.
- ❑ **Withdrawing from college.** Students can withdraw up to 10 days before the end of the course/semester. Once the bill is processed (prior to the start of the semester), the student must go through the withdrawal process. Withdrawal is initiated by the student via UCanWeb under the "Registration" menu.
- ❑ **Academic Jeopardy students.** Students that have less than a 2.0 but are not on Academic Recovery. Advisors should verify an appropriate schedule and watch for early warning flags.
- ❑ **Grade Review.** Done after the semester is completed. Advisors review their students for satisfactory academic progress and scheduling that is appropriate to stay on track to graduation.
- ❑ **Academic Recovery.** Faculty recommend students for Recovery at Grade Review, and AR students must meet with their advisor by the end of the 2nd week of classes to fill out the AR form. Advisors should watch early warning flags throughout the semester and can request regular meetings with AR students.
- ❑ **Graduation.** Students need to apply to graduate during their final semester. Advisors can assist by verifying that the student does not have any courses outstanding and attending graduation.

TIMETABLE OF ADVISING ACTIVITIES

This section discusses the primary opportunities for formal contact between academic advisors and students. Some categories of activity may not apply to all advisors but are included here to illustrate the range of contact an advisor can have.

Orientation

Mandatory new student orientation is held during the summer months (generally July and August). A modified orientation is held in January for spring admits. Faculty are encouraged to volunteer & participate in Orientation and move-in activities as this is an excellent opportunity to meet new students and their families.

New student advising

New first-time freshmen have an advising appointment prior to their first semester with Advising and First Year Programs (AFYP), EOP, or TRiO. New students work with an advisor either in-person or via web or phone call and then schedule courses themselves on UCanWeb. The goals are to help students understand their individual degree requirements, to educate students about why they take the classes that they do and how to register for their classes. They also explain degree requirements, timely progress to degree and how classes are scheduled (TR vs. MWF). This is intended to be a retention effort by providing effective and timely academic advising and to assist the students in navigating the transition from high school to college level work. Notes on advising sessions can be found in RooSuccess.

AYFP hires faculty on a temporary basis for June and July to work with new students. Permanent advisors should review their students' schedules prior to or during curriculum meetings to be sure that they are taking a set of courses that will help them make timely progress. Transfer students are contacted by their dean's offices with transfer credits articulated and suggested courses.

Curriculum meetings

For first-year and transfer students, a curriculum meeting is the major academic activity scheduled during each orientation period. This first meeting between new students and their advisor presents one of the best opportunities to set the stage for positive advisor/advisee relationships (see also: [Advisor's Guideline for working with New Students, Page 16](#)). Faculty and students can meet each other, discuss the curriculum and academics in general, and begin to understand student goals. This is an ideal time to review new student schedules, verify that they are meeting program requirements and revise if necessary.

- SCHEDULE INTERPRETATION (if needed):
 - Explain how to read the schedule, i.e. military time, days of the week (**R=Thursday**), late start or condensed courses, online, hybrid or off-site courses (W in a section number means it is an online course, F in a section number means it is a Flex course)

- Verify that the student is aware of the academic calendar (not as many holidays off as in high school – Labor Day being the first one; semester ends in mid-December).
- With each student, check his/her schedule to see if it is appropriate for their major or intended major.
- Ask if they are aware of the electronic tools – UCanWeb, Blackboard, software downloads, email, how to order textbooks, RooSuccess, Roolife, etc.

The following general guidelines suggest topics that could be covered in a freshman orientation curriculum meeting. Advisors are cautioned about assuming anything regarding students' understanding of what is expected of them academically, socially, or otherwise. Frequently those expectations that seem obvious to the advisor or to the returning student are not so to the beginning freshman. **Some general topics may include:**

- attendance regulations,
- how to remain eligible for fin aid,
- faculty office hours,
- definitions of full-time and part-time,
- minimum GPA requirements
- restrictions on the number of credit hours,
- withdrawing and repeating courses,
- discussion of career goals, the skills needed to achieve those goals, and decisions to make regarding the goals
- timeline to degree completion

Advisors should discuss the required courses for the first year in the curriculum as well as college preparatory courses that allow students the opportunity to build competencies in Reading, Writing, Mathematics, and Academic Skills Development (Engl 097, Math 100) that are essential to college success. Placement in these courses is based on test results, faculty referral, and/or admissions referral based on academic preparation and college entrance examination scores. **These courses count toward full-time status but do not count towards graduation.**

And finally, advisors should outline a typical program for each student advisee. In doing so, advisors should:

- Review other program-specific information important to students enrolled in the program.
- Explain the policy on deviant academic behavior.
- Explain the drop-add policy
- Explain the importance of the course syllabus (contract of the course)

Drop/Add

Students are allowed to add or drop classes on UCanWeb without additional advisor input, through the first 3 days of the semester.

After the first 3 days of the semester, all students must use the Course Change Request process in UCanWeb to submit add/drop requests. Instructors, advisors and the dean's office approve or deny these via Workflow ([see details on page 83](#)). After the fifth class day, there is a \$20 fee for processing the form.

Using RooSuccess to review early warning flags

Advisors are included on all flags sent from instructors to their students. Flags should be raised by instructors when a student is not meeting course expectations (low grades, poor attendance, non-participation, etc.). If instructors are consistent in raising flags, then advisors are in a position to notice when a student has received several warnings, or when there is an on-going issue. Follow-up can range from a quick “Is everything OK?” in passing or via email to referrals to campus resources (Health Center or Counseling; learning labs or tutoring), to asking the student to make an appointment with you, to if necessary, recommending withdrawal from the course or the semester.

Engaged/Not Engaged

This is a subjective evaluation done by each instructor at the end of the third week of classes. Every instructor is expected to submit this progress survey for every student in their class(es). This is meant to identify the students who have the potential to struggle while there is still time in the semester to affect performance enough to pass the class. Research into this effort has found that students who are rated as NE or Missing are less likely to pass the course than others in the class who are rated as Engaged. Advisors are asked to reach out to their advisees who have received a NE or M rating and troubleshoot how to improve their performance. More details can be found in this manual under [Engaged/Not Engaged Best Practices, page 22](#) and how to do the [Engaged/not Engaged Progress Survey, page 69](#).

Midsemester Grades

At the midpoint of each semester, a grade report is available on UCanWeb for advisors and students. Progress in each course is reported by letter grade or as satisfactory/unsatisfactory depending on the instructor's preference. When grades indicate, remedial action could include referring students to their instructors, the learning labs, or tutoring. Advisors should review mid-term grades for all advisees and reach out to them. Reaching out to those with poor mid-terms to work on strategies is only slightly more important than reaching out to those doing well and encouraging them to keep up the hard work.

Advising Period & Course Registration

Students need to start planning their course registration in early November for Spring semester and mid-April for Fall semester (exact dates are published in the [Academic Calendar – www.canton.edu/academic/calendar](#)). The two weeks prior to the Registration Period are considered the Advising Period. Advisors should make appointment times available during this period and into the first week of the Registration Period. **Students should meet with their assigned advisor** unless they have received permission to change their curriculum. If a student is requesting a curriculum change, he/she should work out a schedule with the new program advisor or dean. Notes in [DegreeWorks](#) and **RooSuccess should be consulted prior to scheduling**. Any special recommendations or notes can be made directly in DegreeWorks.

Course registration presents an opportunity for advisors to talk with advisees, to assess progress to date, and to discuss course options for the coming semester. The advisor may communicate with students via their SUNY Canton email (use UCanWeb or RooSuccess to batch email all advisees). Decisions on what classes the student should take next semester should be arrived at together and documented using the **Registration Form** under Note Type in **RooSuccess**. The registration code needs to be provided by the advisor for the student to go into UCanWeb to schedule classes. Those who still prefer the paper/pdf Registration form can find it at http://www.canton.edu/courses/Course_Registration_Form.pdf, however, **notes should be made in DegreeWorks or in RooSuccess** for referral by the student or others as needed. For more details on the advising and course registration process, [see pg 24](#). For instructions on [viewing the class schedule](#) and how the [student registers for classes](#), [see Chapter 5](#).

When working with students to build their schedules, keep in mind the following:

- Imputed courses do not count towards graduation (%).
- Every Associate's and Bachelor's degree must have a writing intensive course.
- Check for pre-requisite courses
- General Education requirements vary by degree and transfer path
- Many science courses require taking lecture and lab simultaneously.
- Students **CANNOT** get credit for both:

CHEM 101 and CHEM 107

MATH 099 and MATH 100

PSYC 220 and PSYC 225

MATH 101 and MATH 106

MATH 121 and MATH 123

Remind your students that they must process their bill by August 1st for Fall semester and December 20th for Spring semester. Students **MUST** process (indicate HOW they will be paying, agree to grants and loans as needed) their bill by these dates or risk losing their schedule.

Undeclared or pre-major students

Students who **do not have the specified academic preparation to enter their curriculum of choice** are listed as Undeclared with a concentration in [intended major]. Math and science background are frequently the key factors for why a student is not eligible to enter directly into their program of choice. Often the student does not have the required grades in these courses, or has not taken the required level of a course (i.e. one year of high school algebra instead of the required three years of high school math, or non-Regents biology instead of Regents biology, etc.). It cannot be assumed that these students always need to take the developmental math and writing courses. Each student should have their records reviewed by an advisor to determine the appropriate levels for their background and their goals.

Students may be undeclared for two semesters (up to 30 credits) to meet the requirements for their curriculum of choice. Admission to the campus does not guarantee subsequent admission into the

curriculum of choice. Students will need to work with their academic advisor and dean's office to determine when and if they can be fully admitted to their major.

Declaring or Changing a Major

Students who were admitted as Undeclared because they did not initially qualify for their program of choice or those wishing to change their major can start the process in UCanWeb. There are two links under Miscellaneous Student Requirements – one for any change of major and one for requests for admission to selective programs.

For students wishing to enter a program with competitive admission (listed below), there is a separate link with more in-depth application process

- Nursing-RN 0622
- Nursing-LPN 0938
- Nursing AAS/BS 2373
- Physical Therapist Assistant 0489
- Veterinary Science AAS 521
- Veterinary Technology BS -2278

Open Houses and Admitted Student Days

Events are held throughout the year that are geared toward attracting new students and showcasing the opportunities at SUNY Canton. These are often on Fridays and Saturdays. Faculty may be asked to represent their discipline, program, or in some cases, a club or volunteer group that they are involved with. These are a good opportunity to recruit students to the major and to SUNY Canton.

Graduation Requirements

Students need to **apply for graduation** via UCanWeb during their final semester ([see page 83](#)). Advisors should help students verify that they have met all requirements during advisor/student meetings over the course of the final year. Any exceptions or substitutions should be taken care of so that the student has a true picture of what exactly is left to complete.

Graduation requirements are made available to students through college publications (Academic Catalog: <http://www.canton.edu/catalog/> or http://www.canton.edu/advising_center/Degreechecklists.html) and their academic advisors. In addition, both students and advisor should familiarize themselves with the degree requirements as listed on [DegreeWorks](#).

Advisors are responsible for **helping students to understand their academic program**, guiding them through the course registration process and advising them on any curricular issues. The student should also bear the responsibility of understanding what is needed to complete a degree in their timeframe. The college reserves the right to make modifications to a prescribed curriculum.

Academic Jeopardy

Students who do not currently have the minimum GPA to be in Good Standing and make progress toward graduation are considered to be in Academic Jeopardy. Students should be made aware that they should maintain a minimum 2.0 or risk academic probation or suspension. Please review the student's current class schedule and mid-term grades to provide a realistic picture of the student's progress and

recommend action accordingly. Currently, students in the academic jeopardy range receive an email from the Associate Provost of Academic Support Services which discusses graduation requirements and support services available to them. If the office receives notification that the students is missing class, the Asst. Provost will meet with them, discussing their academic standing and referring them to their advisor or additional support services.

Academic Recovery

Students who fail to meet re-registration requirements (See [Academic Recovery, pg 13](#)) may be eligible for Academic Recovery. Faculty advisors are in a position to consider a student's unique circumstances and make recommendations to deans for whether to recommend Academic Recovery or suspension. Those students that accept the conditions of Academic Recovery will have to meet certain criteria based on cumulative GPA. Those that fail to follow the criteria of their Academic Recovery contract can be suspended mid-semester. Students can be on AR for multiple semesters provided the semester and cumulative GPA are improved from one semester to the next.

Academic Suspension

Students who do not meet re-registration requirements may be suspended from the college. Any student who is suspended from college for academic reasons will have two options: 1) Submit an academic appeal and detailed plan for success by the stated deadline, or 2) complete six to twelve college credits at another college and achieve a 2.5 GPA or better and then apply for readmission to Canton after one semester has passed by writing to the Director of Admissions. Permission to re-register is not automatic and will be granted only after approval by the appropriate academic dean.

Transfer Credit

In order to receive transfer credits, a student must submit sealed official transcripts from all other sources of college level credit (this includes other colleges, AP credit, and CLEP exams) to the Admissions Office. Once the official transcripts are received in the Admission's office, they are evaluated for the entering curriculum. SUNY Canton accepts credit for courses transferred from an accredited college with a grade of D (1.0) or higher. Credit is awarded as transfer only (no GPA) unless the student completed the course at SUNY Canton with a grade. Students may repeat up to three courses elsewhere in order to transfer back additional honor points.

If the advisor has a paper copy of a transcript, but the courses are not showing on the student's UCanWeb transcript or in DegreeWorks, the advisor should verify that the student has submitted an official transcript to the Admissions office for evaluation and that the dean's office has approved the evaluation.

Students requesting official SUNY Canton transcripts to send to another college can do so through the Registrar's office. See: http://www.canton.edu/registrar/transcript_request.html for the request form. Unofficial transcripts are available on [UCanWeb](#). The database of how credits are accepted at our campus can be helpful for students looking to take a course elsewhere and transfer back:

https://banweb.canton.edu/pls/prod/canton_ztranart.P_SellInst The listing of tests accepted for credit is here: <https://www.canton.edu/media/pdf/Alternate-Ways-Earn-Credit.pdf>

Withdrawing from College

If a student decides to withdraw from all classes and leave college, they initiate the process on UCanWeb (<https://www.canton.edu/registrar/withdrawal.html>). Faculty advisors will receive an email indicating that the student has submitted for withdrawal. The email includes a link to log into Banner Workflow (userid and password are the same as logging into campus computers) to approve, comment or decline. Advisor should typically respond within one business day. Effective date for withdrawal is the date that the student submits the form on UCanWeb. Details, along with screenshots can be found in [Chapter 5 of this manual](#).

Grade Review

This is formally done at the close of every semester. Advisors are expected to review their advisees to verify that the student is making [Satisfactory Academic Progress](#). Advisors determine if the student should be placed on [Academic Recovery](#) or Suspended, if they have failed or withdrawn from courses that were pre-requisites to courses enrolled for next semester, if graduates truly completed their course of study and if the student continues to stay “on-time” to degree completion. Students that have failed or withdrawn from multiple classes should be reminded that they need to complete every course on their checklist, even if it takes more than four or eight semesters. If the student has had several modifications to the paper degree checklist and it becomes difficult to interpret – start a new one or use [DegreeWorks](#) to verify that they are on track.

CHAPTER 2: STUDENT POPULATIONS

STUDENTS IN ACADEMIC RECOVERY

Students are recommended for Academic Recovery by the academic advisor based on the chart below. Students in Certificate and Associate programs may be on Academic Recovery for a maximum of one semester; Baccalaureate degree students may be allowed a total of two, non-consecutive semesters. Any matriculated student who earns a GPA of less than 1.50 in two consecutive semesters may be suspended.

Requirements to re-register					
At end of semester:		1	2	3	4
Good standing	Earned cr.	9	18	27	39
	GPA required	1.5	1.75	2.00	2.00
Academic Jeopardy (GPA)		1.25-1.49	1.50-1.74	1.75-1.99	
Recovery Range	Earned hours	3 - 8	9 - 17	18 - 26	27 - 38
	Cumulative GPA	0.50-1.24	0.75-1.49	1.30-1.74	1.5-1.99
Suspension Range	Earned hours	2 or less	8 or less	17 or less	26 or less
	Cumulative GPA	0.49 or less	0.74 or less	1.29 or less	1.49 or less

Students who are placed on Academic Recovery are notified prior to the start of the new semester. They must sign a contract (see all forms on the AR website, listed at bottom of this page) accepting the conditions of AR in order to be allowed to return and can be suspended for not following through. Academic Recovery is coordinated by the Associate Provost's office.

Students on AR are required to see their advisor to do an "[Advising Checklist](#)". This is intended to connect the AR student to the advisor early in the semester and provide the student with an advocate. The only requirement is that the student meet with the advisor once to do the Checklist. However, **individual faculty advisors can recommend that their students take additional courses of action**. Examples of this include asking the student to make contact more often (e.g. every two weeks); pursue study skills resources (available at many of the learning labs by request or at the Ready Center); or recommending they seek out other resources (e.g. Accommodative Services if a learning disability is suspected). The Academic Recovery requirements can be found as "to-do" items in the student's RooSuccess folder.

ONLINE STUDENTS on Academic Recovery meet each week via phone with a mentor to discuss their academic progress. Learning labs and tutoring resources ARE available to these students via phone, email, instant message or web cam. Faculty can accommodate these students by allowing them to "meet" by phone or other virtual method. There are a number of web resources to assist students with learning study skills. Also see "[Online Courses:...](#)" pg 36.

For information specific to any given semester, see the website: www.canton.edu/recovery/.

EOP STUDENTS & THE ADVISING PROCESS

The Educational Opportunity Program (EOP) is a New York State grant program which was created over 40 years ago to address the needs of high school graduates who were coming from poor school districts with inadequate preparation for college. As a result of their background, many of these students were excluded from entering college and/or performing poorly once enrolled. There is both an academic and a financial component to EOP which provides assistance for students' academic preparedness while also providing some additional financial assistance.

Extended Time to Complete Degree

- EOP students are eligible for 6 semesters of academic and financial assistance in earning an associate's degree
- EOP students are eligible for 10 semesters if pursuing a bachelor's degree

How do I know if a student is in EOP?

- Review student's Success Network in RooSuccess
OR the full title of their FYEP class as indicators

Freshman Advising

EOP counselors will work with incoming EOP students to set up the first semester schedule. EOP counselors will be assigned as secondary advisors for the duration of the student's time at Canton. Counselors work closely with academic departments to ensure EOP students are making appropriate decisions and making steady progress. Transfer and readmit EOP students who are accepted directly into the degree program of their choice will be assigned advisors with academic departments and will also have an EOP counselor as before in fulfillment of EOP requirements.

Credit Hours & Courses

- Students will be carefully scheduled into an appropriate combination of developmental and curriculum courses with a limited number of credit hours (12 to 16) for each of their first two semesters.
- They are all required to complete First Year Experience (FYEP 101) in the first semester.

Advising Tips

1. Always reinforce good academic behavior (class attendance, promptness, submitting work on time, seeking additional help, appropriate classroom behavior, etc.). Most EOP students are first generation college students and thus, may have very little experience or knowledge of what is needed to be successful. Refer students to the EOP office to sign up for one-on-one tutoring and/or to the student to tutoring labs located at the campus library.
2. Stay in touch with EOP counselors to assist EOP students who are not making satisfactory progress. Use [RooSuccess](#) to raise flags on any students that are struggling (we contact every student identified).
3. Should not drop any preparatory level courses (ENGL 097, MATH 100) or FYEP 101.
4. Contact EOP (386-7226 or 234 Miller Campus Center) to notify the student's EOP counselor, when considering suspending a student or recommending change of major or withdrawal.

INTERNATIONAL STUDENT ADVISING

Office of International Programs

MCC 224 (315) 386-7608

international@canton.edu www.canton.edu/international

Please contact International Programs Office for up to date policy adjustments related to COVID-19 as policies are changing regularly.

F-1 INTERNATIONAL STUDENT RESPONSIBILITIES AND REGULATIONS

The US Department of Homeland Security (DHS) grants F-1 status to individuals to study full time at a particular school in the US. Other activities, such as employment, are privileges authorized with special written permission for those who follow DHS rules. ***Penalties for failing to follow the rules will result in loss of F-1 status and could lead to removal (deportation) from the US.***

The 12 Credit Rule: Must be a FULL-TIME student every semester.

- o Students must be registered for and complete 12 credits or more each semester at SUNY Canton. Any exceptions must have written permission from the Director of International Programs Office (IPO) before the semester begins—this is only allowed in certain documented academic and medical circumstances.
- o Cannot drop or withdraw from a course during the semester for any reason without written approval from the IPO.
- o To stay enrolled in a full-time course load, international students must go to all scheduled class periods and keep up with assignments.

Work: Students **CANNOT** work anywhere off campus unless they obtain special written permission.

Some exceptions can be made, particularly for work that the student will receive credit for and enhances the student's education (Curricular Practical Training or CPT). *Possession of a Social Security Card/Number does **NOT** grant the student the right to work in the US.*

Online Courses: Students must have at least 9 credits of face-to-face coursework. Other courses can be online if needed.

On-Campus Jobs: limited to 20 hours per week while school is in session, and 40 hours a week while school is not in session.

Final Semester: Students should report to IPO before the last day of classes to report:

If they will complete studies before or after the expected completion date

If they will apply for Optional Practical Training if they wish to use it.

If they plan to transfer to another school

ADVISOR'S GUIDELINES FOR WORKING WITH NEW STUDENTS

Many new students are now provided with an opportunity for advising during the summer before they begin classes in the fall. A summer advisor should explain much of what is listed below. However, not every student will take advantage of the opportunity for summer advising and will still need their assigned faculty advisor to review their schedule choices. Use this chart as a reference guideline for the things that new students should be made aware of.

- ❑ **Verify schedule.** Check for updated test scores, leveling and transfer credits as these can arrive AFTER the summer advising session has taken place.
- ❑ Explain curriculum and degree requirements, using the curriculum worksheet (see: http://www.canton.edu/advising_center/Degreechecklists.html)
- ❑ Explain to the student that THEY are responsible for ensuring that they make timely progress towards a degree. Advisors will help as much as they can, but it is ultimately up to the student to earn the degree. Refer to [DegreeWorks](#) for assistance in tracking degree progress.
- ❑ Explain any **preparatory courses** (such as Beginning Algebra, Math 100):
 - MATH 100 and ENGL 097 are typically offered as co-remediation with the next level course. If your student needs the developmental level courses, they may need to take two math courses or two English courses in the same semester.
 - Do not count toward eventual degree, but required to be successful in college-level courses
 - Can affect time to degree completion
- ❑ Explain **SUNY General Education Requirements**
- ❑ Explain schedule:
 - Make sure a lab is scheduled along with lectures when one is required
 - Suggest **FYEP 101** to all new students.
 - Student placement levels are accurate (see [Course Leveling and Placement](#), pg 29)
 - Look for conflicts in the schedule/verify that it meets the student's needs
 - Point out military time, and scheduling shorthand (R = Thursday), if necessary
 - Explain start and end times of courses, as well as any that have different start and end dates, if necessary
- ❑ Discuss dedication and time-management needs of in class vs. online courses, if necessary
- ❑ Go through how to schedule classes on UCanWeb, walking student through as appropriate.
- ❑ **Make comments in Roo Success for anomalies**
- ❑ Explain that it may be possible to change a schedule once the semester begins but options may be limited.

Modified from Advisor's Checklist for New Admits provided by the *School of Science, Health and Criminal Justice*

ADVISING FULLY ONLINE STUDENTS

The majority of fully online students are transfer students, but we are seeing an increasing number of first-time-freshmen who choose to complete a degree entirely online. New **first-year students** have an advising appointment prior to the start of their first semester. New **TRANSFER** students are sent an email by their academic dean's office that recommends courses and provides a registration code. Consider providing your students with some (or all) of these as needed.

- The appropriate [DEGREE CHECKLIST](#) for reference. All students should have an understanding of what it takes to reach their goal. They are typically provided one by the dean's office via email prior to starting their first semester with the transferred courses filled in.
- How to access [DEGREEWORKS](#) and use it for tracking progress towards degree completion. Verify that the DegreeWorks audit matches the checklist in the student folder. Online students want to know that the version they see is the right one, they are wary of documentation or exceptions that they cannot access.
- Work with the student to create a degree completion plan – how many credits do they take each semester? How about Winter and Summer term? The traditional 15-18 credits in only Fall and Spring semesters may not be what the student plans to do. An enterable degree planning worksheet can be found here: http://www.canton.edu/advising_center/documents/Fouryeardegreeplanningblankforweb.xlsx and the Plans tab in [DegreeWorks](#) is an excellent resource for any students who are not following the semester-by-semester format that is laid out on the paper checklist.
- Discuss dedication and time-management needs of online courses. See the [Open SUNY resources](#) for ideas and tips.
- Inform online students that they have access to [tutoring services](#), [advising](#), [Career Services](#), [Online Learning](#) and [Help Desk](#), [Student Accessibility Services](#), some [counseling](#) and [health services](#), even [study abroad](#). In addition to email and phone contacts, many of the offices also have a chat option on their websites.
- Encourage students to purchase textbooks early. Use [the Campus Bookstore](#) for a complete listing.

For more resources specific to helping your online students see the [Toolkit for Advising Online Students](#) at http://www.canton.edu/advising_center/AdvisingOnline.html

STUDENT ACCESSIBILITY SERVICES:

The Advising Process for Students with a Documented Disability

Miller Campus Center 235 386-7392 <http://www.canton.edu/accessibility/>

The mission of the Office of Student Accessibility Services is to coordinate and assist students with physical, learning and mental health disabilities have equal access to academic and student life. The college will also strive to ensure that an otherwise qualified individual with a disability will not, on the basis of that disability, be subjected to discrimination under academic programs, services and activities offered by SUNY Canton. It is the initial responsibility of the student to self-identify as having a disability and submit reasonable documentation of their diagnosis. The student must register with the Student Accessibility Services in order to request and receive services.

Extended Time to Complete Degree

- SAS students may be eligible for a priority schedule.
- SAS students may be eligible for a reduced course load. The timeline for completing a Certificate/Associate or Bachelor Degree is listed in the Student Handbook under Financial Aid: Academic Eligibility.

Advising Tips/ considerations:

1. If the student has a mobility impairment of any kind, it is best not to schedule classes on the second floor of Wicks Hall as there is no alternate route if the elevator is not operating.
2. If the student has any physical disability, such as: mobility impairment, visual impairment or hearing impairment, it is best to schedule adequate spaces between classes so the student can arrive to class on time.
3. If the student is profoundly deaf and requires the services of an ASL interpreter, it is best to coordinate the schedule of the student with the ASL interpreter's schedule.
4. If the student has a medical condition such as: diabetes or any complicated or chronic medical condition, it is best to confer with the student regarding the necessity of early morning classes.
5. A schedule that cannot be changed for any of the above reasons, will be communicated to the Office of the Registrar and the student's academic advisor by the director of SAS. This can be done through email and/or through a note in SPACMNT.

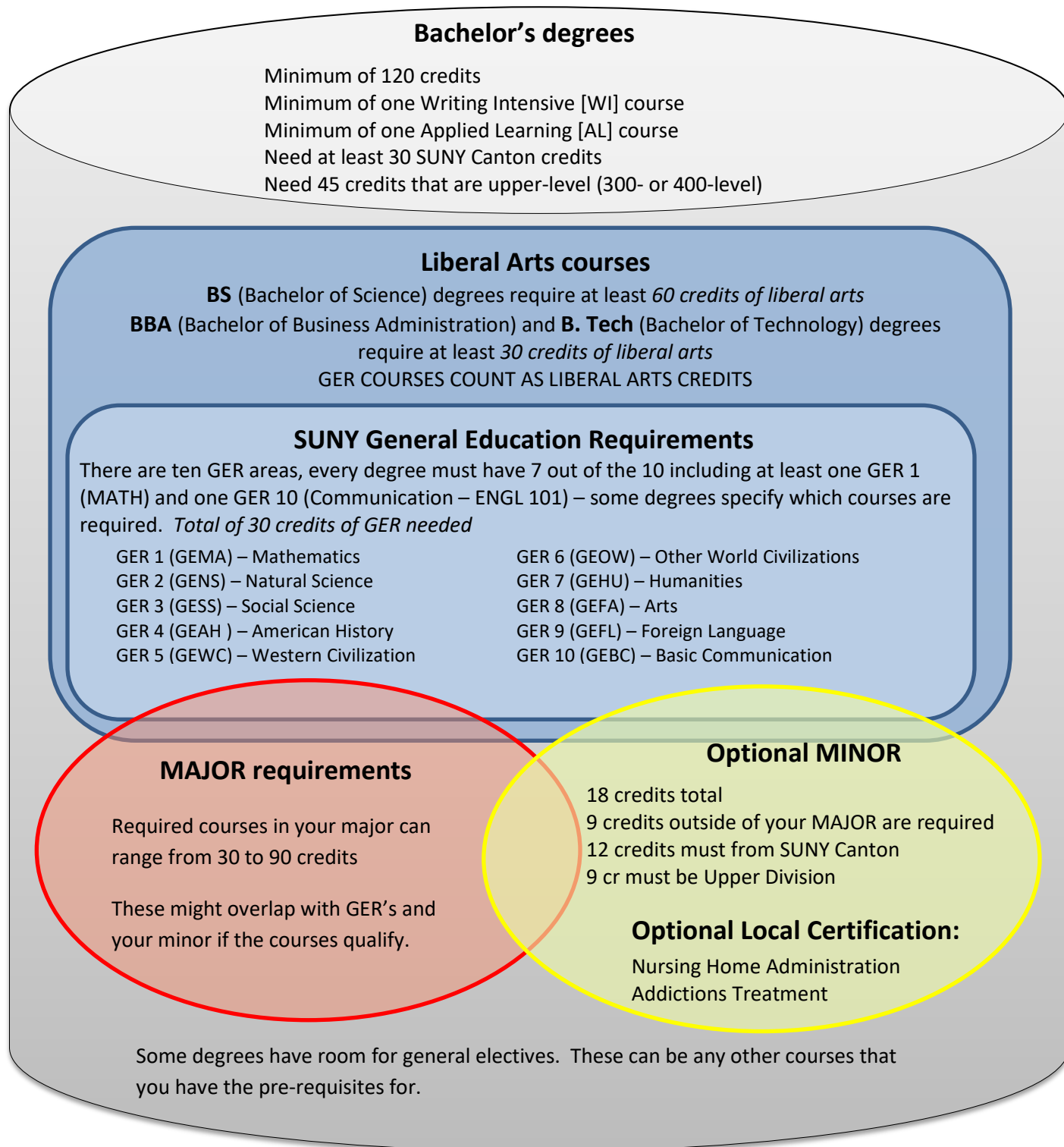
Please contact the Director of SAS if there are questions or concerns.

CHAPTER 3: ADVISING PROCESSES

Overall Degree Requirements

Every degree is a mix of overall degree requirements, General Education requirements (GER's), Major requirements, and optional minor or local certifications. GER and Liberal Arts credits are considered Degree requirements but not Major requirements. Sometimes, but not always, requirements can overlap. See your specific degree to understand where there is flexibility. For specific majors, see:

https://www.canton.edu/advising_center/degreechecklists.html



DECLARING A MAJOR / CHANGE OF MAJOR

STUDENTS WISHING TO APPLY TO ONE OF OUR COMPETITIVE ADMISSION PROGRAMS:

Nursing – AAS/BS Combined (2373)
Nursing-RN (622)
Nursing-LPN (938)

Physical Therapist Assistant (489)
Veterinary Science Technology (521)
Veterinary Technology, BS (2278)

SHOULD:


- Verify that they have met the admission criteria for that program (find the major here: <https://www.canton.edu/academics/degrees.html> for detailed admission rubrics)
- Login to [UCanWeb Secure Area](#)
- From the Main Menu click on Miscellaneous Student Requirements Menu
- Click on option **Change of Major Request for Selective Program Consideration** and follow the prompts

All other change of major requests:

- Student should have a minimum 2.0 GPA
- Students who were admitted as Undeclared because they did not meet the admission criteria for their major initially should have passed ENGL 097 and MATH 100 (be ready for college level math AND English)
- Be aware of the requirements for the new degree and how long it will take to complete them.

To initiate a change of major request, the student logs into UCanWeb, goes to Miscellaneous Student Requirements Menu and selects **Change of Major** request. Once the student submits, the request goes to the department chair for the new major via Workflow and then onto the dean's office. Change of major requests are processed between semesters so they only go into effect for next semester.

Requesting Change of Major

 This form is intended only for current SUNY Canton students who wish to change their major. This includes students who expect to graduate from their current major and degree program immediately following graduation, with no lapse in attendance.

NOTE: Students may submit a change of major request at any time during the semester. Decisions are finalized at the end of the Fall/Spring semester associated with the submission. Please be aware that in order to change majors for a **current** Fall/Spring semester, the request must be submitted prior to the end of the third week of classes and will require approval from the desired major's Curriculum Coordinator and Dean.

IMPORTANT: If changing major to a selective program, you must submit a **Change of Major Request for Selective Program Consideration** instead. Selective programs include: Legal Studies (B.S.), Dental Hygiene (A.A.S.), Dental Hygiene Select, Nursing (A.A.S.), Physical Therapist Assistant (A.A.S.), Veterinary Science Technology (A.A.S.), and Practical Nursing (A.A.S.).

Current Major: Legal Studies - 818 Bachelor of Science

Select from only one of the three drop lists below.

Bachelor Degrees	Associate Degrees	Certificates
* Desired Major: Please Select Only One	Please Select Only One	Please Select Only One
* Term Desired to Enter New Major: Please Select Term		

Submit

RELEASE: 8.0

DROPPING & ADDING COURSES: COMMON QUESTIONS

- **At the start of the semester:**

Students who have their Registration Code for UCanWeb can add/drop online through the first three days of the semester – **IF** the section has space available. If the course is full or the student does not meet pre-requisites, students will have to submit the [Online Request for an Override](#) (pg 81) from the Add/Drop Classes page on UCanWeb.

- Starting on **the fourth day** of the semester, students will have to submit a [Course Change Request](#) (pg 83) via UCanWeb for approvals and the STUDENT is in charge of tracking the status of the request.
- **After the fifth day** of the semester, students will also pay \$20 to make changes to their schedule.

- **Student wants to drop a course after the semester is in progress:**

- **First, gather information** from the student on why they want to withdraw from the course:
 - Is it worth trying to stay in the current course? If so, are there keys to success that the student has not tried? (meeting with the instructor, using the learning labs, inquiring about a tutor, etc.)
 - Ask student to review syllabus to determine likelihood of a passing grade
 - Has the student received any RooSuccess flags on this particular course?
 - Will the dean approve the request? Deans are unlikely to allow students to drop below full-time standing without significant extenuating circumstances.
- **After examining the options**, *if it is in the student's best interest to withdraw from the course*, they need to complete a Course Change Request on UCanWeb. It will be routed to their faculty advisor and their dean for approval. Discuss:
 - **ACADEMIC implications:** How many credits will this change bring them down to? Is the course in question a pre-requisite to another required course? Is the course required for the degree, if so, when can it be made up? How does completing fewer credits this semester affect graduation?
 - **FINANCIAL implications:** How does dropping this course impact the student financial aid package? Most aid requires that the student be at least full-time, but the [Excelsior scholarship](#) requires full-time and 30 credits for the year. Dropping below full-time can impact financial aid for the current semester and eligibility for aid for the next semester. Students who are on probation for financial aid purposes (different than academic recovery) must successfully complete ALL coursework attempted and cannot drop any courses. All students considering a course drop should consult with a financial aid advisor to determine individual impact.
 - See also rules for [International Students](#), if applicable

- **Student wants to ADD a course after the semester is in progress:**

- If the course has started, the student will need to obtain instructor permission to add the course (submission is also through the [Course Change Request](#) (pg 83) in UCanWeb)
- If student is adding a late start course to replace one they are withdrawing from, they do not need instructor approval if the course is open and has not started yet.
 - Remind student that the workload for the course will be condensed and they will need to allocate extra time than they would if the course ran for the entire semester.

- **A student wishing to withdraw from ALL courses-** see [pg 23 for advice](#), [pg 80 for the mechanics of how to start the process](#).

ENGAGED/NOT ENGAGED RETENTION EFFORT

All instructors are asked to submit an Engaged/Not Engaged/Missing rating at the end of the third week of classes each semester. This is meant to identify the students who may be struggling while there is still time in the semester to affect performance enough to pass the class. Research into this effort has found that students who are rated as NE or Missing are less likely to pass the course than others in the class who are rated as Engaged. Advisors are asked to reach out to their advisees who have received a NE or M rating and troubleshoot how to improve their performance.

The following are excerpts from the email that is sent by the Provost each semester on what to do with these ratings as the student's advisor:

Please contact each **“not engaged” or “missing”** student verbally (e.g., face to face, telephone, Teams) and have a brief conversation. This conversation might include:

- 1) Indicating that the student has been rated as “Not-Engaged” or “Missing” by one or more of their faculty and that **we are concerned about their success this semester**.
- 2) Helping the student to understand the meaning of this early warning. For example, “This rating may indicate issues with your performance in some or all of your classes. In our experience, this early warning is very predictive of end of semester grades **unless action is taken to improve performance.**”
- 3) **Helping the student build a strategy for success** by recommending that they a) reflect on their performance in each of their classes, b) consult with each of their instructors regarding their performance and ways they can improve, c) identify concrete actions for change (e.g., class preparation, in class participation, use of office hours, use of tutoring services etc.).

Note: If leaving a voicemail or speaking to the student over the phone, please do not discuss the NE/M rating or academic performance, per FERPA, but instead either request that they come to see you and move directly into a conversation about strategies for success.

See Also: <https://www.canton.edu/media/pdf/RooSuccess-Progress-Survey.pdf>

TOTAL WITHDRAWAL PROCESS

Prior to the start of the semester:

- Students who have signed up for courses but not processed a bill should submit a request in writing to the Registrar's Office (registrar@canton.edu) that they do not plan to attend this semester. Students can also contact admissions to request a deferral for a semester or a year.
- Students who have processed a bill need to submit the formal [request to withdraw](#) (see pg 82) via UCanWeb.

At the start of the semester:

- **Advising:** Students wishing to withdraw within the first week are often overwhelmed or anxious. Discussions on whether this is their best choice, if there is anything to be done to help them make them more comfortable and stay in classes; how can you help with the adjustment?; what is the one thing weighing on them the most? what is the plan if they go home? It is likely too late to enroll at another school this semester.
- If the withdrawal process is initiated **in the first week of classes**, students are not responsible for tuition and fees (refund is issued) – see https://www.canton.edu/student_accounts/liability.html for full schedule

Weeks 2-8:

- **Advising:** Discuss the reasons for the withdrawal with the student. Can they get back on track? What would that take? Sometimes they panic over on bad grade or a tough week. Is dropping one or two classes an option rather than all of them? Walk them to resources if needed – SAS, tutoring, counseling. The later in the semester it gets, the more likely that they cannot recover. If withdrawal is the best option, discuss leave of absence or applying to other schools.
- There can be significant financial consequences to this decision. Some percentage of the semester bill is owed, even in Week 2. Financial Aid rules might dictate that the withdrawing from courses early in the semester will result in no aid available, leaving the student to pay a balance with no option for TAP/PELL assistance.

After mid-term:

- **Advising:** It is still worth asking if it is possible to catch up and pass the courses. Can any courses be salvaged? Is part-time an option? What are the specific financial aid repercussions?
- At this point, [Satisfactory Academic Progress](#) rules should also be referenced. If the student gets aid for courses they don't complete, it can impact eligibility for next semester or in the future. Rarely, it turns out to be better for the student to stay in classes and fail them than to withdraw from them.

Starting the [withdrawal process in UCanWeb \(see pg 82\)](#) will route the request to appropriate campus personnel. Faculty advisor, dean, student conduct, the library, residence life and meal plan, and financial aid all review the student record for withdrawal. IF total withdrawal is approved, student should plan to vacate residence hall room within 24 hours.

PROCESS FOR COURSE REGISTRATION

- The class schedule will be made available just prior to the start of Advising Week (see: https://banweb.canton.edu/pls/prod/bwckschd.p_disp_dyn_sched)
- **All students are required to meet with their academic advisor**, agree to a set of courses (documented by completing the [Registration Form in RooSuccess](#) and obtain a [Registration Code](#) (see [Chapter 5 on UCanWeb](#)) prior to being allowed to schedule their classes on UCanWeb.
- **Faculty should plan for extra office hours** during the Advising Period and the week that the [Registration Period](#) begins to meet with their advisees and discuss course planning. It is helpful if you contact all of your advisees (find a list on UCanWeb or RooSuccess) to let them know when and how they can make appointments with you.
 - **Continuing students will have until the end of finals week to schedule classes without incurring late fees. Bill Payment needs to be done by mid-December (for Spring semester) and by Aug 1 (for Fall semester).** Students should plan to schedule classes as soon as they are eligible to, and should process their bill by the deadline to ensure the best class schedule.
- **Review your students' records on RooSuccess and DegreeWorks.** Ask your student if they are referencing DegreeWorks for degree planning. Use [RooSuccess](#) to track how students are doing in their current classes, find notes and meetings that the student has from other campus personnel.
- Faculty are **not** required to work out an exact schedule with the student, but should be sure that the student understands what courses are required, where they have choices and number of credits needed to stay on track to completion. **Make sure the student understands what their alternate choices are.** Providing a list of CRN's can be fastest, but does not empower the student to make their own decisions.
- **Your advisees DO have a responsibility in the advising process**, however, first year students may need more patience and time, and will not know HOW to prepare for this meeting unless you tell them.
 - Students should be made aware of their degree requirements, how to find courses, what a "GER" is and understand the variables that apply to them (math and English leveling, transfer credit, etc.). See page [16](#) for a detailed list of items to mention to new students.
- Once the advisor and student agree on a course plan, provide the list of courses and registration code via the [Registration Form](#) Note Type in RooSuccess. **REMIND** your students that it is their responsibility to go onto UCanWeb to reserve a space in those courses, as soon as possible, as classes will fill up.

Sample outreach email to inform advisees how to meet with advisor

Hello Advisees!

It is time to schedule your classes for Spring 2022. We need to meet to discuss your plans. I will have advising appointments available in [RooSuccess](#) from November 1 to the 19th. Use this tool to select a time as well as a location (appointments are by phone or in Teams this semester). Please include a current phone number so I can be sure to reach you. In order to maximize our time together, please arrive to your appointment on time and prepared with classes in mind for the next semester.

HOW TO PREPARE FOR OUR APPOINTMENT:

Review your [Degree Checklist](#) and your [DegreeWorks Audit](#) ([instructions here](#)) to begin to **build a potential list of classes** you plan to take next semester.

Use [UCanWeb](#) to **determine what classes are offered**. Go to Student Menu, Registration then Look-Up Classes to see details on the courses offered next semester. Use the Advanced Search to look up classes by attribute instead of subject.

DURING OUR APPOINTMENT

This is ultimately your degree and your responsibility, but I want to help guide you to make informed decisions. There are many variables to consider on how you complete your degree – how many courses to take at a time, whether to take summer courses, how to build in a minor, how to choose program electives and so on. The better I understand your goals and needs the better we can work together to enhance your degree. Please do your part to be prepared, including any questions that you might have.

Check to see if you have a HOLD and get that resolved.

Use [UCanWeb](#) to check if you have any HOLDS are on your record that will delay your ability to sign up for classes. Go to Student Menu -> Student Records -> View Holds to double check.

[UCanWeb](#) will open for Registration starting on November 15th each day at 7:30am. See <https://www.canton.edu/courses/> for specific schedule and registration details. It is up to you to schedule your classes for yourself, no one does that part for you. You must register for classes by December 16th or face a \$50 late fee.

Graduating students: Congratulations to those of you graduating this semester!! I wish you success in all your ventures. If you are graduating, it is not necessary for us to meet. **Please make sure that you apply for Graduation – even if you do not plan to participate in the Commencement ceremony** ([UCanWeb](#)-> Student Menu -> Student Records -> Apply to Graduate). If you are continuing on for another degree, be sure to file your Change of Major Form.

I look forward to working with you over the next few weeks.

Name of Faculty advisor

Professor of [major/department](#)

Advisor's Checklist for Class Scheduling with your Continuing Students

Most of your students will have met with a summer advisor prior to their first meeting with you. Your first-year students may still need guidance on the basics, your junior and senior level students should have a good sense of what they need to be doing. Set your expectations for your advising meetings by utilizing a form letter (example on previous page) – let your students know how they can be prepared to meet with you.

Prior to meeting with students:

- Review the class schedule on UCanWeb. Look up the courses offered in your major and other courses that you commonly recommend to be sure that they are being offered.
- Review your students' record: DegreeWorks and UCanWeb transcript to identify deviations from the published semester by semester plan; check for holds that will block registration
- Review RooSuccess for flags and low mid-term grade alerts. Talk about any outstanding issues with the student. The assumption in planning for next semester is that all current classes will be passed, but it is good to verify that.

During student meeting:

- Review the student's planned set of courses. Make suggestions as needed. Review the degree checklist and/or the DegreeWorks audit together to verify that the chosen courses are reasonable; modify DegreeWorks plans as needed.
- If student has been a pre-major because of preparatory level courses, file change of major form to get them enrolled in the major (can only be undeclared up to 30 credits)
- Ask the student how many courses/classes they have left to complete and when they anticipate graduating. Completing 14-18 credits per semester and 30-33 per year are typically what it takes to stay "on-time" to degree completion.
- Ask if they plan to take off-term (WinterTerm and summer) courses.
- Discuss major and career goals with student. Gain an understanding of what the student is planning to do and how to get there. Check in on this each and every semester as these have a tendency to shift, sharpen focus or change entirely.
- Review choices for GER's, liberal arts and general electives. Discuss options.
- Ask if they have considered a minor. Use the What-If feature in DegreeWorks to see how the major and the minor stack up together.
- If the student is planning their last semester, remind them that they should apply to graduate as soon as the semester is underway (typically Jan 1- Mar 15 for May graduates; Aug 1-Nov 30 for December graduates; Dec 1-31 for January grads and June 1- July 31 for August grads)
- Confirm contact information is up-to-date

Be sure to provide the student with their Registration Code. File electronic [Registration Form](#) in RooSuccess, can also document notes in DegreeWorks.

Upcoming registration dates

Dates to Register for Winter 2021

All Students

Monday, November 8, 2021 to Tuesday, December 20

Dates to Register for Spring 2022

- **Seniors** (> 89 earned credits) Monday, November 15, 2021 to Friday, Dec 16
- **Juniors** (> 59 earned credits) Monday, November 15 to Friday, Dec 16
- **Sophomores** (45-59 earned credits) Tuesday, November 16 to Friday, Dec 16
- **Sophomores** (30-44 earned credits) Wednesday, November 17 to Friday, Dec 16
- **Freshmen** (15-29 earned credits) Thursday, November 18 to Friday, Dec 16
- **Freshmen** (0-14 earned credits) Friday, November 19 to Friday, Dec 16
- **New Transfer students and Readmits** Monday, November 29 to Sunday, Jan 22
- **New First time Freshmen** Monday, December 19 to Sunday, Jan 22

Dates to Register for Summer 2022

All Students

Monday, March 6, 2022 to date class starts (summer session class dates vary)

Dates to Register for Fall 2022

- **Seniors** (> 89 earned credits) Monday, April 18, 2022 to Friday, May 13
- **Juniors** (> 59 earned credits) Monday, April 18 to Friday, May 13
- **Sophomores** (45-59 earned credits) Tuesday, April 19 to Friday, May 13
- **Sophomores** (30-44 earned credits) Wednesday, April 20 to Friday, May 13
- **Freshmen** (15-29 earned credits) Thursday, April 21 to Friday, May 13
- **Freshmen** (0-14 earned credits) Friday, April 22 to Friday, May 13
- **New Transfer students** Monday, May 2 to Wednesday, Aug 24
- **New First time Freshmen** Monday, June 6 to Wednesday, Aug 24

REGISTRATION RELATED REMINDERS

Registration Form can be found at https://www.canton.edu/media/pdf/Course_Registration_Form.pdf or put Notes in RooSuccess using the Registration Form Note Type.

Graduates planning to continue

- **Students who are graduating from one curriculum** (typically a certificate or AAS program) and planning to continue immediately toward another degree **CAN** take advantage of their standing as current students when pre-scheduling. **HOWEVER**, those students **need to go ahead and file their Change of Major** or risk being ineligible for aid next semester.

Summer course registration

- SUNY Canton degree students may enroll in a **maximum of nineteen (19) credit hours** during the summer session.
- Recommendation is to pay attention to the dates of summer sessions and spread the workload across sessions.
- All students interested in using summer aid **MUST** complete a Summer Financial Aid Application which can be found at the summer web page.

Winterterm registration

- Students are allowed to take a **maximum of seven (7) credits**
- Student's may opt to use part of their academic year financial aid to pay for winterterm if they have funds available. Availability will depend on their award package and account balances. All students interested in using financial aid **MUST** complete a Winterterm Financial Aid Application which can be found here: https://www.canton.edu/fin_aid/winter_aid.html

Minimum degree requirements:

	Certificate	Associate's Degree			Bachelor's degree		
Resident Credit (minimum)*	12	15			30		
GPA needed for graduation	1.75	2.00			2.00		
Applied Learning courses	n/a	1			1		
Writing Intensive Courses	n/a	1			1		
Upper-division credits (300- and 400-level)	n/a	n/a			45		
General Education Requirements					7 out of 10**		
Liberal Arts		AA	AS	AAS	BS	BBA	BT
Minimum credits required		45	30	20	60	30	30
Total Credits (minimum)	30	60			120		

Note: These are minimum school requirements. Individual majors may have additional requirements for graduation.

* Resident credit means SUNY Canton credits taken either in-class or online.

** Students enrolled in a baccalaureate degree program must complete 30 credit hours of general education which must include Mathematics (GER 1) and Basic Communication (GER 10) as well as at least three credits each in at least five of the following academic areas – natural science, social science, American history, western civilization, other world civilizations, humanities, the arts and foreign languages. All students will fulfill competency outcomes in Critical Thinking and Information Management, which are infused throughout the curricula.

COURSE LEVELING AND PLACEMENT

The Accuplacer Placement Test

Accuplacer is a computer-adaptive test, from the College Board, that SUNY Canton uses to measure reading comprehension, sentence skills and math.

Who takes Accuplacer?

- Students who do not level at ENGL 101 out of high school
 - Less than a 75 on their English 11 Regents exam or
 - Less than 420 on the verbal SAT, less than 23 on the READ portion of the NEW SAT, or less than 17 on the English ACT
- Students enrolled in a support program such as EOP, TRiO or Jumpstart
- Students who have been out of school for a while and need a better indicator of current ability.
- Students who have a GED

Who administers Accuplacer?

Accuplacer is administered by [Advising & First Year Programs \(315-379-3954\)](#). Refer to www.canton.edu/testing/ for test dates, how to set up a distance test and a link to sample questions.

Accuplacer and the Advisor:

If a student has taken the Accuplacer Test, scores can be found with other test scores (in UCanWeb in Test Scores, under test scores on SOATEST). Advisors should check the recommended placement on the Individual Score Report and verify that the student is in taking the right courses. If there are multiple scores with conflicting recommendations, a conversation with the student about what course makes the most sense for them is warranted generally the higher score is used.

If the student and/or advisor feel that a re-test is warranted, call 1-315-379-3954 to schedule an appointment. Tests may be given a second time.

Leveling Chart for New Students

Math

High School courses & performance	ACT	OLD SAT	NEW SAT	Accuplacer	SUNY Canton placement level	Code
<ul style="list-style-type: none"> Below 65 on Algebra Regents 					MATH 100 -Beginning Algebra	M01
<ul style="list-style-type: none"> More than 7 years since last math course <u>or</u> <70 on 1st Regents (typically Integrated Algebra or Math A) & no other Math Regents exams taken Out of state/int'l: only one defined math course with final average of <70 	< 17	< 400	< 440	NG Quant. Reason (NGAQ) below 237	Combined Math 100 and 106	M01
<ul style="list-style-type: none"> > 4 years since last math course <u>or</u> 70+ on 1st Regents (typically Integrated Algebra or Math A) & passed 2nd year of math 75+ on 1 math Regents and no other math Out of state/int'l: 70+ on 1 defined math course 	17-18	400-450	440-490	NG Quant. Reason (NGAQ) 237-262	MATH 101 –Applied Math MATH 106 -Intermediate Algebra	M02
<ul style="list-style-type: none"> For majors in Mechanical Engineering (AAS 493), (BT 235), Alternative Energy (865) & Air Conditioning (444) 	17-18	400-450	440-490		Combined ENGM 101 – Intro to Math for Engineering apps AND MATH 123 – Pre-Calculus	M02
<ul style="list-style-type: none"> 70+ on 2nd Math Regents (typically Integrated Algebra and Geometry) & passed 3rd year of math 65+ on 2nd Regents exam and taken a 3rd Regents Out of state/int'l: passed 3 years of defined math 	19-20	450-510	490-540	NGAQ 263+	MATH 111 -Survey of Math MATH 115 -Math for Elem Teachers MATH 135 -Tech Math	M04
<ul style="list-style-type: none"> 70+ on 3 Math Regents exams (typically Integrated Algebra, Geometry and Trigonometry) 75+ on Geometry Regents exam Out of state/int'l: 75+ avg in 3 years of math courses 	21-24	510-520	540-610	NGAQ 263+	MATH 121 - College Algebra MATH 123 - Pre-calculus MATH 141 - Statistics	M03
<ul style="list-style-type: none"> 80+ on 3 Math Regents exams (typically Algebra, Geometry, Trig) <u>or</u> 80+ in Pre Calc class or AP Calc Class Out of state/int'l: 80+ on 3 different math courses 	25+	600+	620+		MATH 161 – Calculus 1	M08
C or better in college level math course AP Calculus A/B: 3+ AP Calculus B/C: 4+	30+	660+	690+		College credit, see transcript and degree checklist to determine recommendation	

Physics

Students who are required to take Physics as part of their major should consider taking the math courses needed prior to attempting their physics classes. It is not necessary for students who are required to take PHYS 131 to take the prior physics courses in order to qualify.		
• Math leveling at Math 100 or Math 106	PHYS 115 –Basic Physics	P10
• Math leveling at Math 121 or 123	PHYS 121 -College Physics	P09
• Math leveling at Math 161 or higher	PHYS 131 - University Physics	P07

English

High School courses & performance	ACT	OLD SAT	NEW SAT	Next Generation (NG) Accuplacer	SUNY Canton placement level	BANNER code
Less than 75 on English Regents, recommend Accuplacer test	< 17	< 420	<23	NG Reading: Less than 237 and/or NG Writing: Less than 237	COMBINED ENGL 097 – Intro. to Academic Reading and Writing and ENGL 101	T02 or T02E
<ul style="list-style-type: none"> 75+ on English Regents <u>or</u> Out of state/int'l: 75+ final avg in 3 years of English / 80+ in 11th grade English Int'l: 61 ibt/500 pbt/173 cbt on TOEFL <u>or</u> 6.0 of IELTS with 5.5 on each subsection <u>or</u> completion of level 109 (2yr) or 112 (4yr) of ELS program 	17+ Reading + English	420+ on Critical Reading	23+ on Reading Test	NG Reading: 237+ AND NG Writing: 237+	ENGL 101 - Comp. and the Spoken Word	TN or T03
C or better in college English course AP English Language: 4+ <u>or</u> AP English Literature: 3+					College credit for ENGL 101, and/or ENGL 298	TN

Biology

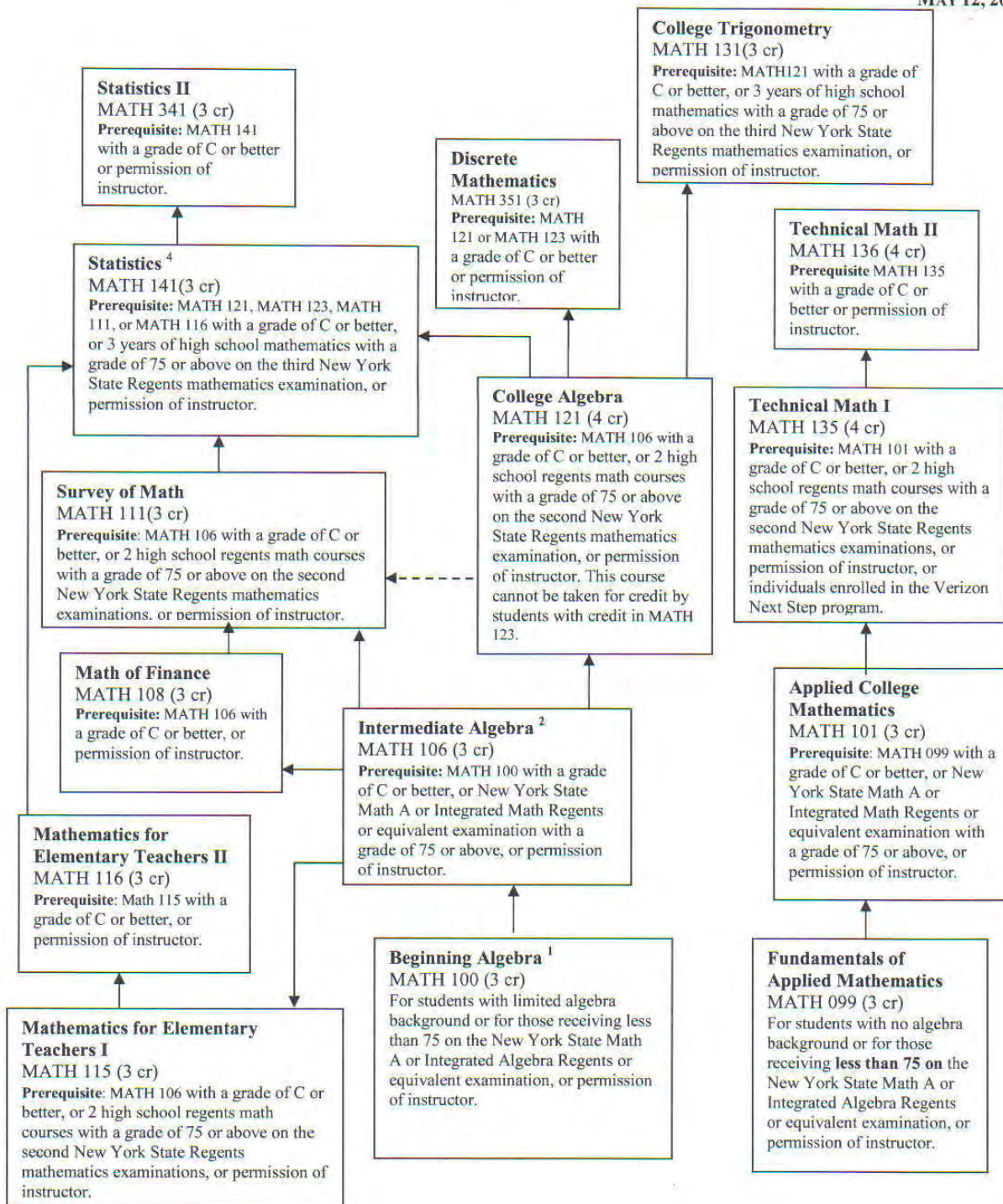
High School courses & performance	SUNY Canton placement level	Banner Code
<ul style="list-style-type: none"> No prior biology background <u>or</u> Below 75 on Biology Regents <u>or</u> *Out of state/int'l: no biology or below 78 on biology course 	BIOL 101 -Introduction to Biology	B06
Higher than a 75 on the Biology Regents but less than a 65 on the Chemistry Regents are typically advised to take Chem 100/101 so that they will be eligible for either BIOL 150 or BIOL 217 the following semester.		B05X
<ul style="list-style-type: none"> 75+ on Biology Regents AND 65+ on Chemistry Regents (C01) <u>or</u> *Out of state/int'l: 78+ in biology course AND 80+ in chemistry course 	BIOL 150 -College Biology	B05
<ul style="list-style-type: none"> 75+ on Biology Regents & 65+ on Chemistry Regents (*PTA: 75+) <u>or</u> *Nursing: 80+ on Biology Regents & 70+ on Chemistry Regents) <u>or</u> Anatomy and Physiology with C or higher <u>or</u> *Out of state/int'l: 78+ on biology course & 80+ in chemistry course 	BIOL 217 -Anatomy & Physiology *For Nursing-BSN, RN, & LPN; Dental-2 yr.; PTA; Health & Fitness Promotion	B04

Chemistry

Students should be leveled at Intermediate Algebra (M02) or have completed Math 100 in order to be eligible to take any chemistry courses		C03X
<ul style="list-style-type: none"> No chemistry background <u>or</u> Below 65 on Chemistry Regents AND M02 <u>or</u> Out of state/Int'l: no chemistry or below 80 in chemistry course AND M02 	CHEM 101 - Introduction to Chemistry	C03
Students who have higher than a 65 on the Chemistry Regents but level at Math 106 (M02) are typically advised to take Math 106 so that they will be eligible for CHEM 150 in the following semester.		C01X
<ul style="list-style-type: none"> 65+ on Chemistry Regents AND M03/M04 <u>or</u> (*Nursing: 70+ on Chemistry Regents AND M03/M04) <u>or</u> (*PTA: 75+ on Chemistry Regents AND M03/M04) <u>or</u> Anatomy and Physiology with C or higher <u>or</u> Out of state/int'l: 80+ in chemistry course & M03 	CHEM 150 -College Chemistry	C01

Sequential Flow of Math Classes (Noncalculus)

MAY 12, 2011

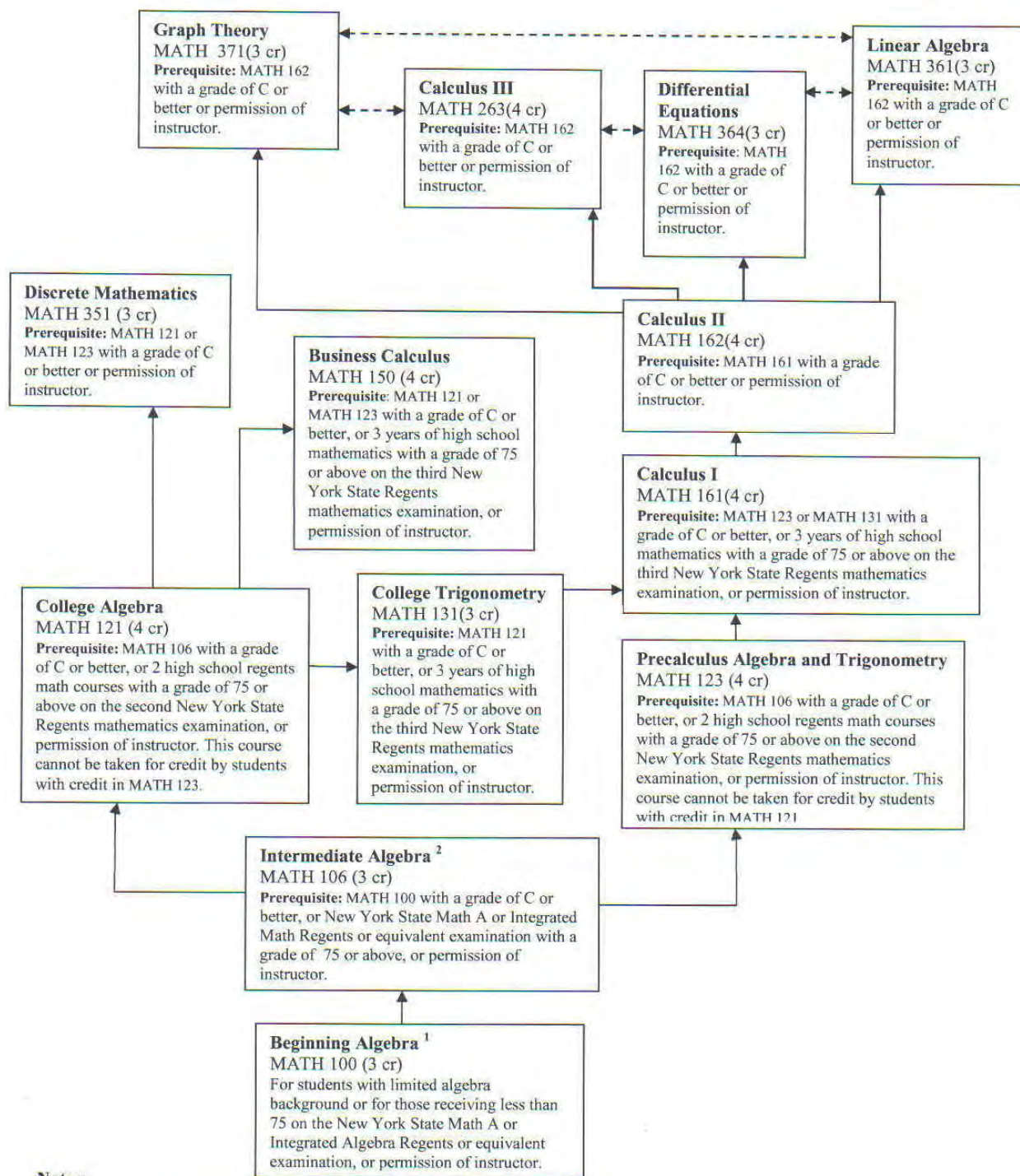


Notes:

1. Imputed Credit for Associate Degrees (There is no college credit for this course.)
2. No Credit for General Studies A.S. and A.A. Degrees
3. ----> means optional
4. Statistics may be taken after the course MATH 111, MATH 116, or greater.

Sequential Flowchart of Math Courses (Calculus)

May 12, 2011



Notes:

1. Imputed Credit for Associate Degrees (There is no college credit for this course.)
2. No Credit for General Studies A.S. and A.A. Degrees
3. ----> means optional
4. Statistics may be taken after the course MATH 111, MATH 116, or greater.

FACULTY GUIDE TO CROSS-REGISTRATION



Cross-registration is an opportunity open to students, faculty and staff of the member institutions of the Associated Colleges of the St. Lawrence Valley. The program makes it possible for any matriculated fulltime student or full-time staff member at one of the four colleges of the consortium to enroll in a course offered by another institution, improving the depth and variety of the academic programs available in the North Country. There is no charge to cross-register for courses as long as the individual meets the eligibility requirements. Cross-registrants do have to pay any special fees, such as fees for labs, application or registration.

Your role as instructor of the cross-registered class:

1. Students who cross-register into your class will be added as a non-matriculated student and will appear on your class roster. These students will be added no earlier than one week before classes begin thus giving your institution's students the opportunity to register for your course first.
2. If a course is full, cross-registering students will be notified, and will need your signature on an add-drop form to enroll in your class. An email sent to your Registrar will be accepted in lieu of an add-drop form.
3. Your signature will no longer be needed on the cross-registration form. The student's faculty advisor will ensure the student has met any pre-requisites needed for your course by signing the Cross-Registration form. (Students matriculated at St. Lawrence University and Clarkson University must also get the signature of the appropriate chairperson.)
4. Students will appear on your grade rosters and you will assign a grade during your normal grading process.
5. For every cross-registered student in your class, an official transcript will be sent to the student's home institution at the end of the semester and the student will receive transfer credit.

Your role as a student's faculty advisor:

As a faculty advisor, you must sign your advisee's cross-registration form to ensure that the proposed course satisfies the student's program and credit-hour requirements, and that the student has met all course pre-requisites. A student should be advised to take the course at the home institution, and not to cross-register for a course, if there is an appropriate choice available.

Current process and forms can be found at:

<https://associatedcolleges.org/services/cross-registration/>

<https://explore.suny.edu/>

Lists of courses have been moved online so that you access the most up-to-date information available.

Access any of these lists from Advising Center's site: http://www.canton.edu/advising_center/faculty.html
Most lists can also be found by using the Advanced Search under Look Up Classes in UCanWeb and using the "Attribute Type" search box. Individual student's DegreeWorks audits can also be a place to find the list of specific courses needed.

APPLIED LEARNING COURSES

See full list here: <https://www.canton.edu/media/pdf/AppliedLearning.pdf>

GENERAL EDUCATION REQUIREMENTS (GER)

See up to date listing at: https://www.canton.edu/media/pdf/approved_courses.pdf

Also: use the [class schedule search in UCanWeb](#), choose Advanced Search and choose the specific GER under Attribute type. The student's DegreeWorks audit will also list the courses and GER's still needed.

LIBERAL ARTS ELECTIVES/DESIGNATIONS

See https://www.canton.edu/media/pdf/LA_Electives.pdf

Also: use the [class schedule search in UCanWeb](#), choose Advanced Search and choose Liberal Arts under Attribute type. The list can also be found on the student's DegreeWorks audit.

WRITING INTENSIVE COURSES

See: <https://www.canton.edu/media/pdf/WritingIntensive.pdf>

Use the [class schedule search in UCanWeb](#), choose Advanced Search and choose Writing Intensive under Attribute type to find listing of WI courses for a specific semester. Every degree designates one WI course, so see the DegreeWorks audit for the specific course.

CREDIT BY EXAM: CLEP, DSST, AP, EXCELSIOR AND IB PROGRAMS

SEE http://www.canton.edu/career_services/docs/Exam_Reference_Guide.pdf FOR UPDATES

ONLINE COURSES: AN ADVISOR'S REFERENCE GUIDE

Student Readiness

Before taking an online course, students should be advised about online learning to determine (1) if they possess the self-motivation, commitment, and appropriate computer skills for learning at a distance and (2) if they have access to the required technology.



- Online courses are offered in the Blackboard (Bb) learning system.
- Hybrid courses, designated by **H**, have at least 10% of their scheduled class meetings replaced by online instruction.

See SUNY Online tools for determining readiness at: <https://online.suny.edu/assessment/>

How Do Students Access Their Online Courses?

- Online classes should be available to view in Blackboard one week before the semester begins. This is called Preview Week and is meant to let the student see what will be expected of them when the semester begins.
- Students should access their online course (s) by the first day of classes.
- If students need help logging on to their online course (s), they should contact the SUNY Canton Help Desk at (315) 386-7448 or email helpdesk@canton.edu For more information, view <http://www.canton.edu/ol/bb.html>

What Should Students Know about Online Learning?

- **Late registrants** are more likely to fail or drop out of an online course than students registering on time.
- Online courses have the **same credits and requirements** as face-to-face courses. In fact, many students find online courses *harder* than traditional courses.
- Online courses require students to be more **responsible** for their learning. Many online courses have extensive reading and writing demands.
- **Time Management** is the most difficult aspect of online learning for students. Students need to have or develop strong time management skills and study habits. Although each online instructor is different, students should plan on spending at least **9-12** hours per week on each online class.

- Most online courses are **not self-paced** and often follow the traditional face-to-face format of weekly discussions and assignment due dates.

What Skills Should Online Students Have?

- Online learning requires familiarity with **basic** computer and word processing skills such as copying and pasting text, downloading software, sending email, and uploading attachments (*students often overestimate their technical skills*). **However**, students do not need to be computer experts to take online courses.
- Current research indicates that academically successful online students are typically **highly motivated, self-directed** learners. Online learning **may not be appropriate for first-time students**.
- Because many online courses have extensive **writing and reading** demands, it is highly recommended that students taking online courses have successfully completed a college-level writing course.

How do Students Get Their Textbooks?

Students can order textbooks online prior to the start of classes by checking here: <https://canton.ecampus.com/>

What Resources Are Available to Online Students?

- **Technical assistance** if you need help logging on to your Bb course, contact the SUNY Canton Help Desk at (315) 386-7448.
- **Tutoring services** are available to online students. Find the link specific to online students here: <http://www.canton.edu/tutoring/>
- **Student Accessibility Services** are available to any student who is eligible for academic accommodations due to a disability. Students should contact Accommodative Disability Services at (315) 386-7392.
- **UCanWeb** provides access to various student services such as financial aid, registration, course schedules, grades, and unofficial transcripts.
- **Advising.** Online students are assigned a faculty advisor who can help them navigate the degree. They will correspond by emails or phone/web calls. The dean's office and the [Advising Center](#) can also help with general questions.

Students can cross-register at any other SUNY campus

Students can take an online course through other SUNY campuses! Use the site: (<https://explore.suny.edu/>) and review the list of courses. Students must register for these course at the campus offering the course. Once that is done, the other campus will provide information on how to access the course.

If a student takes a SUNY Online course, is there a tuition charge?

Yes, students must pay the tuition at the school offering the course. If the student needs to use financial aid resources to do this, they need to see a Canton financial aid counselor in the

SELECTIVE PROGRAM ADMISSION RUBRICS

SUNY Canton Rubric for Nursing (RN) Admissions

http://www.canton.edu/sci_health/nursing/pdf/RN_Scoring_Rubric.pdf

SUNY Canton Rubric for Physical Therapist Assistant Admissions

http://www.canton.edu/sci_health/pta/pdf/Admissions_Rubric.pdf

http://www.canton.edu/sci_health/pta/admissions.html

SUNY Canton Rubric for Practical Nursing Admissions

http://www.canton.edu/sci_health/practical-regs.html

SUNY Canton Rubric for Veterinary Technology Admissions

http://www.canton.edu/sci_health/vet/Rubric.pdf

SMART STEPS SKILLS WORKSHOPS

Smart Steps workshops are a series of academic success skills workshops presented by Advising & First Year Programs. Smart Steps are open to any interested student and delivered in interactive workshop style in which students, during a 50-minute session, develop practical skills which will help them to succeed in college and beyond. Students may attend any one topic, or the entire series.

Step 1: Winning the College Game. – Consider college as if it were a video game (or any kind of game.) What kinds of talents and abilities do both of these endeavors require? Persistence, tenacity, and a continual improvement of skills are just a few of the things we will be discussing in this overview of what it takes to succeed in college with special attention to the common things trip students up during their first year.

Step 2: Managing Your Time Before It Manages YOU! - Attending college full-time means that college should be considered a student's full-time job. Discussion and practical exercises to examine how students perceive and how they actually are spending their time. We will discuss how to balance sleep, work, family and other time commitments, and how to prioritize schoolwork and study time. We will also discuss the basic tools needed for students to effectively and efficiently plan how to best manage their time so that time does not manage them.

Step 3: So Noted: Writing to Learn. – We will teach students several methods of note taking, compare and contrast several methods of taking good notes, and discuss ways in which the student can determine that they are, in fact, taking good notes. Discussion of why the physical act of taking notes benefits student learning outcomes versus relying solely on instructor provided handouts.

Step 4: Goal Setting and Goal Achieving. – Setting goal is easy, but how do you actually go about achieving those goals? How do you make sure that you are making continual forward progress toward your goals each and every day? We will discuss how to go about setting S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Timely) goals, making long term and short-term goals, and making specific and actionable plans for how to attain those goals.

Step 5: How to get an A on that Test! Test Taking Strategy 101 -In this nuts and bolts workshop, will discuss what information students need to know before a test, what they need to do to prepare to study and how to study for certain types of test questions, what to do the night before, and during the test. We will also discuss the various types of test questions, how those relate to the various subject areas and how to best maximize the way in which a student studies.

Step 6: What to DO when you didn't get an A on that Test: The Test Autopsy – Many students do not know that test taking strategy does not end when they turn their paper in at the end of the exam period. Learning what to do AFTER a test is a critical part of figuring out how to improve one's performance on the next test. We will teach the student how to analyze not only WHAT went wrong on every test question, but also to look for patterns in those errors which will inform the way in which students adjust their study methods and strategies for future exams.

ANY student may attend any of the SMART STEPS WORKSHOPS, alternately, students may be referred by their Academic Advisor or Instructor for a **Smart Skills Tune-up Appointment** in the Office of Advising and First Year Programs. We would be happy to work with students on an individual basis to teach them or help them refine any of their study skills. We are particularly pleased to be able to offer assistance in performing a TEST AUTOPSY or helping to set up and use a TIME MANAGEMENT PLAN.

CHAPTER 4: CAMPUS RESOURCES

ADVISING & FIRST YEAR PROGRAMS

Miller Campus Center 224 (315) 379-3954 Monday through Friday 8:00 to 4:30
advising@canton.edu http://www.canton.edu/advising_center/

Advising assistance

For **students**:

- **Empower the student to make wise decisions and claim responsibility for their own progress by providing them with tools to make informed decisions.**
- Provide a supplement and a complement, not a replacement, to faculty advising.
- Primary advising contact for non-degree (non-matriculated) students.
- Advising for students in transition: such as those changing majors or transferring schools
- Provide general information about degrees, sequencing, transferring, and SUNY Canton processes and procedures (i.e. how to drop a class, etc.)
- Provide academic coaching and study skills as needed or for special populations (Academic Recovery, Jumpstart, etc.)
- Experts in navigating web-based tools like UCanWeb, DegreeWorks and RooSuccess.
- Assist students in understanding their degree requirements through DegreeWorks training opportunities, distribution of degree checklists for every curriculum and explanations of how to complete the degree in a timely manner.
- Provide First Year Experience (FYEP 101) students with an academic portfolio and explain its purpose.

Advising assistance for **faculty/staff**:

- Provide an advising resource manual, the Canton Advisor Manual, updated annually.
- In conjunction with the Provost's office, provide training to new faculty advisors.
- Provide training and update opportunities to experienced faculty, as well as campus-wide reminder emails for some of the common advising issues.
- A resource for general advising questions as faculty advisors are meeting with their students.

Students can drop-in with questions or schedule appointments via RooSuccess (look for us under Other Services in your Success Network).

First Year Experience

The First Year Experience is intended to introduce students to strategies that will help them succeed in college and beyond. New students do not necessarily know how to be successful at the college level simply because they finished high school and have been admitted to college. There is a course component, **FYEP 101** that typically meets for 1 hour per week. Adapting to

college level learning requires a set of skills that new students do not automatically come with such as time management and effective test taking. Students are asked to set goals and do self-reflection throughout the course. Students are also exposed to campus resources, the basics of career planning, and the advising process. They must to a proposal and a group presentation. The FYEP 101 instructor becomes an advocate for students when issues arise. There is also an “experience” component to the course. Students are required to attend three campus events of their choosing throughout the semester. This allows them to engage on campus outside of strictly attending class.

Any new student can take FYEP 101. Students majoring in **Accounting** (630), **Agribusiness** (2645), **Business Administration**, (632 & 671), **Criminal Investigation** (359), **Construction Tech Management** (162), **Early Childhood Education** (327), **Early Childhood Care & Management** (2699), **Electrical Engineering Technology** (699), **Emergency Management** (1864), **Esports Management** (2991), **Finance** (282), **Game Design** (2638), **Health Care Management** (253), **Homeland Security** (2335), **Individual Studies** (688), **Legal Studies** (818), **Liberal Arts/General Studies** (250), **Management** (1645), **Technological Communications** (2673), **Veterinary Science Technology** (521), **Veterinary Technology** (2278) are required to take the course as part of their major requirements. EOP, TRiO, Jumpstart and Gateway to Success students are required to take the course, regardless of major. All other new students are encouraged to take FYEP 101 when they meet with an advisor prior to the first semester, particularly those did not meet the requirements for entrance to the major.

Faculty and staff interested in teaching a section of FYEP 101 should contact AFYP to express interest.

WAIVERS: For most students enrolled in FYEP 101, it is a required course and should be treated as such. Students that transfer in 24 or more credits will automatically have the class waived in DegreeWorks.

Gateway to Success

The Gateway to Success (G2S) program is designed to assist students who enter college needing preparatory coursework and is intended to help them build college level skills to persist and complete their intended degree. Key components of this initiative include: G2S students are assigned a mentor that they meet with throughout the semester (often the assigned faculty advisor), are required to take FYEP 101, take a course in their major and use the tutoring labs. Successful completion of the one semester program allows the student to move directly into their intended major rather than waiting a full year to do so. More details can be found at www.canton.edu/gateway.

Placement Testing

AFYP administers the Accuplacer placement exam for incoming students as needed. [See pg. 29](#) for more detailed information on Course Leveling, placement and the Accuplacer exam.

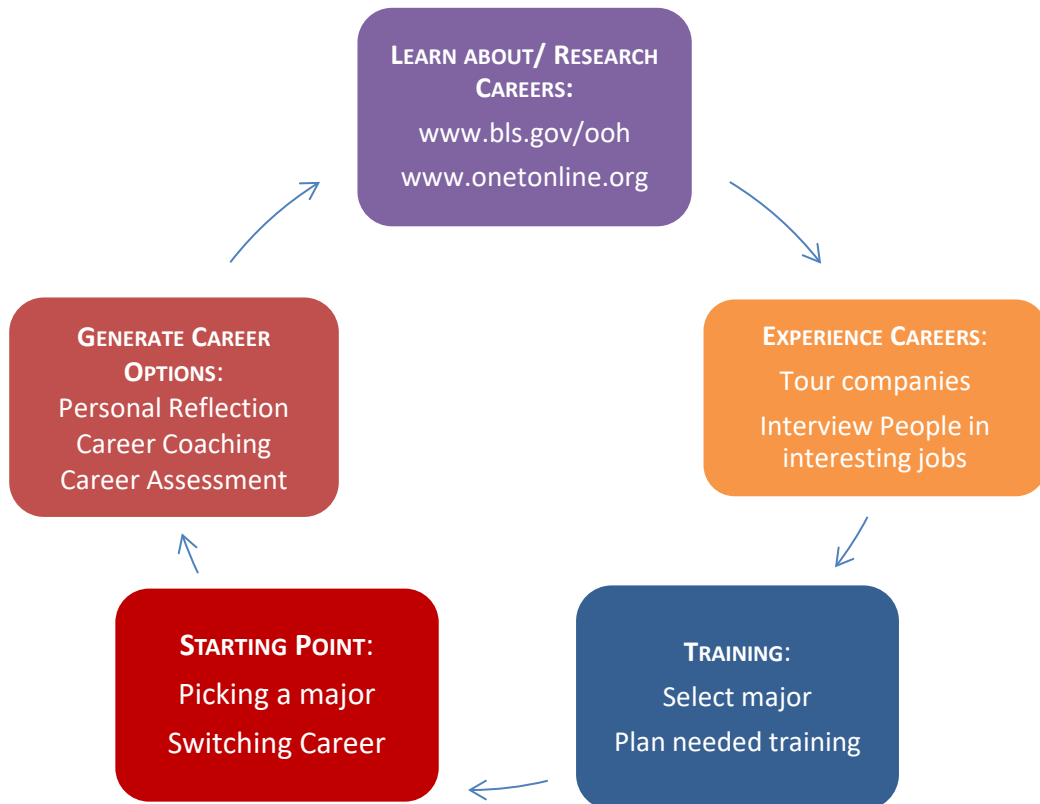
CAREER SERVICES

Miller Campus Center 224 (315) 386-7119 Monday through Friday 8:00 to 4:30
careers@canton.edu www.canton.edu/careers

The Office provides coaching and advisement on a number of topics:

- Major selection and career direction, including interests, personality, values, and skills inventories
 - Resume creation, critique, specialization, and printing
 - Cover letter writing and customization
 - Internship location and application assistance
 - Job search coaching and assistance
 - Career Fair events
- Workshops on career, etiquette and life direction topics (suitable for extra credit)

One of the best ways to help students who are struggling with career direction is to introduce them to the cycle below. Beginning in the bottom left, students need to generate possible careers, research them, and then actually go and talk to people in those careers. **THIS IS A CRITICAL STEP!** The academic study behind a career is NEVER what the career is like day-to-day. Encourage students to contact companies and organizations to learn first-hand what careers are like. THEN, they can begin to plan their education.



COLLEGIATE SCIENCE & TECHNOLOGY ENTRANCE PROGRAM (CSTEP)

The Collegiate Science and Technology Entry Program (CSTEP) is a NYSED grant funded scholars program for minorities or economically disadvantaged students who plan to enter a STEM field, Health or Licensed profession. CSTEP provides the following services: academic and career advisement, paid academic year and summer research/internship opportunities, tutoring, academic and career workshops, personal statement review and assistance with the graduate school application process, monthly student meetings, attendance to conferences, and other enrichment activities.

Interested students can contact the CSTEP office at 315-379-3804, Nevaldine South 131 or find more information on the website: <http://www.canton.edu/cstep/>

TRiO STUDENT SUPPORT SERVICES

The TRiO Student Support Services (SSS) Program is federally-funded and provides enhanced academic assistance to eligible students. To be eligible, **students must be first-generation college students, meet certain federal income guidelines and/or have a documented disability**. The goal of this program is to help students successfully complete their Bachelor's degree.

TRiO staff provides a variety of support services to about 200 students each year, including academic advising and tutorial assistance in accounting, math, chemistry, physics and Biology courses. Information on financial aid is provided as well as assistance completing financial aid forms. Students in the program are required to enroll in the TRiO First Year Experience course.

Interested students can contact the TRiO SSS Program at Miller Campus Center 233, 315-386-7406 or find more information at: <http://www.canton.edu/trio/>

DEPARTMENT CHAIRS

Title	Last Name	First Name	Email Address (ending in @cantan.edu)	School	Department	Position	Codes
Dr.	Barnes	W. David	barnesw	School of Science, Health and Criminal Justice	Science	Department Chair	BIOL, CHEM, ESCI, HLTH
Dr.	Brown	Elizabeth	erickson	School of Science, Health and Criminal Justice	Criminal Justice	Director	CYBR, EADM, JUST
Dr.	Craig	Lucas	craigl	Canino School of Engineering Technology	Mechanical & Energy Systems	Department Chair	AUTO, ENGS, MECH, MKTX
Dr.	Davies	Kim	ferreek	School of Science, Health and Criminal Justice	Nursing	Director	LPNC, NURS
Dr.	Frempong	Stephen	frempons	Canino School of Engineering Technology	Electrical Technology & Engineering Science	Department Chair	ELEC
Dr.	Jones	Kirk	ionesk	School of Business and Liberal Arts	Humanities	Department Chair	ENGL, FREN, SPAN, TCOM, MUSC
Dr.	Loomis	Mary	loomism	School of Science, Health and Criminal Justice	Veterinary Science	Department Chair	VSAD, VSCT
Dr.	Maiocco	Maureen	maiocco	School of Business and Liberal Arts	Social Science	Department Chair	ABAP ANTH ECHD, EDUC, GRST, HIST, HUSV, PSYC, SOCI, SSCI
Dr.	Molnar	Deborah	molnard	School of Science, Health and Criminal Justice	Physical Therapist Assistant	Program Director	PHTA
Dr.	Myers	William	myersw	School of Business and Liberal Arts	Business	Director	ACCT, AGMT, BSAD, ECON, ESPT, FSMA, HSMB, LEST
Mr.	Newtown	Michael	newtownm	Canino School of Engineering Technology	Physics	Dean	PHYS
Dr.	Para	Diane	parad	School of Science, Health and Criminal Justice	Sports Management/Health & Fitness Promotion	Department Chair	HEFT, SPMT
Dr.	Penepent	David	penepentd	School of Science, Health and Criminal Justice	Funeral Service Administration	Program Director	FSAD
Dr.	Reed	Alice	reeda	Canino School of Engineering Technology	Mathematics	Department Chair	MATH
Dr.	Rygel	Adrienne	rygela	Canino School of Engineering Technology	Civil Engineering & Construction Technology	Department Chair	AREA, CONS, CIVL
Dr.	Sweeney	Christopher	sweeneyc	Canino School of Engineering Technology	Decision Systems	Department Chair	ARTS, CITA, GAME, GMMD, SOET
Ms.	Taverner	Sharon	taverniers	N/A	First Year Programs	Director	FYEP

FINANCIAL AID ELIGIBILITY: GUIDELINES FOR SATISFACTORY ACADEMIC PROGRESS

For up-To-Date detailed information on the Financial Aid Process for Advisors, see: http://www.canton.edu/fin_aid/documents/Finaid_Advisor_Manual.pdf

Students receiving financial aid are required to maintain minimum program and academic progress standards in order to continue to receive assistance. The requirements differ for State aid (TAP, SUSTA or APTS grants) and Federal aid (PELL, FSEOG, PERKINS LOAN, FWS, STAFFORD LOAN, EOP, etc.). The following charts indicate the standards to be achieved minimally. Also, **federal regulations require students to complete degree requirements within 150% of their normal program length (typically 90 credits for an Associate's degree, 180 for a Bachelor's).**

If a student fails to meet state academic progress requirements he/she loses TAP/ APTS eligibility for the next semester they attend. If a student fails to meet federal academic progress requirements he/she loses all federal aid eligibility until they bring themselves into compliance or a waiver is issued.

The requirements for a **part-time**, matriculated student will be adjusted according to the number of credits taken: Half-time students (6-8 credits)—50% of credits accrued: Three quarter-time students (9-11 credits)—75% of credits accrued. The number of semesters of eligibility will be adjusted accordingly.

Certain scholarship programs may have requirements different from the above due to specific desires of the donors.

Students should be advised the Financial Aid office at (315) 386-7616 or (800) 388-7123 regarding **financial aid implications when they are considering dropping a course.** This is especially important if the student is dropping below full-time.

FEDERAL AID:

Certificate Programs

Semesters Completed	Earned Credits	Cumulative GPA
1	9	1.25
2	18	1.50
3	27	1.75

Associate's Degree Programs

Semesters Completed	Earned Credits	Cumulative GPA
1	9	1.25
2	18	1.50
3	27	1.75
4	39	2.00*
5	51	2.00*
6	63	2.00*

Bachelor's Degree Programs

Semesters Completed	Earned Credits	Cumulative GPA
1	9	1.25
2	18	1.50
3	27	1.75
4	39	2.00*
5	51	2.00*
6	63	2.00*
7	75	2.00*
8	90	2.00*
9	105	2.00*

STATE AID

Certificate/ Associate Degree Programs (Remedial Students)

Semesters of TAP received	Earned Credits	Cumulative GPA	Percentage of Credits Completed
1	3	0.50	50% / 6 credits
2	9	0.75	50% / 6 credits
3	18	1.30	75% / 9 credits
4	30	2.00	75% / 9 credits
5	45	2.00	100%/12 credits

Certificate/Associate Degree Programs (Non-Remedial Students)

Semesters of TAP received	Earned Credits	Cumulative GPA	Percentage of Credits Completed
1	6	0.50	50% / 6 credits
2	15	0.75	50% / 6 credits

3	27	1.30	75% / 9 credits
4	39	2.00	75% / 9 credits
5	51	2.00	100%/12 credits

*Semester or cumulative Grade Point Average

(Remedial Students)

Semesters of TAP received	Earned Credits	Cumulative GPA	Percentage of Credits Completed
1	3	0.50	50% / 6 credits
2	9	0.75	50% / 6 credits
3	21	1.30	75% / 9 credits
4	33	2.00	75% / 9 credits
5	45	2.00	100%/12 credits
6	60	2.00	100%/12 credits
7	75	2.00	100%/12 credits
8	90	2.00	100%/12 credits
9	105	2.00	100%/12 credits

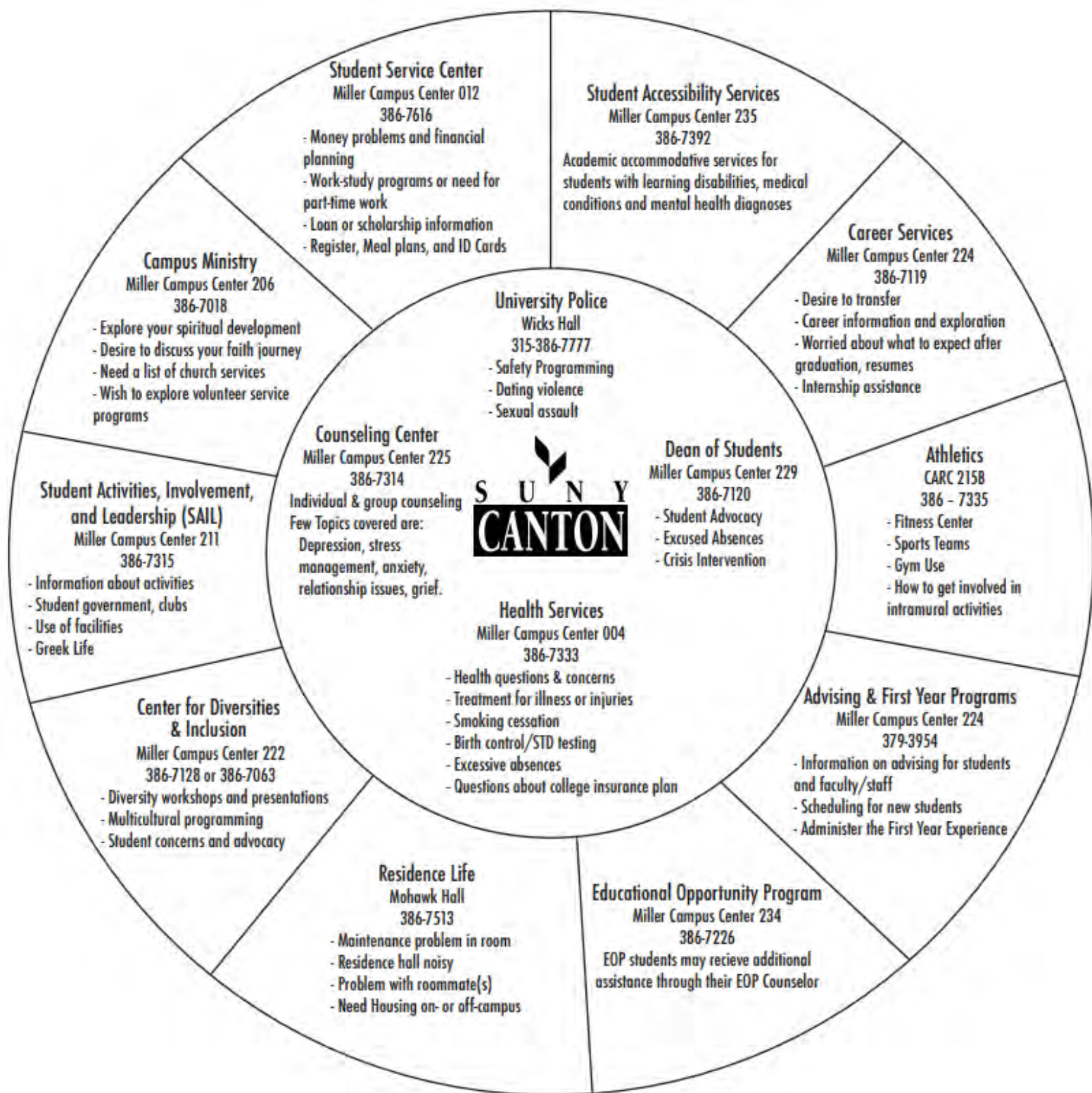
Semesters of TAP received	Earned Credits	Cumulative GPA	Percentage of Credits Completed
1	6	0.50	50% / 6 credits
2	15	0.75	50% / 6 credits
3	27	1.30	75% / 9 credits
4	39	2.00	75% / 9 credits
5	51	2.00	100%/12 credits
6	66	2.00	100%/12 credits
7	81	2.00	100%/12 credits
8	96	2.00	100%/12 credits
9	111	2.00	100%/12 credits

Bachelor's Degree Programs (Non-Remedial Students)

Bachelor's Degree Programs

HELP CHART

All phone numbers start with area code 315



ARMY RESERVE OFFICER'S TRAINING CORPS (ROTC)

Contact: Scott Toth armyrotc@canton.edu ; (315) 268-7695

The freshman class consists of **one hour of classroom instruction, 2 hours of hands on lab** (where the fun stuff happens) and optional morning physical training (the not so fun stuff). Cadets who are not obligated (contracted) are not required to attend PT.

Taking an ROTC class is not signing up for the Army. Anyone can take the class. There is no obligation, and no benefit until a student/cadet chooses to “contract”. There is no pressure to contract, and cadets are encouraged to make up their own mind whether being an Army Officer is for them. Contracted cadets get paid to take the class.

If a student completes the program and meets all the requirements they will be commissioned into the Army as a Second Lieutenant when they graduate.

Freshman students receive academic credit for ROTC class (1 credit). Some departments grant **PE credit for ROTC class**, and later ROTC classes can fulfill GEN ED requirements. SUNY Canton students can also use ROTC classes as general elective credit.

There are many ways to participate in the program. Some Cadets are on scholarship and some aren't. Some are members of the National Guard or Army Reserves. There are about 5 to 10 SUNY Canton students enrolled in the program each year.

A student wishing to enroll in the program should get a **[Cross Registration form](#) from the Army ROTC representative at orientation** and return it to the enrollment officer for processing, but if for some reason he or she doesn't, this is what needs to be added to their schedule:

MS111 Leadership and Personal Development (offered each fall semester)

See this website (<https://goldenknightbattalion.com/new-cadets/>) for more detailed information on when the course is offered and the time commitments outside of class for the specific semester.

If you have any other questions you can ask the Army ROTC rep at orientation, or contact **Scott Toth** at armyrotc@canton.edu (315) 268-7695. Finally, a student who signs up should contact Mr. Toth to let him know they are coming, in case he doesn't get the cross-registration form back.

AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC)

Contact: Capt Ryan Kittle det536af@clarkson.edu; 315-268-7989

The freshman classes consist of a **1 hour academic class**, **2 hours of hands on leadership laboratory**, and **2 hours of physical fitness training**. Students who are not joining the AFROTC program are only required to attend the academic class.

Registering for AFROTC, does not mean the student is joining the Air Force. Anyone can sign up for the freshman and/or sophomore classes with no service obligation. A service commitment only occurs once a cadet is contracted, typically at the start of their junior year. For many, the first year is a change to explore whether becoming an Air Force officer is the right career path for them. If they are going into their sophomore year, the freshman and sophomore classes can be taken at the same time which adds on a second 1 hour academic class.

Once the full program is completed and bachelor's degree have been awarded, cadets will be commissioned as a Second Lieutenant into the Air Force or Space Force.

Registering for AFROTC is just like registering for any other college course. Because AFROTC is hosted at Clarkson University, SUNY Canton students would need to fill out a [Cross Registration Form](#). The classes that need to be added to their schedule are below:

AS 101 – The Air Force Today
AS103 – Leadership Laboratory

Once a student decides to join the AFROTC program, they should contact the Detachment so we can prepare for their arrival and send them a uniform sizing guide sheet and sports physical form. All uniform items are provided by the Air Force so there are no out of pocket expenses to the student.

Interested students can contact the detachment at det536af@canton.edu, 315-268-7989 or find more information at: <https://www.clarkson.edu/rotc/air-force-rotc>

VETERANS AND MILITARY STUDENT SERVICES

The office of Veterans and Military Student Services is responsible for helping military service personnel, military dependents and veterans, including: advise incoming students, conduct veteran student orientation, certify veteran benefits, represent the college in the North Country Consortium, seek grant opportunities and coordinate local volunteer efforts on campus.

Additional questions can be referred to Mr. Patrick Massaro, Campus Center 012, 386-7073 or massarop@canton.edu.

STUDY ABROAD GUIDE FOR ADVISORS

Students who are interested in studying abroad can gather information with the assistance of the International Programs offices. Once students have a destination and a program in mind, they will need to work with their advisors as part of our pre-departure process. Faculty advisors will be asked

to complete a Pre-Approval Form with any advisee planning to go abroad. The form will be obtained from the International Programs Office by the advisee. This form can also be found at <http://www.canton.edu/international/abroad-forms.html>.

SUNY Canton Study Abroad Programs Course Pre-Approval Form

Name: _____	Student ID#: _____
Phone Number: _____	Email: _____
Major: _____	Program Sponsor: _____
Term Abroad: _____	Academic Advisor: _____
Overseas University: _____	City, Country: _____

How many courses will you be taking in the Study Abroad Program? _____ Part Time Internship? YES or NO (circle one)

PLEASE CONSULT WITH YOUR HOME INSTITUTION REGARDING INTERNAL REQUIREMENTS

Program participant, academic advisors, department chairs, and deans: Please read the directions on page 2 of this form prior to completing or signing this document.

Study Abroad Course Number (in order of preference)	Study Abroad Course Title (in order of preference)	↔	Equivalent Course Number (from home institution)	Equivalent Course Name (from home institution)	Distribution (Major, Minor, Gen Ed, Humanities, Elective, Other)	Number of Credit Hours	Approval (Advisor/Dept. Chair/ Dean or Authorized Reviewer)
1.		↔					
2.		↔					
3.		↔					
4.		↔					
5.		↔					

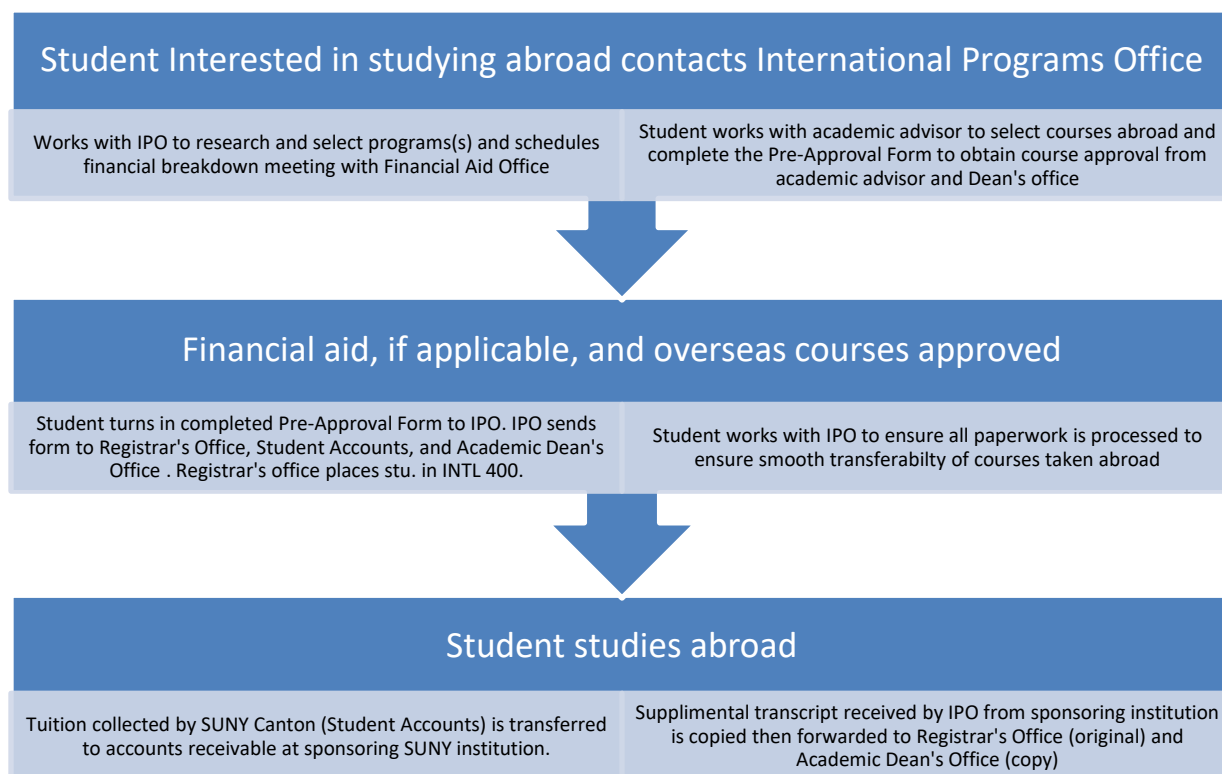
Guidelines

- Advisee will arrange a meeting with academic advisor for an internal consultation of student's degree checklist and study abroad course options.
- Advisee will provide the advisor with course descriptions, syllabus and/or other information provided by sponsoring institution. Faculty advisor will consult this information to determine the equivalent course(s) and/or distribution requirement the Study Abroad course will fulfill. (Please contact IPO if additional course information is needed.)
- Advisee will list choice of (up to) 10 courses in order of preference. For each course listed, academic advisor will indicate the equivalent course and distribution requirement the class will fulfill and sign off on the approval in the space provided.
- Keep a copy of this completed form for advisee's record.
- Please recognize that the courses requested on the first page: a) may not be offered and/or b) may have conflicting meeting days and times, and that additional approvals may be required in either case. In that event, you will be contacted by IPO or advisee to obtain approval of new course.

Students and faculty are encouraged to visit www.canton.edu/international/abroad.html for current information or contact Erin Lassial, Director of International Student Initiatives and lassiale@canton.edu or 315.386.7608.

Appointments can be made in RooSuccess under Other Services in the student's Support Network.

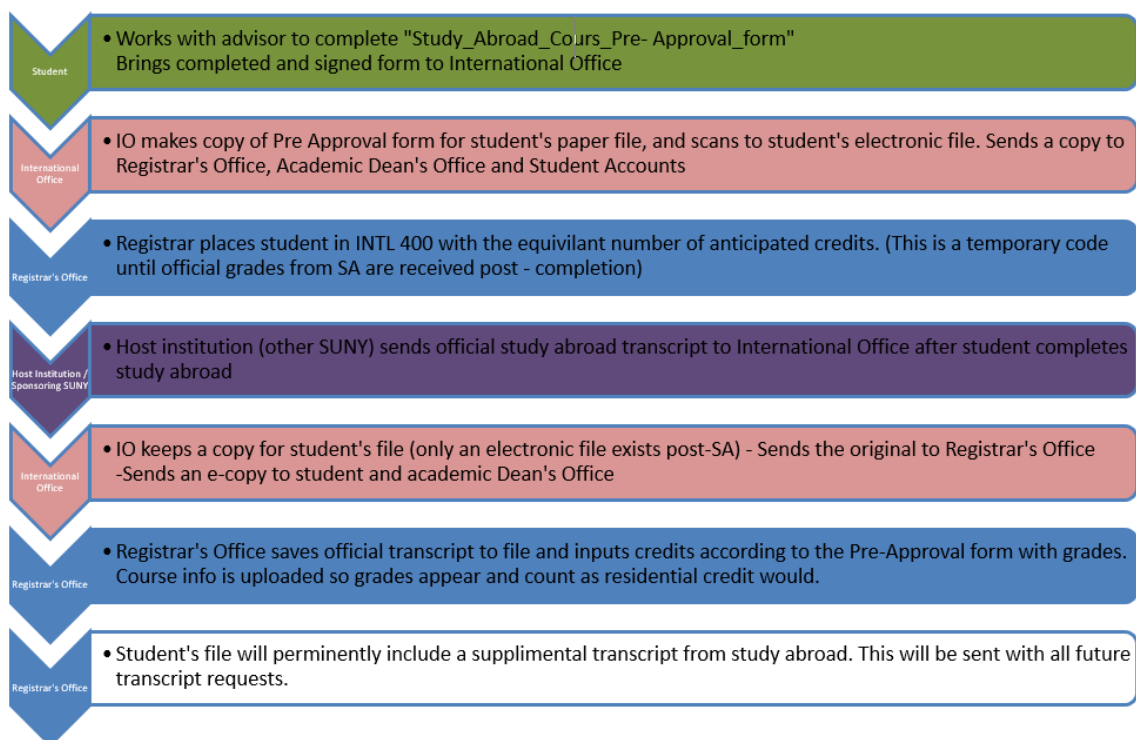
General Study Abroad Process



PROCESS CHART

Study Abroad Credits

Key: Registrar, Student, International Office, Host Institution



TUTORING CENTER INFORMATION

For up to date schedules, see: <http://www.canton.edu/tutoring/index.html>

VETERANS/BENEFITS

WEB RESOURCES:

List of degree checklists: http://www.canton.edu/advising_center/Degreechecklists.html

General Education degree requirements (GER):
http://www.canton.edu/gened/approved_courses.pdf

Course schedule for all terms: https://banweb.canton.edu/pls/prod/bwckschd.p_disp_dyn_sched

Academic recovery process: <http://www.canton.edu/recovery/>

Cross registration process: <http://www.associatedcolleges.org/services/crossregistration.htm>

SUNY-wide cross registration process: <http://www.suny.edu/crossregister>

Request AP Scores http://www.collegeboard.com/student/testing/ap/exgrd_rep.html

CLEP Testing: <http://clep.collegeboard.org/>

Helpful links for undecided students:

O*Net: Occupational Information Network – Research on possible career areas
<http://www.onetonline.org/>

Occupational Outlook Handbook: <http://www.bls.gov/oco/>

Career Services: http://www.canton.edu/career_services/

National organizations:

National Academic Advising Association (NACADA): <http://www.nacada.ksu.edu/>

National Resource Center for the First Year Experience and Students in Transition:
<http://sc.edu/fye/index.html>

Exploring majors, careers and transfer opportunities:

SUNY Canton majors: <http://www.canton.edu/academics/degrees.html>

Research opportunities at other SUNY schools: <http://www.suny.edu/student/transfer.cfm>

SUNY Online Learning Network for online courses and programs: <http://www.sln.suny.edu/>

For study abroad opportunities: <http://sunysystemabroad.com/>

Database of schools nationwide – search by major, location, size or cost: <http://www.petersons.com/>

CHAPTER 5: WEB BASED TOOLS

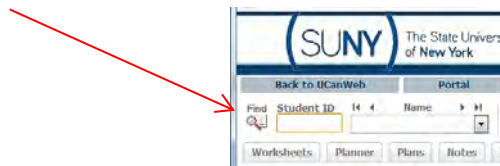
DEGREEWORKS

For Advisors, faculty and staff

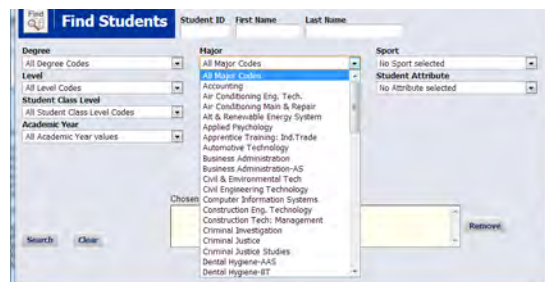
1. Get to DegreeWorks from your advising listing on UCanWeb. If you are going to be looking at all of your students, use the right mouse button to open DegreeWorks in a new tab and preserve access to your advisee listing.

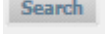


2. If you do not have an advisee listing, go to DegreeWorks directly at can.degreeworks.suny.edu
3. Once in DegreeWorks, you can use the Find button to look up your students:



You can search for students by name, ID, Major, class standing, etc. or a combination of those:



Press the  button. You can choose the whole list or just certain individuals

Interpreting the Degree Audit:

Audits are separated into “blocks” of information. The first block contains the Student Information: This is what is currently in the student’s BANNER record. If it does not look right, it could be that the student needs to change majors.

SUNY Canton DegreeWorks			
Student View AA01310x as of 02/21/2018 at 15:35			
Student		Level	Undergraduate
ID		Degree	Bachelor of Science
Class	Second Semester Fresh	College	Business & Liberal Arts
Advisors	Waite, Jennifer Quinnell, Scott	Major	Applied Psychology
Overall GPA	2.27	Minor	
Test Scores			
Test	Description	Score	Score

Degree Progress Bars and Degree Information Block: Overall degree requirements. Status bars give us a general idea of where the student is at (**97-98% of the REQUIREMENTS done is an indicator for graduation**). The Degree Bar lists catalog year, total credits and GPA. Underneath that are countdown counters for Upper Division credits, residence credits and other requirements that are typically met through the course of taking the required courses, but need to be verified.

Requirements		Degree Progress	
	14%		
Credits	24%		

These are based on total credits completed and may not be an accurate display of degree completion. Please see your advisor for questions.

■ Degree in Bachelor of Science		Academic Year:	Fall 2015	Credits Required:	122
		GPA:	2.27	Credits Applied:	29
<input type="checkbox"/> 45 Upper-division credits	Still Needed:	A minimum of 45 credits in upper division coursework is required. You currently have 0, you still need 45 more credits.			
<input type="checkbox"/> 30 SUNY Canton credits	Still Needed:	A minimum of 30 credits must be taken in residence. You currently have 29, you still need 1 more credits.			
<input type="checkbox"/> One Writing Intensive (WI) course	Still Needed:	You need to complete at least one Writing Intensive course (WI).			
<input type="checkbox"/> 61 credits in Liberal Arts and Sciences	Still Needed:	61 credits in liberal arts courses are required. You have taken 16 but need 45 more credits.			
<input type="checkbox"/> 122-123 Total credits	Still Needed:	122-123 credits are required. You currently have 29, you still need 93 more credits.			
<input checked="" type="checkbox"/> You meet the minimum GPA requirement					
<input type="checkbox"/> General Education Requirements	Still Needed:	See SUNY General Education Requirements section			
<input type="checkbox"/> Major Requirements	Still Needed:	See Major in Applied Psychology section			

General Education Block: *Listed for informational purposes in Associate’s degrees*, part of the requirements for Bachelor’s degrees. If course is still needed then advice lists all of the courses that could fit that requirement.

Associate and Certificate programs:

SUNY General Education Information			Academic Year: Fall 2012		Credits Required: 30
			GPA: 2.375		Credits Applied: 16
Unmet conditions for this set of requirements:			If you plan to continue towards a bachelor's degree, 7-10 Classes and 30 credits of General Education Requirements (GER's) are recommended. You currently have 16, you would still need 14.		
This portion of the degree audit is information only and does not affect the awarding of the degree for the program you are following. This reflects the courses offered by Canton that fulfill the SUNY General Education requirements.					
<input checked="" type="checkbox"/> Mathematics	MATH 141	STATISTICS	B	3	Fall 2013
<input checked="" type="checkbox"/> NATURAL SCIENCE REQUIREMENT					
<input checked="" type="checkbox"/> Natural Science w/Lab included	PHYS 115	BASIC PHYSICS	IP	(4)	Spring 2014

Bachelor’s degrees:

SUNY General Education Requirements				Academic Year: Fall 2015		Credits Required: GPA: L71	Credits Applied:
Unmet conditions for this set of requirements:		10 Classes and 30 credits are required. You currently have 16, you still need 14 more credits.					
TEN GENERAL EDUCATION AREAS REQUIRED							
<input checked="" type="checkbox"/> Mathematics [GER 1]	MATH 106	INTERMEDIATE ALGEBRA	C	3		Fall 2016	
<input checked="" type="checkbox"/> NATURAL SCIENCE REQUIREMENT [GER 2]							
<input checked="" type="checkbox"/> Natural Science Course with lab separate	CHEM 101	INTRO TO CHEMISTRY	D	3		Fall 2016	
	CHEM 100	INTRO TO CHEMISTRY LABORATORY	B+	1		Fall 2016	
<input checked="" type="checkbox"/> Social Science [GER 3]	PSYC 101	INTRO PSYCHOLOGY	D	3		Fall 2016	
<input type="checkbox"/> American History [GER 4]	Still Needed: 1 Class in ECON 105 or HIST 103 or 105 or 204* or 304* or 305** or 307** or @ @ with Attribute GEAH						
<input type="checkbox"/> Western Civilization [GER 5]	Still Needed: 1 Class in ENGL 395 or HIST 101 or 102 or HUMA 393 or SSCE 275 or @ @ with Attribute GEWC						
<input type="checkbox"/> Other World Civilizations [GER 6]	Still Needed: 1 Class in ANTH 102 or ECON 301* or 315* or ENGL 224* or 266* or 317** or 320** or HIST 217 or HUMA 292 or SSCE 221 or 271 or @ @ with Attribute GEOW						
<input checked="" type="checkbox"/> Humanities [GER 7]	ENGL 216	CHILDREN'S LITERATURE-WI	D	3		Fall 2016	
<input type="checkbox"/> The Arts [GER 8]	Still Needed: 1 Class in ARTS 101 or 201 or 202 or 203* or 204 or ENGL 217** or 218* or 221* or 310** or 315** or 350** or 393 or GMD 102 or 201 or 211* or 313* or HUMA 189 or 292 or @ @ with Attribute GEFA						
<input type="checkbox"/> Foreign Language [GER 9]	Still Needed: 1 Class in AMSL 101 or FREN 101 or SPAN 101 or 102** or @ @ with Attribute GEFL						
<input checked="" type="checkbox"/> Basic Communication [GER 10]	ENGL 101	EXPOSITORY WRITING	B	3		Spring 2016	

Major Block: Will list all of the courses specifically required for the degree. There can be duplication with the above block, since often a course that is specifically required also meets a GER.

Major in Applied Psychology						Academic Year:
						GPA:
<input checked="" type="checkbox"/> Human Services Forum	FYEP 101	FIRST YEAR EXPERIENCE-CJ G25	D	1	Fall 2015	
<input checked="" type="checkbox"/> Introduction to Psychology	PSYC 101	INTRO PSYCHOLOGY	D	3	Fall 2016	
<input type="checkbox"/> Introduction to Human Services	Still Needed: 1 Class in HUSV 201					
<input type="checkbox"/> Intro to the Science and Technology of Behavior	Still Needed: 1 Class in ABAP 245					
<input type="checkbox"/> Introduction to Sociology	Still Needed: 1 Class in SOCI 101					
<input type="checkbox"/> Human Development	Still Needed: 1 Class in PSYC 225*					
<input type="checkbox"/> Introduction to Biology or College Biology	Still Needed: 1 Class in BIOL 101 or 150*					
<input type="checkbox"/> Introduction to Abnormal Psychology	Still Needed: 1 Class in PSYC 275*					
<input type="checkbox"/> Alcohol Drugs & Society	Still Needed: 1 Class in SSCI 181					
<input type="checkbox"/> Research Methods in Social Sciences	Still Needed: 1 Class in SSCI 370*					
<input type="checkbox"/> Statistics	Still Needed: 1 Class in MATH 141*					
<input type="checkbox"/> Sociology of the Family	Still Needed: 1 Class in SOCI 210					
<input type="checkbox"/> Professional & Ethical Responsibilities	Still Needed: 1 Class in HUSV 305*					
<input type="checkbox"/> Counseling Theory & Practice	Still Needed: 1 Class in PSYC 310*					
<input type="checkbox"/> Social Psychology	Still Needed: 1 Class in PSYC 340*					
<input type="checkbox"/> Race & Ethnic Relations	Still Needed: 1 Class in SOCI 300*					
<input type="checkbox"/> Counseling Skills & Procedures	Still Needed: 1 Class in PSYC 410*					

Minor Block: If the student has a Minor declared, then a minor block will be listed as well:

Minor in Applied Physics						Academic Year:	Fall 2010	Credits Required:
						GPA:	3.200	20
Unmet conditions for this set of requirements: 20 credits are required. You currently have 15; you still need 5 more credits.								Credits Applied: 15
<input checked="" type="checkbox"/> College or University Physics I	PHYS 121	COLLEGE PHYSICS I	B	3	Fall 2011			
<input checked="" type="checkbox"/> College or University Physics II	PHYS 122	COLLEGE PHYSICS II	B	3	Spring 2012			
<input type="checkbox"/> Modern Physics	Still Needed: 1 Class in PHYS 202*							
<input checked="" type="checkbox"/> Introduction to Photonics	PHYS 301	INTRODUCTION TO PHOTONICS	A	3	Spring 2013			
<input checked="" type="checkbox"/> Applied Physics Electives	AREA 320	EXPERIMENTATION & MEASUREMENT I	B	3	Fall 2013			
	MECH 343	HEAT TRANSFER	B	3	Spring 2013			

Common points of confusion

- **CATALOG YEAR** – requirements come up for the catalog year that the student was admitted to the current program. If student is using an older catalog year, contact the Registrar's office to update. If the degree has been changed, the student has the right to finish their degree under their catalog.
- **TRANSFER CREDIT** – If transfer credit does not appear anywhere on the audit, verify that transcripts were received by Admissions. If it is applied differently from what you expect, check with the dean's office first, to determine if the issue needs to be fixed in Banner or done by petition.
- **COURSES used differently on the electronic audit than the paper audit.** Naturally, there will be some variability. This does not mean DegreeWorks is wrong. We can adjust the programming some to push certain courses to be used before others. Contact one of the DegreeWorks administrators to discuss – degreeworks@canton.edu
- **UNDECLARED/001/PRE-MAJOR** – students who are not fully admitted to their intended degree program get a message about how to do a What-IF and find additional degree requirements.

BASIC COMMUNICATION [GER 10] Still Needed: 1 Class in ENGL 101 or @ @ With Attitude GEBL

Pre-Major or Undeclared Degree Block		Academic Year: Spring 2017
Declare a Major for degree requirements. Major can be declared as soon as the criteria to enter specific major are met. See your advisor to determine if you have met admission criteria.		GPA: 0.000
<input type="checkbox"/> Undeclared Major	Still Needed: Click HERE for Change of Major Form.	
<input type="checkbox"/> Academic Programs	Still Needed: Click HERE to see requirements for admission to specific majors	
<input type="checkbox"/> Majors available at SUNY Canton	Still Needed: Click HERE for details on all current degree programs.	
<input type="checkbox"/> USE WHAT IF	Still Needed: Use the What-If Feature at the top left of this page to see how current courses fit into your intended degree.	

BEYOND THE AUDIT

Worksheets Plans Transfer Notes Petitions Exceptions GPA Calc

Worksheets > Format: Student View View Save as PDF Process New

☒ Include in-prc ☒ Include in-prc

Notes – Advising Notes – can be free form. Put any notes here that you would have normally put in the student folder that are related to student degree progress, degree planning or graduation. Can also document conversations around course scheduling here. NOTES BECOME PART OF THE STUDENT RECORD AND CAN BE SEEN BY THE STUDENT UPON REQUEST.

Petitions – Use this page to submit individual requests for exceptions to published degree requirements. Faculty advisors can submit on the student’s behalf, but all petitions MUST be approved by your dean in order to be applied to the student’s audit. **Text is free-form, but a clear request and rationale are critical to approval. Do one request per petition.**

Worksheets Planner Plans Notes Petitions Exceptions GPA Calc Admin

View Petitions

Add Petition > Add New Petition for Exception

Enter a description and click the Submit Petition button

Submit Petition

Examples:

“Substitute JUST 299 JUST Elective for JUST 350 Victimization. Course content is similar, but taught at a lower division so cannot transfer directly.”

“Substitute Math 161 Calculus I for Math 111. Math 111 is listed as the required course for degree, but student’s completion of the higher-level math is sufficient for degree requirements.”

Deans can approve or reject petition requests. Updates can be found under the “View petitions” link. If the dean approves the request, the substitution can be updated directly on the student’s audit. This

will be handled by the dean's office secretaries. If you are wondering the status of a petition that has been submitted, you can find it under "View Petitions".

The audit will indicate that the requirement is met and what substitution was done:

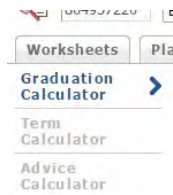
What If	Major in Funeral Services Administration						Academic Year: Fall 2014
Look Ahead	GPA: 0.00						
Financial Aid	<input type="checkbox"/> Introduction to Biology	Still Needed: 1 Class in BIOL 101					
	<input checked="" type="checkbox"/> Introduction to Business	BSAD 215	SMALL BUSINESS MANAGEMENT	TR	3	Fall 2014	
	Exception By: Tavernier, Sharon	On: 09/11/2014	Satisfied by	MGT222 - Small Business MGMT - Gupton-Jones Coll Funeral Serv			
			Substitution:	Replace BSAD 100 with BSAD 215			
	<input checked="" type="checkbox"/> Oral and Written Expression	ENGL 101	EXPOSITORY WRITING	TR	3	Fall 2014	
			Satisfied by	ENGL 101 - English Composition, Gupton-Jones Coll Funeral Serv			

GPA Calc – There are three kinds of GPA Calculators:

The **Graduation Calculator** lets students figure out what they need to do to achieve a specific GPA upon degree completion.

The **Term Calculator** should automatically fill in the current semester's courses, and allow the student to estimate their grade in each course.

The **Advice Calculator** lets the student know what it will take to attain a specific GPA.



What If allows the student (or advisor) to view their completed and in-progress course work against other possible majors or minors:

Look Ahead allows a student (or advisor) to input any class to see where DegreeWorks will use it. Do one course at a time, click "Add Course". Once all courses are added, use "Process New" to see where courses will fit.

Worksheets Plans Transfer Notes Petitions Exceptions GPA Calc Admin

Format: Student View Process New

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject: CHEM
Number: 155
Add Course

Courses you are considering

Remove Course

Satisfied by: CHM151 - General Chem I - Rowan Technical Coll

Major in Veterinary Technology				Academic Year: Fall 2012	
				GPA: 3.27	
✓ College Biology I	BIOL 150	COLLEGE BIOLOGY I	B	4	Fall 2012
✓ College Chemistry I	CHEM 150	COLLEGE CHEMISTRY I	TR	4	Fall 2016
✓ Fundamental Veterinary Nursing Skills I	VSCT 101	VET NURSING SKILLS I	C+	2	Fall 2013
✓ Introduction to Animal Agriculture	VSCT 103	INTRO TO ANIMAL AGRICULTURE	C+	2	Fall 2013
✓ College Biology II	BIOL 155	COLLEGE BIOLOGY II	C+	4	Spring 2013
✓ College Chemistry II	CHEM 155	COLLEGE CHEMISTRY II	PLAN	(4)	PLANNED
✓ Vet Office Practices	VSCT 104	VETERINARY OFFICE PRACTICES	A	1	Spring 2013
✓ Animal Anatomy and Physiology	VSCT 114	ANIMAL ANATOMY & PHYSIOLOGY	B	3	Spring 2013
✓ Fundamental Veterinary Nursing Skills II	VSCT 115	VET NURSING SKILLS II	B	2	Spring 2014

TRANSFER tab:

This is for our students to see the potential to transfer OUT. Students can do a “What-If” audit to transfer to other schools just as they can do one internally to change majors. After clicking on the Transfer tab, students and advisors can see several options. Most common is to do the “Transfer What If Audit”

SUNY Transfer Tools

and apply your courses on a what if degree audit.

COURSES AND AUDITS

My Courses
Review / enter classes you have taken.

Transfer What If Audit
Compare up to 3 academic programs / schools at a time to see how your courses may transfer.

Find Equivalent Courses within SUNY
Find classes you can take at other institutions to meet degree requirements.

INFORMATION AND LINKS

SUNY Transfer Pathways
Select a Transfer Pathway to learn more about the classes you can take to meet requirements.

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You can choose to look for a specific campus or a potential major:

Transfer What If Audit

Program Search: Define your search criteria using the SUNY Transfer Pathway, Academic Discipline and/or Campus links below. Select up to three programs and click the “see comparison” button.

SUNY Transfer Pathway
SUNY Transfer Path Majors

Academic Discipline

Campus

Let's say that we want to see what schools have a Social Work Major. Choose Academic Discipline, then choose a group or majors (in this case both "Public Administration and Social Service Professions" and "Social Sciences" to get a list of 160 possibilities. The list can be sorted by any of the columns, the example is sorted by major. You can choose up to three schools/programs to compare for a What-If.

Transfer What If Audit

Program Search: Define your search criteria using the SUNY Transfer Pathway, Academic Discipline and/or Campus links below. Select up to three programs and click the "see comparison" button.

SUNY Transfer Pathway: SUNY Transfer Path Majors

Academic Discipline: Public Administration And Social Service Professions, Social Sciences

Campus: [Empty]

See Comparison Clear Criteria Select up to 3 Programs to Compare Results 160

Select	SUNY Transfer Pathway	Academic Discipline	Major/Program	Degree	Campus
<input type="checkbox"/>		Public Administration And Social Service Professions	Social Work	Bachelor of Science	Buffalo State
<input type="checkbox"/>	Social Work	Public Administration And Social Service Professions	Social Work	Bachelor of Science	SUNY Brockport
<input type="checkbox"/>	Social Work	Public Administration And Social Service Professions	Social Work	Bachelor of Science	SUNY Fredonia

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You can compare up to three schools at a time. The status bars come up first and the View Detail button is available for each school.

Transfer What If Audit Summary

Click "View Detail" to see the full Transfer What If Audit reflecting how your courses may apply in that degree program.

Back to Program Search

SUNY Brockport Social Work, Bachelor of Science View Detail

Degree Progress

Requirements 69%

Credits 43%

SUNY Fredonia Social Work, Bachelor of Science View Detail

Degree Progress

Requirements 62%

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Courses must be in the school's database to show up with an equivalent in Transfer Finder, so if NOEQ shows up, that means DegreeWorks did not find an equivalent.

Transfer What If Audit Detail

SUNY Fredonia - Bachelor of Science in Social Work

Back to Transfer What If Audit Summary

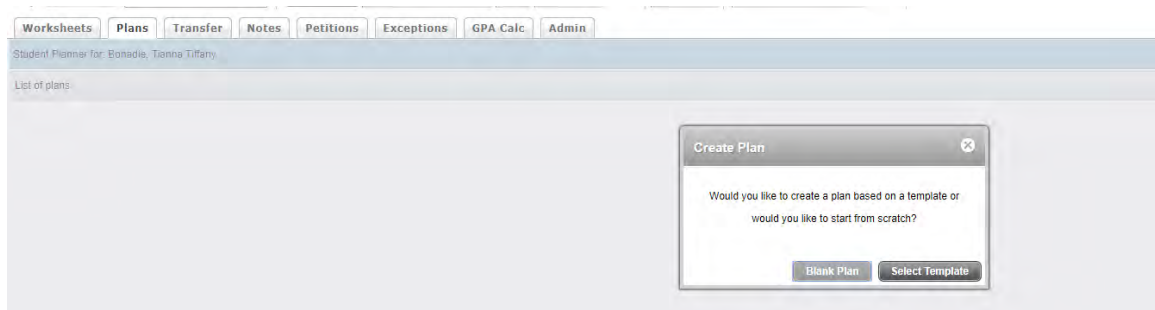
RESOURCES | Save Audit as PDF | Support

ENGL 101	EXPOSITORY WRITING	B+ 3	Fall 2012	→ ENGL 100	English Composition	B+ 3
ENGL 217	COMIC BOOKS AS LITERATURE	B+ 3	Winter 2013-14	→ ENGL 2TR	200 Level Major Transfer Elect	B+ 3
ENGL 225	AFRICAN AMERICAN LITERATURE	B 3	Fall 2013	→ NOEQ 100	No Equivalent Found	B 3
FYEP 101	FIRST YEAR EXPERIENCE	A 1	Spring 2013	→ LART 099	Non-Major Transfer Elective	A 1
HIST 102	MODERN EUROPE	A 3	Fall 2013	→ HIST 116	Western Civilization II	A 3
HIST 103	EARLY AMERICAN HISTORY	A 3	Fall 2012	→ HIST 105	United States History I	A 3
MATH 100	BEGINNING ALGEBRA	R 0	Spring 2013	→ NOEQ 100	No Equivalent Found	REM 0
MATH 106	INTERMEDIATE ALGEBRA	B+ 3	Fall 2013	→ MATH 099	NOT TRANSFERABLE	B+ 3
PSYC 101	INTRO PSYCHOLOGY	A 3	Fall 2012	→ PSY 129	Introduction to Psychology	A 3
PSYC 220	CHILD DEVELOPMENT	B+ 3	Spring 2013	→ EDU 225	Child Development	B+ 3

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PLANS:

Can start with a blank plan or can select a template. Templates are best for new students. A graduation plan for someone who is almost done is best done with a blank plan.



Using a Template:

You can search through the list or search using a key word to find a template. Select the appropriate template and then the semester that the student started.

Browse Templates

Funeral

Go

Filter:

Advanced Search

Open

Delete

Description	Major	Term Scheme	ID	Who	What	Modified
Funeral Services BTech 1525 Fall 2015	152	4_YR_FALL_START_____	T0000180	Tavernier, Sharon	NOT SET	11/21/17
Funeral Services BTech 1525 Fall 2016	152	4_YR_FALL_START_____	T0000075	Tavernier, Sharon	NOT SET	11/21/17
Funeral Services BTech 1525 Fall 2017	152	4_YR_FALL_START_____	T0000143	Tavernier, Sharon	NOT SET	11/21/17
Funeral Services BTech 1525 Fall 2018	152	4_YR_FALL_START_____	T0000187	Tavernier, Sharon	NOT SET	3/21/18

Once loaded, use the SAVE button to save this template to this student record. Making the plan Active will enable tracking status and could be used in the future to predict enrollments. Locking the plan means that the student cannot change it (you still can). There can be multiple plans on a student record, but only one Active plan.

View: Edit

Description: Funeral Services BTech 1525 Fall 2018 ☐ Active ☐ Locked

Degree: Bachelor of Technology Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Fall 2018 Total Credits: 16.0

Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
	BIOL 101	4.0	None	None	
	BSAD 100	3.0	None	None	
	ENGL 101	3.0	None	None	
	FSAD 111	3.0	None	None	
	PSYC 101	3.0	None	None	

Still Needed

- Degree in Bachelor of Technology
- SUNY General Education Requirements
- Major in Funeral Services Administration

Courses

Create Block Audit What-If Delete Save As Save

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Use the View drop-down menu to change the view to “Audit”. This gives us the Audit on the left and the semester-by-semester plan (as on the degree checklist) on the right side.

Academic Year: Fall 2018
GPA: 0.000

Course ID	Course Name	Plan	Credits	Term
(BIOL 101)	INTRO TO BIOLOGY	PLAN	(4)	Fall 2018
(BSAD 100)	INTRODUCTION TO BUSINESS	PLAN	(3)	Fall 2018
(FSAD 111)	STUDY OF FUNERALS	PLAN	(3)	Fall 2018
(PSYC 101)	INTRO PSYCHOLOGY	PLAN	(3)	Fall 2018
(BSAD 201)	BUSINESS LAW I	PLAN	(3)	Spring 2019
(CITA 110)	INTRO TO INFO TECH	PLAN	(3)	Spring 2019
(ACCT 101)	FOUNDATIONS OF FINANCIAL ACCT	PLAN	(4)	Fall 2019

Not Tracked Spring 2019, Total Credits: 15.0


Course ID	Credits
BSAD 201	3.0
CITA 110	3.0
MATH @ GEMA	3.0
@ GEHU	3.0
@ GESS	3.0

Last updated by: Tavernier, Sharon on 21-Mar-2018
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Notes on this view:

- 1) If there is a requirement that has a list of choices, those sometimes need more input from the student to show up in the plan. They will say “Still Needed” until a choice is made.
- 2) You can drag and drop from the audit side to the calendar side. You have to go back to Edit view to remove courses.
- 3) Click on courses on either side to bring up CourseLink and find out when the class is expected to be offered next.
- 4) You can save, print or refresh audit from here.

When things don’t go as planned. You can adjust the plan as needed for transfer students, failed/withdrawn classes, getting ahead via summer/winterterm. Return to the EDIT view.

To add a semester: Use the  to the right of the Plan description:

Description: Funeral Services BTEch 1525 Fall 2018
Degree: Bachelor of Technology
Level: Undergraduate
Tracking Status: Not Tracked

Not Tracked Fall 2018 Total Credits: 16.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Delivery
Warning		BIOL 101	4.0	None	None
Warning		BSAD 100	3.0	None	None
Warning		ENGL 101	3.0	None	None
Warning		FSAD 111	3.0	None	None
Warning		PSYC 101	3.0	None	None

Add Term
Fall 2017
Winter 2017
Spring 2018
Summer 2018
Winter 2018
Summer 2019
Winter 2019
Summer 2020
Winter 2020
Summer 2021
Winter 2021

Last updated by: Tavernier, Sharon on 21-Mar-2018
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Once the term is added, you can drag and drop courses into it:

Tracking Status: Not Tracked

Not Tracked Summer 2018 Total Credits: 3.0 Reassign Delete this term

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
---		ENGL 101	3.0	None	None	

Not Tracked Fall 2018 Total Credits: 16.0 Reassign Delete this term

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
Warning		BIOL 101	4.0	None	None	
Warning		BSAD 100	3.0	None	None	

Last updated by: Tavernier, Sharon on 21-Mar-2018


Create Block Audit What-If Delete Save As... Save

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Degree in Bachelor of Technology

SUNY General Education Requirements

Major in Funeral Services Administration

You can delete a course (for example, if the student already has credit for it), by clicking on the line the course is on and using the  sign for that semester:

ENGL 101 3.0 None None

Not Tracked Fall 2018 Total Credits: 16.0 Reassign Delete this term


Tracking	Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
Warning		BIOL 101	4.0	None	None	
Warning		BSAD 100	3.0	None	None	
Warning		FSAD 111	3.0	None	None	
Warning		PSYC 101	3.0	None	None	

Major in Funeral Services Administration

Courses

Once you save the plan, it is available for your students to see. Templates have notes when there is a list of possible classes

Starting with a blank plan.

First, you need to add semesters as appropriate. Click on the  to the right of the Description.

Worksheets Plans Transfer Notes Petitions Exceptions GPA Calc Admin

Student Planner for Bonade, Tanna Tiffany

Description: Graduation Plan Active Locked

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active


Semester	Total Credits	Reassign	Delete this term
Summer 2018	0.0		
Fall 2018	0.0		
Winter 2018	0.0		
Spring 2019	0.0		

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not a guarantee of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Add Term

- Winter 2017
- Spring 2018
- Summer 2019
- Fall 2019
- Winter 2019
- Spring 2020
- Summer 2020
- Fall 2020
- Winter 2020
- Spring 2021

View: Edit View Plan List New Plan

You can add courses by clicking on the  for the semester, choosing course and typing in a course dept and number. You can also use the column at right to get a list of requirements that are left to complete.

Worksheets Plans Transfer Notes Petitions Exceptions GPA Calc Admin

Student Planner for: Garcia, Arlene View: Edit View Plan List New Plan

Description: Graduation Plan ☐ Active ☐ Locked

Degree: Bachelor of Technology Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Summer 2018 Total Credits: 0.0 Reassign Delete this term

Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
	JUST 201		None	None	

Fall 2018 Total Credits: 0.0 Reassign Delete this term

Winter 2018 Total Credits: 0.0 Reassign Delete this term

Spring 2019 Total Credits: 0.0 Reassign Delete this term

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be

Still Needed

Refresh Collapse All

- Degree in Bachelor of Technology
- Major in Criminal Investigation
 - Critical Issues in Criminal Justice
 - 1 Class in JUST 201
 - Criminal Investigations
 - 1 Class in JUST 203
 - Criminal Justice Elective
 - 1 Class in

Courses

OR, use the audit view to drag and drop courses:

Still Needed: 1 Class in JUST 203 *

<input checked="" type="checkbox"/> Police Services	JUST 207	POLICE SERVICES	C+	3	Spring 2015
<input checked="" type="checkbox"/> Forensic Photography	JUST 300	FORENSIC PHOTOGRAPHY	C+	3	Spring 2016
<input checked="" type="checkbox"/> Interviews and Interrogations	JUST 303	INVESTIGATIVE INTERVIEWS	B	3	Fall 2016
<input checked="" type="checkbox"/> Latent Prints and Impressions	JUST 301	LATENT PRINTS & IMPRESSIONS	C+	3	Spring 2016
<input type="checkbox"/> Criminal Justice Elective	Still Needed: 1 Class in JUST 310 or 326 or 350				
<input checked="" type="checkbox"/> Ethics in Criminal Justice	JUST 314	ETHICS IN CRIMINAL JUSTICE	B+	3	Spring 2017
<input type="checkbox"/> Crime Scene Investigation	Still Needed: 1 Class in JUST 406 *				
<input type="checkbox"/> The Investigation of Death					

Summer 2018, Total Credits: 3.0

JUST 201 3.0

2018-2019 Academic Year

Fall 2018, Total Credits: 0.0

JUST 201 3.0

Winter 2018, Total Credits: 0.0

JUST 201 3.0

2018-2019 Academic Year

Fall 2018, Total Credits: 0.0

JUST 203 3.0

JUST 326 3.0

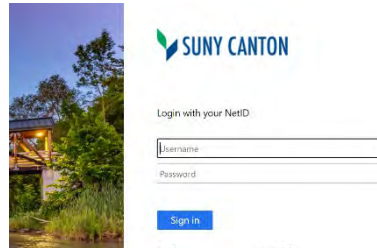
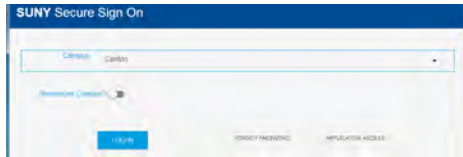
Winter 2018, Total Credits: 0.0

You can save, refresh, or go back to edit view as needed until the audit has no more Still Needed courses. Plans DO NOT affect the original DegreeWorks audit.

DegreeWorks (for students)

Using DegreeWorks

- 1) Log into **UCanWeb** and go to **Student Menu-> Student Records-> Degree Evaluation**.
- 2) You need to log in to the Federated site. Select Canton as the campus and then use the same username and password as when your campus email.



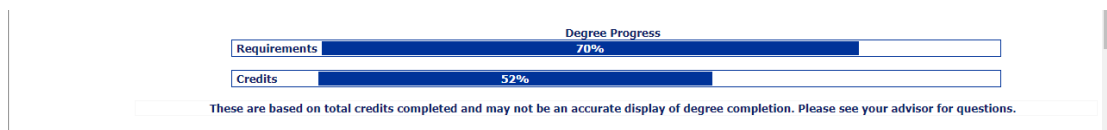
- 3) Your degree audit should come up automatically.

What you should notice: Audits are separated into “blocks” of information

The first block contains your general information. Your current major, class standing and advisor should all be listed here.

SUNY Canton DegreeWorks			
Student View AA0127VC as of 09/12/2014 at 21:36			
Student	Bel [REDACTED]	Level	Undergraduate
ID	804	Degree	A.S.
Class	Second Semester Soph	College	Business & Liberal Arts
Advisor	Martin, Christina L	Major	Early Childhood
Overall GPA	2.39	Minor	
Test Scores			

Status bars: These will give you a general idea of where you are at towards your degree. They should **NOT** be the only part of the audit that you look at since there are many factors involved in completing your degree. “Credits”, in particular, can be misleading for students that have transferred or changed majors as they may have many credits but not be near degree completion.







To share with students electronically, use: http://www.canton.edu/advising_center/documents/DegreeWorksSTU.pdf

Degree Block: Overall degree requirements – your catalog year, number of credits needed, and in what categories are all listed here. Open red check boxes (☐) mean something is **Still Needed**; Green check marks (☒) mean the requirement is met. You should note how many credits are required for your degree and how many have been applied.

Degree in Associate of Applied Science			Academic Year:	Fall 2017	Credits Required:	62
			GPA:	2.47	Credits Applied:	32
<input checked="" type="checkbox"/> 15 SUNY Canton credits						
<input type="checkbox"/> At least one Writing Intensive (WI) course	Still Needed:	You need to complete at least one Writing Intensive course (WI).				
<input type="checkbox"/> 20 credits in Liberal Arts and Sciences	Still Needed:	At least 20 credits in liberal arts are required. You have taken 18 but need 2 more credits.				
<input type="checkbox"/> 62 Total credits	Still Needed:	62 credits are required. You currently have 32, you still need 30 more credits.				
<input checked="" type="checkbox"/> You meet the 2.00 minimum GPA requirement						
<input type="checkbox"/> Major Requirements	Still Needed:	See Major in Business Administration section				
<input checked="" type="checkbox"/> General Education Requirements						

General Education Block: You have to read the header on this block to be sure that you understand what applies to you. If you are in a Certificate or Associate's degree program this block is Listed for informational purposes ONLY and not a required part of your degree.

For Associate's degrees, you will see this message:

 SUNY General Education Information			Academic Year: Fall 2012		Credits Required: 30
			GPA: 2.375	Credits Applied: 16	
Unmet conditions for this set of requirements:			If you plan to continue towards a bachelor's degree, 7-10 Classes and 30 credits of General Education Requirements (GER's) are recommended. You currently have 16, you would still need 14.		
This portion of the degree audit is information only and does not affect the awarding of the degree for the program you are following. This reflects the courses offered by Canton that fulfill the SUNY General Education requirements.					
 Mathematics	MATH 141	STATISTICS	B	3	Fall 2013
 NATURAL SCIENCE REQUIREMENT					
 Natural Science w/Lab included	PHYS 115	BASIC PHYSICS	IP	(4)	Spring 2014

For Bachelor's degrees, the courses in this block are required, but some majors will require only some of the 10 GER categories, so read instructions on YOUR audit.

SUNY General Education Requirements			Academic Year:	Fall 2011	Credits Required:	30
			GPA:	3.22	Credits Applied:	22
Unmet conditions for this set of requirements:			10 Classes and 30 credits are required. You currently have 22, you still need 8 more credits.			
TEN GENERAL EDUCATION AREAS REQUIRED						
Mathematics	MATH 141	STATISTICS	A	3	Summer 2012	
NATURAL SCIENCE REQUIREMENT						
Natural Science Course with lab separate	ESCI 101	INTRO ENVIRONMENTAL SCIENCE	C	3	Spring 2012	
	ESCI 102	ENVIRONMENTAL SCIENCE LAB	B+	1	Spring 2012	
Social Science	PSYC 101	INTRO PSYCHOLOGY	B+	3	Spring 2012	
American History	HIST 105	MODERN US HISTORY	C+	3	Spring 2012	
Western Civilization	HIST 101	WESTERN HERITAGE	C+	3	Fall 2011	
Other World Civilizations		Still Needed: 1 Class in ANTH 102 or ECON 301* or 315* or ENGL 224* or 266* or 317* or 320* or HIST 217 or HUMA 292 or SSCI 221 or 271 or @ @ with Attribute GEOW				

Major Block: Will list all of the courses specifically required for the degree. There can be duplication with the above block, since often a course that is specifically required also meets a GER.

Major in Mechanical Engineering Technology			Academic Year:	Fall 2016	GPA:	2.56
Three Math courses dependent on placement level						
	MATH 123	PRECALCULUS	TR	3	Fall 2017	
	Satisfied by	MAT123 - Intro to Calculus - Stony Brook University				
	MATH 161	CALCULUS I	C	4	Fall 2017	
	MATH 162	CALCULUS II	IP	(4)	Spring 2018	
<input checked="" type="checkbox"/> Introduction to Computer Drafting	SOET 116	INTRO COMP AIDED DRAFT & DSGN	A	2	Fall 2016	
<input checked="" type="checkbox"/> Introduction to Engineering	ENGS 101	INTRO TO ENGINEERING	C	2	Fall 2016	
<input checked="" type="checkbox"/> Choose a Physics course with lab:						
<input checked="" type="checkbox"/> College Physics I	PHYS 121	COLLEGE PHYSICS I	C+	3	Fall 2016	
	PHYS 125	PHYSICS LABORATORY I	A	1	Fall 2016	
<input checked="" type="checkbox"/> Electromechanics	MECH 128	ELECTROMECHANICAL TECHNOLOGY	B	3	Spring 2017	
<input checked="" type="checkbox"/> Programming for Engineers	ENGS 102	PROGRAMMING FOR ENGINEERS	B	2	Spring 2017	
<input checked="" type="checkbox"/> Technical Statics	CONS 172	TECHNICAL STATICS	C	3	Spring 2017	
<input checked="" type="checkbox"/> Choose a Physics course, Part II:						
<input checked="" type="checkbox"/> College Physics II	PHYS 122	COLLEGE PHYSICS II	C	3	Spring 2017	
	PHYS 126	PHYSICS LABORATORY II	A	1	Spring 2017	

Minor Block: If the student has a Minor declared, then a minor block will be listed as well:

Minor in Accounting			Academic Year:	Spring 2015	Credits Required:	18
			GPA:	3.33	Credits Applied:	9
Unmet conditions for this set of requirements:						
18 credits are required. You currently have 9, you still need 9 more credits. A minimum of 12 credits must be taken in residence.						
<input checked="" type="checkbox"/> Intermediate Accounting I	ACCT 300	INTERMEDIATE ACCOUNTING I	B	3	Fall 2015	
<input type="checkbox"/> Intermediate Accounting II	Still Needed: 1 Class in ACCT 302*					
<input checked="" type="checkbox"/> Cost Accounting	ACCT 306	COST ACCOUNTING	A	3	Fall 2015	
<input type="checkbox"/> Accounting Minor courses	ACCT 430	AUDITING	B	3	Spring 2016	
Still Needed: 2 Classes in ACCT 245* or 310* or 335* or 440* or BSAD 305* or 365*						
All minors require a minimum of 9 credits at the 300- or 400-level. Auditing and Individual Taxation are required for the CPA exam and Advanced Accounting is recommended.						

If your degree does not automatically come up, you might be in **the Undeclared program or a pre-Major**. Consult your advisor for what to do to move into your desired major:

Pre-Major or Undeclared Degree Block		Academic Year:	Fall 2017
		GPA:	0.00
Declare a Major for degree requirements. Major can be declared as soon as the criteria to enter specific major are met. See your advisor to determine if you have met admission criteria.			
<input type="checkbox"/> Undeclared Major	Still Needed: Click HERE for Change of Major Form.		
<input type="checkbox"/> Academic Programs	Still Needed: Click HERE to see requirements for admission to specific majors		
<input type="checkbox"/> Majors available at SUNY Canton	Still Needed: Click HERE for details on all current degree programs.		
<input type="checkbox"/> USE WHAT IF	Still Needed: Use the What-If Feature at the top left of this page to see how current courses fit into your intended degree.		

In the meantime, you can use the “What-If” feature to see how your current courses fit into your current degree. If you are unsure of what catalog to use, use next semester.



If you have a question about your audit, check in with your advisor.

More advanced features:

GPA Calculation

You can use DegreeWorks to determine what your GPA will be after this semester by inputting expected grades. Perhaps you can still aim for that next letter grade up... give it a try!

Course ID	Credits	Grade
BIOL 101	4	B (3.00)
PSYC 101	3	C+ (2.67)
FVEP 101	1	A (4.00)
MATH 106	3	B (3.00)
ENGL 101	3	C (2.00)
Class 6		A (4.00)
Class 7		A (4.00)
Class 8		A (4.00)
Class 9		A (4.00)
Class 10		A (4.00)

Calculate

Using Look Ahead:

Review your audit. You can plan ahead by using the “Look Ahead” link in the left column.

Major in Graphic and Multimedia Design						Academic Year:	Fall 2011
						GPA:	2.25
<input type="checkbox"/> Introduction to Media Studies	Still Needed:	1 Class in GMMD 101					
<input checked="" type="checkbox"/> Introduction to Drawing	ARTS 101	INTRODUCTORY DRAWING	D	3		Fall 2013	
<input checked="" type="checkbox"/> Expository Writing	ENGL 101	EXPOSITORY WRITING	B	3		Spring 2012	
<input type="checkbox"/> Survey of Information Technology	Still Needed:	1 Class in CITA 163					
<input checked="" type="checkbox"/> College Algebra	MATH 121	COLLEGE ALGEBRA	B	4		Fall 2012	
<input checked="" type="checkbox"/> Introduction to Design	GMMD 102	INTRO TO DESIGN	B+	3		Spring 2013	
<input type="checkbox"/> Acting and Improvisation or Introduction to Speech	Still Needed:	1 Class in HUMA 189 or SPCH 104					
<input type="checkbox"/> Creative Non-Fiction	Still Needed:	1 Class in ENGL 202*					
<input checked="" type="checkbox"/> Introduction to Programming	CITA 180	INTRO TO PROGRAMMING	D	4		Spring 2015	

Enter the course(s) you plan to sign up for. Click “Process New” to see how the planned courses will fit in to your degree audit.

Major in Graphic and Multimedia Design

<input type="checkbox"/> Introduction to Media Studies	Still Needed:	1 Class in GMMD 101					
<input checked="" type="checkbox"/> Introduction to Drawing	ARTS 101	INTRODUCTORY DRAWING					
<input checked="" type="checkbox"/> Expository Writing	ENGL 101	EXPOSITORY WRITING					
<input type="checkbox"/> Survey of Information Technology	Still Needed:	1 Class in CITA 163					
<input checked="" type="checkbox"/> College Algebra	MATH 121	COLLEGE ALGEBRA	B	4		Fall 2012	
<input checked="" type="checkbox"/> Introduction to Design	GMMD 102	INTRO TO DESIGN	B+	3		Spring 2013	
<input checked="" type="checkbox"/> Acting and Improvisation or Introduction to Speech	SPCH 104	INTRO TO SPEECH	PLAN	(3)		PLANNED	
<input type="checkbox"/> Creative Non-Fiction	Still Needed:	1 Class in ENGL 202*					

Look Ahead

To see an audit showing courses for which you plan to register in use the form below to enter the subject code and number of each anticipated course you have created your list of courses, click on the Process New button

Enter a course and click Add Course

Subject

SPCH

Number

104

Add Course

Plans tab:

Click on the Plans tab to see a semester by semester template for degree completion. You might not follow this exactly, but it is meant to assist you to making a plan that is best for you.

Worksheets	Plans	Transfer	Notes	Petitions	Exceptions	GPA Calc	Admin
Student Planner for: Cabral, Celia							
View: Select							
New Plan							
List of plans							
Description:	Active	Modified	Who	Degree:	Level:	Status:	
Legal Studies 818 Fall 2016	Y	01/08/2018	Tavernier, Sharon	3	01	LOCKED	

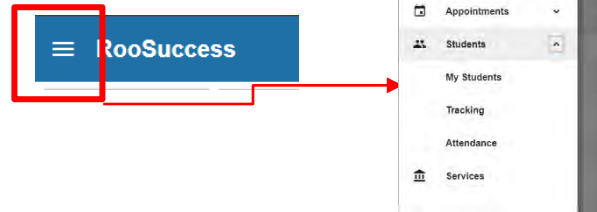
Plan Audit							
<input checked="" type="checkbox"/> Business Law II	BSAD 202	BUSINESS LAW II	A	3		Spring 2017	
<input checked="" type="checkbox"/> Criminal Practice	LEST 221	CRIMINAL PRACTICE	A	3		Fall 2017	
<input checked="" type="checkbox"/> Legal Research	LEST 310	LEGAL RESEARCH	B+	3		Spring 2017	
<input checked="" type="checkbox"/> Professional Writing & Communication	ENGL 301	PROFESSIONAL WRITING & COMM-WR	B+	3		Fall 2017	
<input type="checkbox"/> Upper Level Legal Studies Electives	LEST 310	LEGAL RESEARCH	PLAN	(3)		Spring 2018	
	LEST 320	NEGLECT AND INTENTION TORTS	A	3		Spring 2017	
	Still Needed: 1 Class in LEST 310 or 360* or 370* or 380* or 388 or 410* or 450* Except LEST 480* or 485*						
<input checked="" type="checkbox"/> Constitutional Law	LEST 340	CONSTITUTIONAL LAW	IP	(3)		Spring 2018	
<input checked="" type="checkbox"/> Legal Writing	LEST 330	LEGAL WRITING	PLAN	(3)		Fall 2018	
<input checked="" type="checkbox"/> Litigation	LEST 350	CIVIL LITIGATION	PLAN	(3)		Fall 2018	
<input checked="" type="checkbox"/> Professional Ethics	BSAD 319	PROFESSIONAL ETHICS-WR	IP	(3)		Spring 2018	
<input checked="" type="checkbox"/> Advanced Legal Writing	LEST 449	ADVANCED LEGAL WRITING	PLAN	(3)		Spring 2019	
<input checked="" type="checkbox"/> Lower Level Biology Elective	BIOL 299	LOWER LEVEL BIOLOGY ELECTIVE	TR	4		Fall 2016	
Satisfied by	OCEA10	Intro to Ocean w/ Lab - Mount San Antonio C					
<input checked="" type="checkbox"/> Literature Elective	ENGL 298	LITERATURE ELECTIVE	TR	3		Fall 2016	
Satisfied by	LIT36	Intro to - Mount San Antonio C					
<input checked="" type="checkbox"/> Humanities Elective	HUMA 299	HUMANITIES ELECTIVE	TR	3		Fall 2016	
Satisfied by	PHIL3	Logic in Practice - Mount San Antonio C					

RooSUCCESS

How to Raise a Flag

Login to RooSuccess via the link above, through UCanWeb (in the Faculty & Advisors Menu), the SUNY Canton homepage (under Quicklinks) or Blackboard (a tab at the top when you first login).

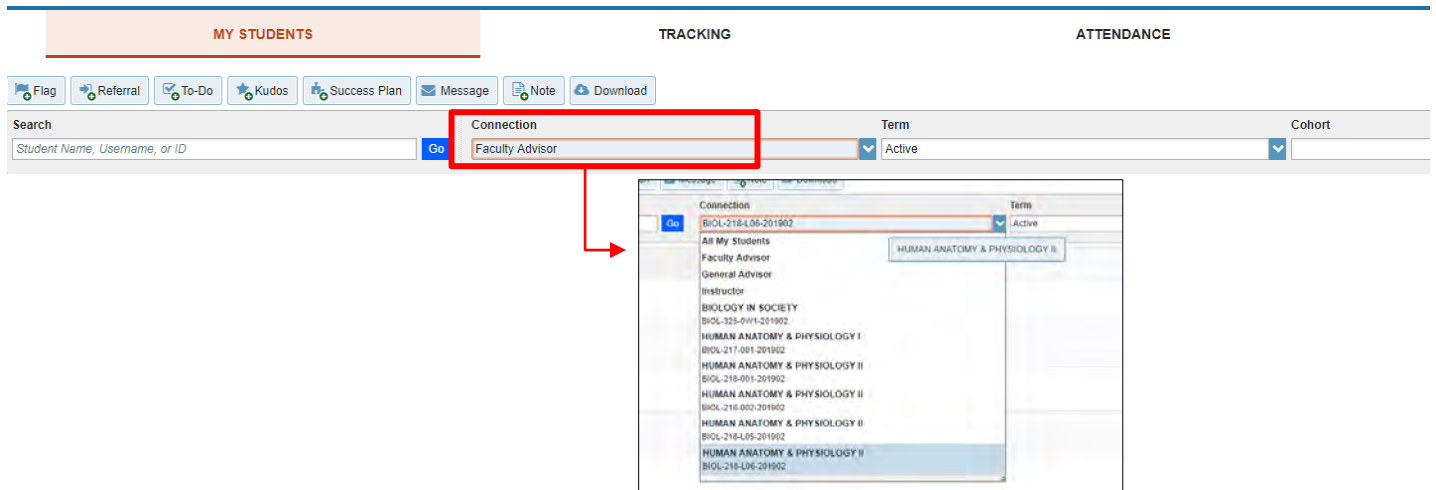
- 1) To get to your class rosters, use the “hamburger” menu in the top left corner:



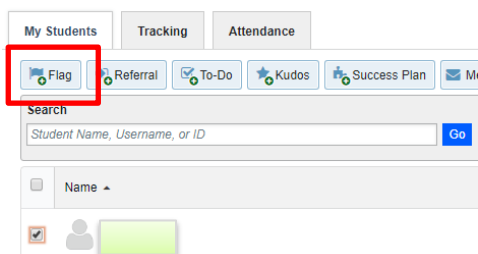
Choose My Students to see all of your students:



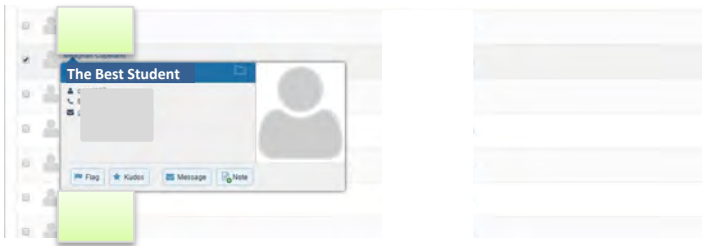
Adjust the connection to see a class roster, or use the Search box to type in the first name, last name or ID# of one of your students:



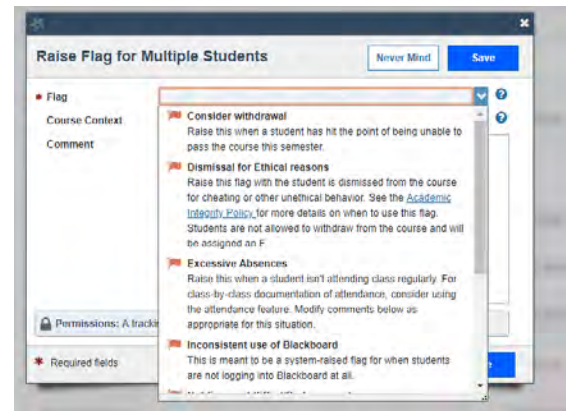
- 2) You can check the box next to the student name and then click on the Add Flag button



Or rollover student name and then add flag button:

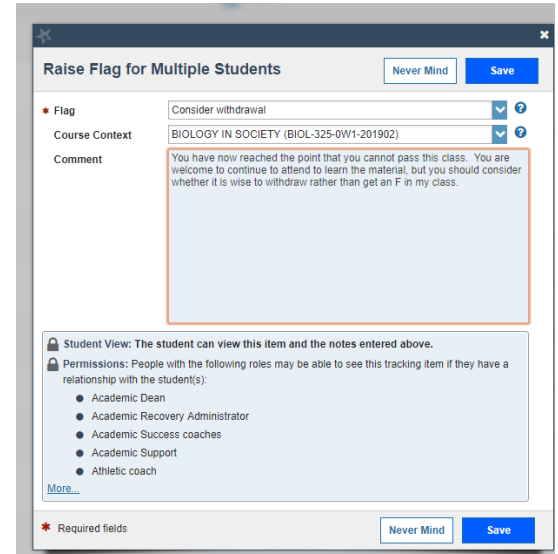


- 2) Once you select the student(s), click Flag button to see the list of flags that you can raise in this situation. These mirror the reasons we have had in the past. **You must choose a course context, even if you only have that student in a single course.**



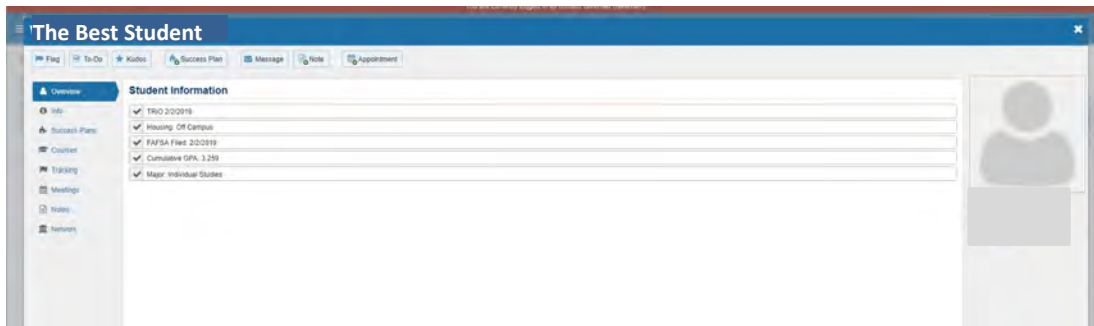
- 3) Once you choose a flag type, you will have the chance to add a comment specific to the situation. The default comment will be sent to the student as you see it, unless you edit it. To see the email templates attached to each flag type, see <http://www.canton.edu/roosuccess/email.html>

When you save a flag, an email will go to the student, to the flag raiser (you) and to the student's faculty advisor. EOP and TRiO counselors, RD's and coaches can see flags and comment as well.

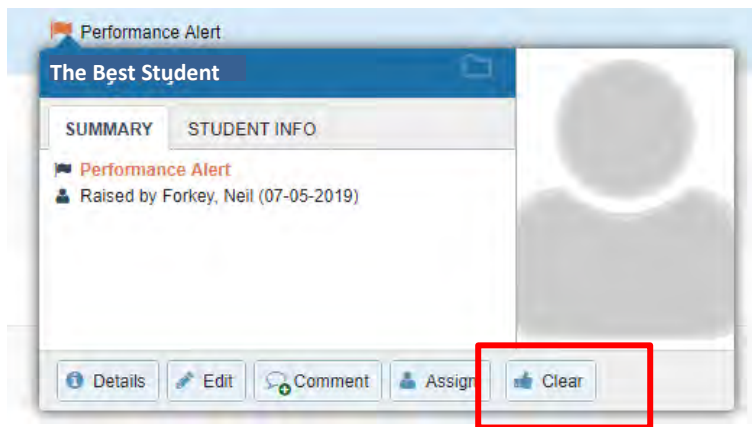


To see if others have commented on the Flags that you raised, go to the student:

Click on student name to open their "folder" and see more information on that student. Go to tracking to see all flags raised on that student. Go to Notes and look for **"Follow-Up on a Flag"** to see what others have to say about their meetings with your student regarding their flags.



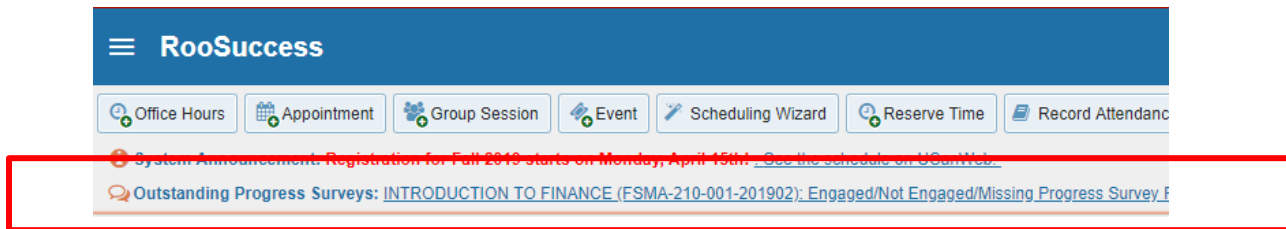
Instructors and advisors can “clear” a flag as appropriate. Clearing a flag does not mean that the student is now perfect. It means that the issue that caused the flag to be raised has been addressed. Rollover the flag to see the options. When you click Clear, you will get a list of items on whether this has a positive conclusion, a negative conclusion or other.



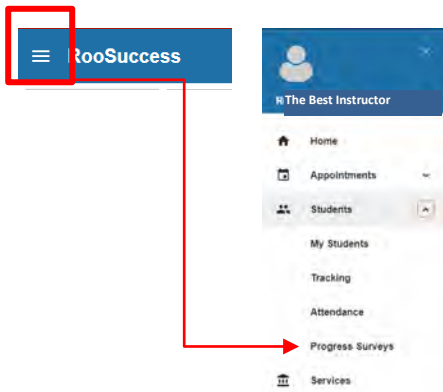
See <http://www.canton.edu/roosuccess/faculty.html> for how to do more with RooSuccess including: [See Your Students](#) | [See Flags raised on your students](#) | [Attendance](#) | [Kudos, System Flags, Referrals and To-Do's](#)

Completing the Engaged/Not Engaged/Missing Progress Survey

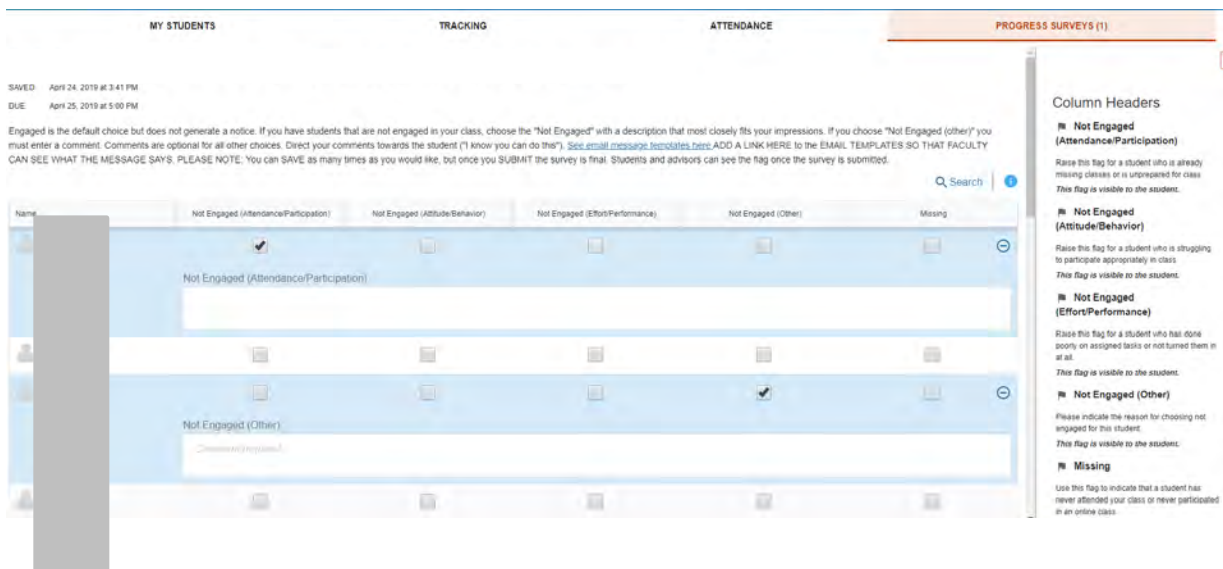
- 1) Instructors will receive an email indicating the survey is open with a link and deadline. The link will take you to the federated site that you login to the same way you do your email and Blackboard.
- 2) Outstanding Progress surveys are listed right at the top of the page. Click on your course to start the survey.



Alternately, you can go to the “hamburger” menu in the top left corner and then to Students OR click on the drop-down box next to Students and choose Progress Surveys:



- 3) You will have one survey page for each course you are teaching this semester. You only have to click on the rows for the students that you report as Not Engaged or Missing. Checking those boxes will raise a flag on the student when the survey is submitted. A comment box will open for every student that you mark as Not Engaged or Missing but comments are optional for all but the Not Engaged (Other) selection:

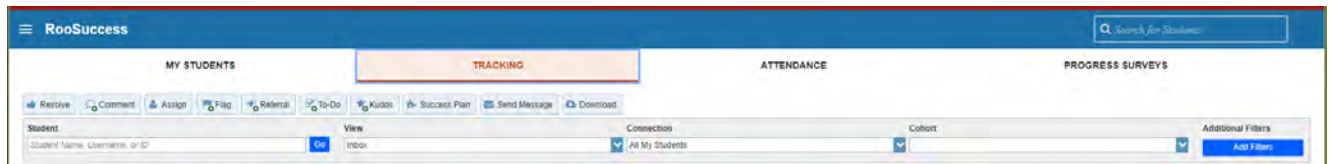


- 4) The progress is saved as you go, so you can leave and come back but **once you submit that survey it is done and you cannot go back and edit it.**
- 5) Unlike in the past, as soon as you submit the survey, notifications of any flags raised (Not Engaged or Missing) will go out to the student. Advisors and the student's network will be able to see flags if log into RooSuccess.
- 6) You will receive confirmation that you have completed the survey. If you need to do other classes, go back to the "Progress Surveys" tab to locate them. Once a class is submitted, it will disappear from your list.

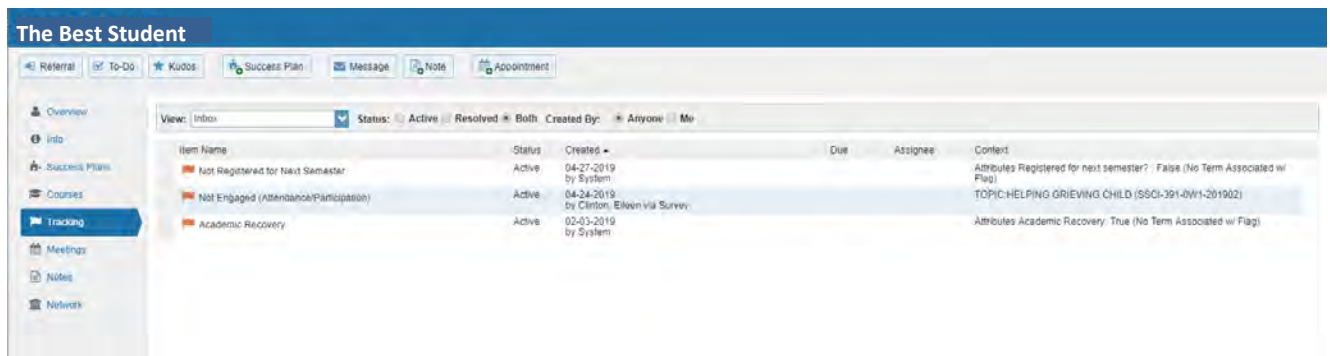
See <http://www.canton.edu/roosuccess/faculty.html> for how to do more with RooSuccess

HOW TO SEE FLAGS RAISED ON YOUR STUDENTS

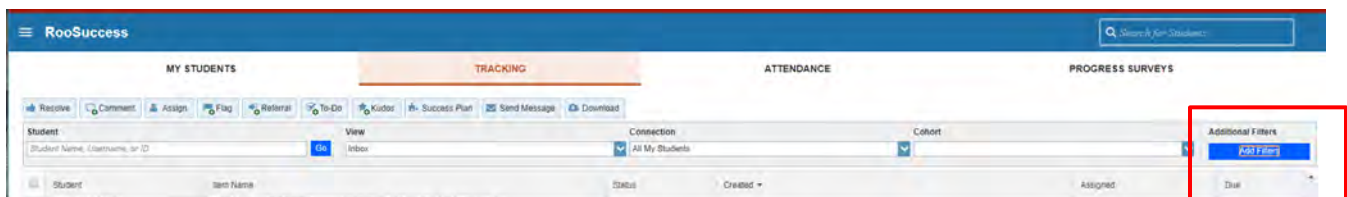
Click on Students from the hamburger menu and then go to the Tracking tab. This will give you a list of all of your students with a Tracking item raised on them. Adjust your connection if you want to look at just your advisees:




To see details on a particular student, rollover or click on a student name to open the "folder", then go to Tracking for a full picture of Tracking items raised on your student. See Notes, Meetings and Courses for additional information.



From the Tracking tab, you can choose to filter for only the Not Engaged data:



Choose the Tracking Type “Flag” and then Item Name and choose all of the Not Engaged or Missing categories. You can adjust for Active or Resolved flags here, or just items from this semester to narrow down the list of students that you need to reach out to

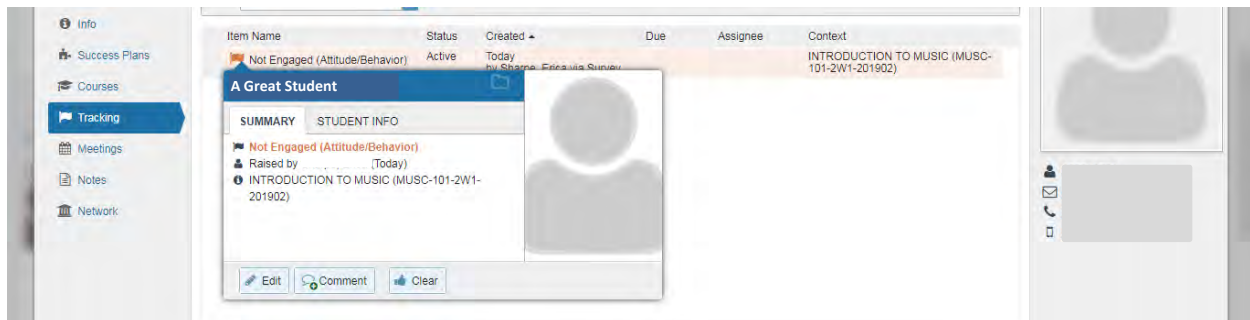
- If you have a conversation with the student about the flag, use the  to add a “Follow-Up on Flag” Note Type. This will document your conversation for others in the student’s network. Selecting the boxes for “Send copy...” will also generate an email.

Depending on your role and connection to the student, you might have access to comment on or clear a flag. Rollover the flag to see. Comments made in this way are visible to the student’s team. Clear the flag if the issue has been addressed, it does not necessarily have to mean that the issue is completely resolved.

Some examples of when it makes sense to clear a flag:

- The instructor who raised the flag can clear it if the initial reason for raising the flag is addressed (late work is turned in, student brings overall grade up to passing, etc.)
- A faculty advisor or secondary advisor (EOP, TRiO, Adv. Ctr) can clear a flag if the issue is addressed and/or they make a plan with the student for how to address the problem.

- Clearing a flag does not make it disappear, you can still see those flags in the student folder. But it does let others know that this one is addressed and allows them to focus on the other students in their lists.
- You can make a comment as part of clearing the flag, there is no need to comment and then clear.



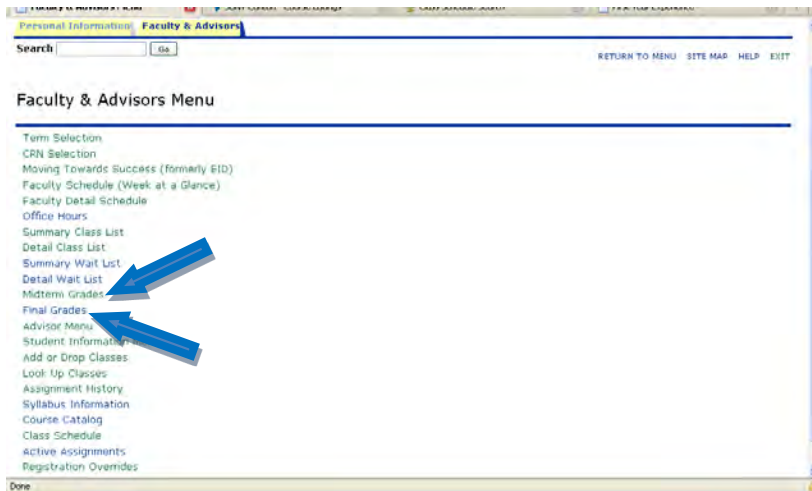
Student ▾	Item Name	Status	Created
-----------	-----------	--------	---------

Jump to: [See Your Students](#) | [Raise A Flag](#) | [Complete a Progress Survey](#) | [See Flags raised on your students](#) | [Attendance](#) | [Kudos, System Flags, Referrals and To-Do's](#)

UCANWEB

Entering mid-term or final grades:

1. Log into UCanWeb
2. Click on "Faculty & Advisors"
3. Click on "Midterm grades" or "Final grades"



4. Enter the grade for each student. Be astute about using the roller ball in the middle of the mouse, it can change the last grade entered rather than scrolling further down the list on the screen.

Mid Term Grades

Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

FIRST YEAR EXPERIENCE - FYEP 101 014

CRN: 10996

Students Registered: 13

Students Graded: 0

Please submit the grades often. There is a 90 minute time limit starting at 12:00 on Oct 14, 2010 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			2 1.000	**Registered** Jun 25, 2010	None			3
2			6 1.000	**Registered** Jun 22, 2010	None			1
3			2 1.000	**Registered** Aug 19, 2010	None			19
4			5 1.000	**Registered** Jul 30, 2010	None			11
5			6 1.000	**Registered** Aug 18, 2010	None			18

5. Choose submit at the bottom of the page.

Providing student registration code after advising session:

1. Log into UCanWeb
2. Click on "Faculty & Advisors"
3. Click on "Advisor Menu"
4. When selecting the term for a list of advisees to provide a **Registration Code**, advisors should **select the term for which they are scheduling, NOT the current term**

The screenshot shows the UCanWeb interface. On the left, the 'Advisors Menu' is expanded, showing options like 'Term Selection', 'Advisee Listing', and 'ID Selection'. A blue arrow points from 'Term Selection' to the 'Search by Term:' dropdown menu on the right. The dropdown menu is open, showing a list of terms from 'None' to 'Summer 2012 (View only)'. A yellow arrow points from the 'Select Term or Date Range' header to the dropdown menu.

5. If the student plans to schedule for two semesters (i.e. both summer and fall), you will need to **provide TWO codes**. This means that you will need to provide the student with their Registration Code, **go back to select a new term**, and pull up the list of registration codes again. **The two codes WILL BE DIFFERENT**. If the wrong code is given out, the student will not be able to schedule for the intended term. Verify that the correct term is displayed EACH time you work with an advisee.

The screenshot shows the 'Advisee Listing' page. A yellow banner at the top contains an 'IMPORTANT NOTE' and an 'ATTENTION' message. Below the banner is a table of advisees. A black arrow points from the '80377777 Advisor Extraordinaire' text in the top right corner to the 'Fall 2020' term in the table. Another black arrow points from the 'ATTENTION' message to the 'Email your advisees' link at the bottom left.

Advisee Listing

IMPORTANT NOTE: The Registration Code shown here is the Registration Code for the semester that your advisee is prescheduling for. Please look at the upper right corner of this page to see what prescheduling semester you are currently pointing at. To switch to another semester, click on the *Select Another Term* link at the bottom of this page.

ATTENTION: If you wish to send an email to your students from this page, please make sure to open your Microsoft Outlook email first to ensure that your message will get sent.

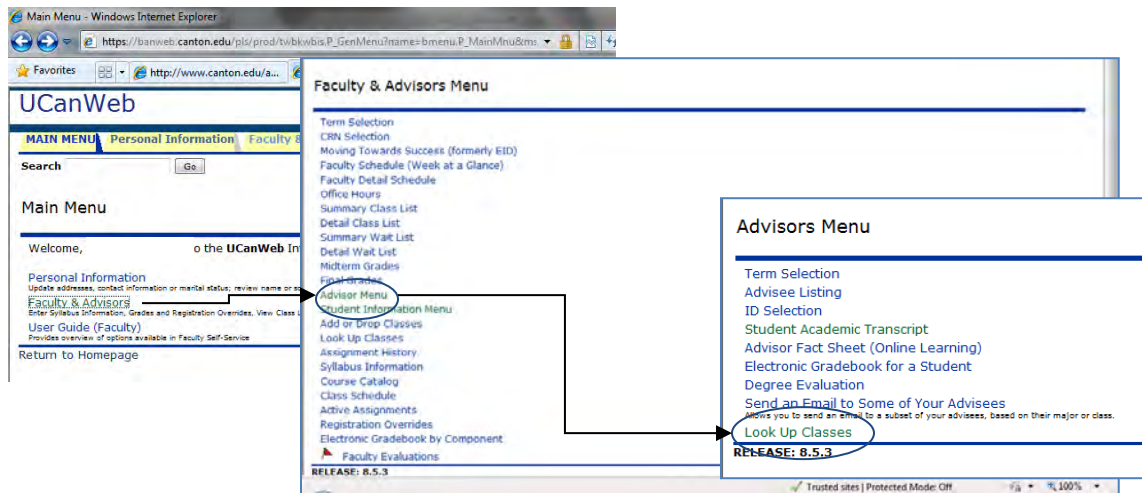
Student Name	ID	Advisor Type	Registration Code	Student Information	Holds	Test Scores	Transcript	Degree Evaluation	Proxy Authorization
Student, A	804411111	Temporary Advisor	568974	View	View	View	View	View	View

[Email your advisees](#)

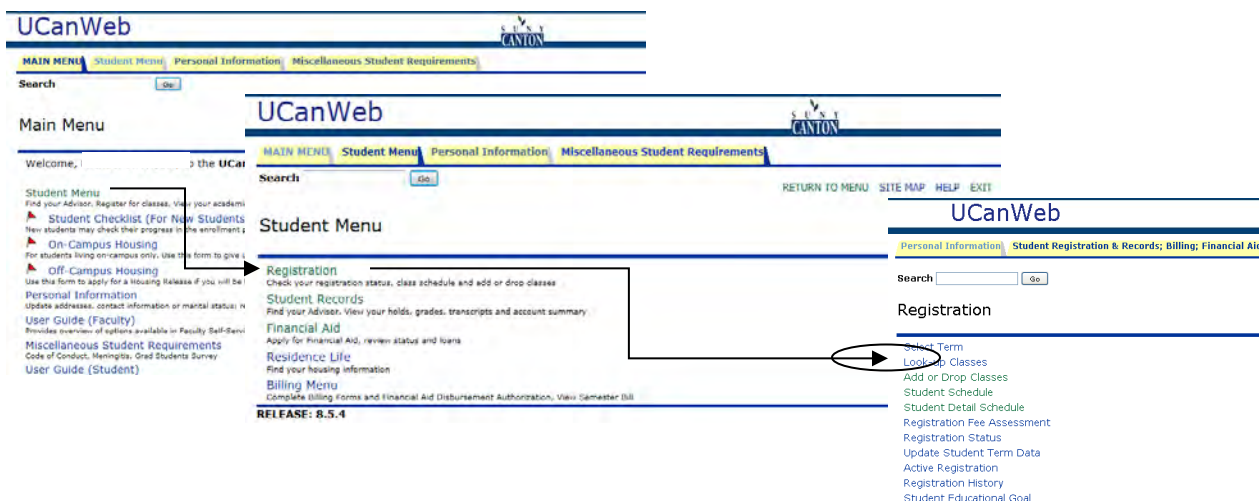
How to look up classes (for faculty and for students):

1. Log in to UCanWeb:

2a. For Faculty and Staff: Choose Faculty & Advisors -> Advisor Menu -> Look Up Classes

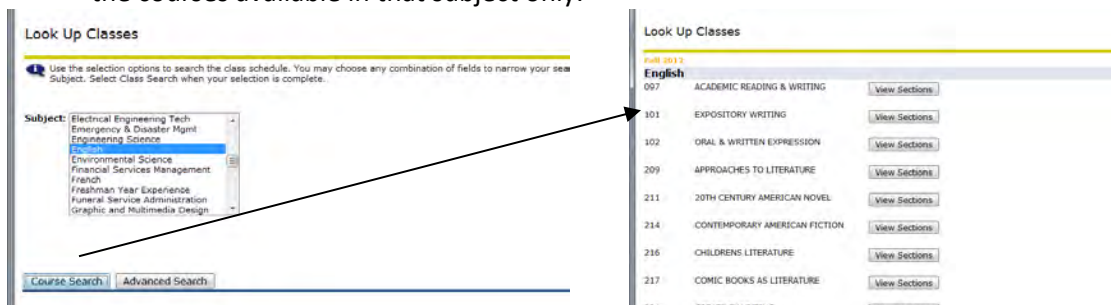


2b. Student view: choose Student Menu -> Registration -> Look Up classes



3. Choose the appropriate semester and submit.

4a. There are two options at the next screen. Choose a subject area and click Course search to see the courses available in that subject only:



4b. Or choose Advanced Search (without choosing a subject) for more options:

Advanced Search Fall 2017
Oct 06, 2017 12:11 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

Subject: All
Accounting
Air Conditioning/Heating & Plumb
Alt & Renewable Energy Systems
American Sign Language
Anthropology
Applied Behavior Analysis
Art
Automotive Technology
Biology

Course Number:

Title:

Schedule Type: All
Auto Tutorial
Independent/Directed Study

Credit Range: hours to hours

Campus: All
Akwesasne
BOCES Distance Learning

Course Level: All
Level Not Declared
Non-Credit Courses

Part of Term: Non-date based courses only
1st Module Intensive Schedule
1st Seven Week Session

Instructor: All
Abel, Timothy J.
Aldun, Rashid

Attribute Type: The Arts - GER 8
Western Civilization - GER 5
Writing Intensive Course

Start Time: Hour: Minute: am/pm

End Time: Hour: Minute: am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

RELEASE: B.7.1

Options on this screen:

- Use the **Ctrl key** to choose multiple subjects (A business major may want to see all of the Accounting, Business, Economics and Financial Services Management course in one view)
- Use a wild card (%) in "**Course Number**" (3% will find all 300-level courses)
- Use "**Campus: Online Courses**" for a full list of online only courses
- Use "**Part of Term**" to find late-start courses
- Use **Start Time, End Time and Days** to find courses that meet at a specific time
- Use **Attribute Type** to look up courses by GER category (i.e. Humanities [GER 7]), by Liberal Arts or by Writing Intensive

This example shows only the late start 7-week courses (this view also shows day, time room, capacity and instructor):

Look Up Classes

Fall 2017
Oct 06, 2017 12:13 pm

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
	NR	10985	ACCT	101	2W1	W	4,000	FOUNDATIONS OF FINANCIAL ACCT	TBA	30	10	20	30	0	30	0	0	0	Christa Kelson (P)	10/16-12/08	ONLINE	

Business Administration

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
	NR	10984	BSAD	319	2W1	W	3,000	PROFESSIONAL ETHICS-WI	TBA	30	10	20	30	0	30	0	0	0	Charles R. Fenner (P)	10/16-12/08	ONLINE	Writing Intensive Course

Computer Information Tech

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
C	10533	CITA	101	2W1	W	1,000	LIBRARY/INFO LITERACY	TBA	30	32	-2	30	0	30	0	0	0	0	Jessica M. Spooner (P)	10/16-12/08	ONLINE	
NR	10375	CITA	103	2W1	W	1,000	INTRO TO WORLD WIDE WEB	TBA	30	12	18	30	0	30	0	0	0	0	Timothy F. Davey (P)	10/16-12/08	ONLINE	

Criminal Justice

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
C	10361	JUST	301	201	1	3,000	LATENT PRINTS & IMPRESSIONS	MTWR	01:00 pm-02:50 pm	24	24	0	24	0	24	0	0	0	Elizabeth A. Brown (P)	10/16-12/08	PAYSON 105	

Emergency & Disaster Mgmt

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
NR	10287	EADM	430	2W1	W	3,000	SIMULATED DISASTER	TBA	30	10	20	30	0	30	0	0	0	0	Michael J. O'Connor	10/16-12/08	ONLINE	Writing Intensive

Interpreting the View Holds Screen

Advisors and staff and can find out about holds on their students. There are two ways to get to the “View Holds” screen.

- From the Advisee listing:

Advisee Listing Fall 2016
Oct 12, 2016 10:50 am

IMPORTANT NOTE: The Registration Code shown here is the Registration Code for the semester that your advisee is prescheduling for. Please look at the upper right corner of this page to see what prescheduling semester you are currently pointing at. To switch to another semester, click on the [Select Another Term](#) link at the bottom of this page.

Advisee Listing	ID	Advisor Type	Registration Code	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
			618848	View	View	View	View	View
			857109	View	View	View	View	View

[Email your advisees](#)

- Or from the Student Information menu:

Student Information
Term Selection ID Selection Student Information Student Address and Phones Student E-mail Address Student Detail Schedule Academic Transcript View Holds Active Registrations Registration History

Holds indicate who put the hold on and what processes are affected and can tell you what limitations have been placed on the student:

Administrative Holds						
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
FERPA Waiver on File	Jul 16, 2015	Dec 31, 2099				
Cannot issue Transcript	Sep 15, 2016	Dec 31, 2099	\$12.70	Past Due Bal. 201602 Student Service Cntr. 386-7616 Transcripts Accounts Receivable		

[Return to Previous](#)

[[ID Selection](#) | [Term Selection](#)]

Holds are typically used to get a student to act on an outstanding issue, but not always. Some are for general information (FERPA Waiver, Veteran Parking, etc.) that do not affect what the student can do.

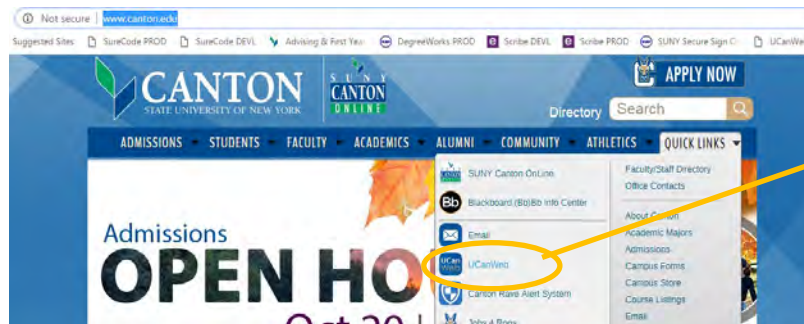
Some examples of holds:

AP	Probation Reqmts Outstanding	Student is eligible for Academic Recovery, but needs to submit AR contract to be allowed to enroll
BI	Billing Issues	Student has not finished processing bill, should contact Student Accounts
CC	Code of Conduct	Put on by Dean of Students Office, this has to be reviewed and agreed to by incoming students only.
DS	Dean of Students	Generally related to behavior issues, student should see Dean of Students' office
FW	FERPA Waiver on File	This hold does not prevent anything. It does notify the campus that the student has designated someone else to share personal information with as needed.
LR	Late Registration	Used for continuing students who did not schedule classes by the end of finals week. Students must see Student Accounts and pay \$50 to lift this hold.
NO	No preschedule, FA not paid	Student cannot register for classes for next semester until they have addressed the bill from current semester

How to sign up for your classes on UCanWeb (for students):

You must meet with your faculty advisor and obtain a registration code prior to registering for courses. In order to complete the process, you will need the CRN for each course (the 5-digit number associated with each section).

- 1) From the SUNY Canton homepage (www.canton.edu) and find UCanWeb (screenshot) or go directly to [UCanWeb](#). Click on Enter Secure Area to login.



Click on
UCanWeb

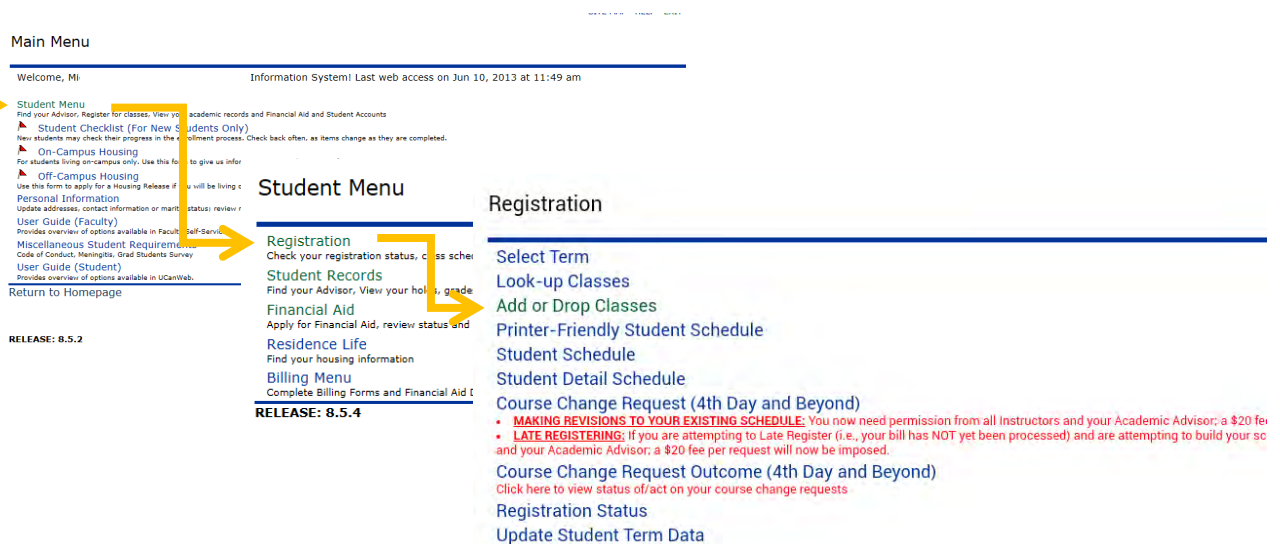
- 2) Use your student ID and login information provided in your Admission packet



Type in your Student ID
number

Type in PIN number

- 3) Click "Student Menu" -> Click Registration -> Add or Drop Classes



Direct link to document: http://www.canton.edu/advising_center/documents/UcanWebRegInstwpics.pdf

- 4) Select the Term in the Drop-Down menu, Click Submit
Registration Term

Select a Term: Fall 2018 ▼

Submit

RELEASE: 8.7.1

- 5) Enter the numeric code given to you by your Advisor, Click Submit

SUNY CANTON

MAIN MENU Student Menu Personal Information Miscellaneous Student Requirements

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration Code Verification

Please enter your Registration Code to access registration.

Registration Code:

Submit

RELEASE: 8.5.1.2

- 6) Enter the Course Registration Number (CRN) for the course you want to enroll in
- 7) Click "Submit Changes"

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Credit	Grade	Mode	Title
Web Enrolled on Apr 25, 2013 None	✕	10118	PHTA	205	001	Undergraduate 4.000	Normal	Grading	Mode	NEUROMUSCULAR PATHOLOGIES
Web Enrolled on Apr 25, 2013 None	✕	10119	PHTA	206	001	Undergraduate 2.000	Normal	Grading	Mode	ADV PHYS THERAPY MODALITIES
Web Enrolled on Apr 25, 2013 None	✕	10175	PHTA	204	001	Undergraduate 3.000	Normal	Grading	Mode	CARDIOPULMONARY PATHOLOGIES
Web Enrolled on Apr 25, 2013 None	✕	10176	PHTA	204	L01	Undergraduate 0.000	Normal	Grading	Mode	CARDIOPULMONARY PATHOLOGIES
Web Enrolled on Apr 25, 2013 None	✕	10403	PHTA	203	001	Undergraduate 3.000	Normal	Grading	Mode	PTA SEMINAR I
Web Enrolled on Apr 25, 2013 None	✕	10487	PHTA	206	L02	Undergraduate 0.000	Normal	Grading	Mode	ADV PHYS THERAPY MODALITIES
Web Enrolled on Apr 25, 2013 None	✕	10633	PHTA	205	L02	Undergraduate 0.000	Normal	Grading	Mode	NEUROMUSCULAR PATHOLOGIES
Web Enrolled on Jun 18, 2013 None	✕	10980	ENGL	301	0W2	Undergraduate 3.000	Normal	Grading	Mode	PROFESSIONAL WRITING

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Jun 18, 2013 03:37 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

- 8) Once you have registered for all of your courses, you can review your schedule by clicking on "Student schedule" or "student detail schedule" or "week at a glance". If UCanWeb brings up this semester instead of next semester, modify the date on the right side of the screen so that it reflects next semester.

How to totally withdraw from this semester (student view):

- 1) Log into UCanWeb. Go to Student Menu, then Registration, then Request to Withdraw this semester.



Students who wish to withdraw from all classes when the semester is underway will do so through UCanWeb.

Students should **log into UCanWeb, go to Student Menu -> Registration -> Request to withdraw this semester**. Students fill out the form as shown here. When they click submit, it will generate an email to the advisor for review.

Request to Withdraw This Semester 804644306 Matthew E. Vaughn
Apr 03, 2017 08:04 am

Please complete the following request if you wish to withdraw from all of your courses for the current academic semester.

PLEASE NOTE: If you are not a matriculated student at SUNY Canton (non-degree), you will not use this form. Please use the Course Change Notice http://www.canton.edu/registrar/course_change.pdf to withdraw from your courses. Students enrolled in summer or winter term must also use the Course Change Notice to withdraw from courses.

Once the required information is submitted, please continue to check your SUNY Canton email for important information from various campus offices regarding your withdrawal. You will have a final opportunity to cancel your withdrawal request prior to being withdrawn.

Students may not withdraw from college during the last ten instruction days of a full semester, exclusive of the final exam period. (Dates available on the academic calendar) Reduction of tuition and fees are dependent on the date of withdrawal. Your withdrawal date will be the date of initial submission (provided you do not request your withdrawal be canceled).

Entry of a working telephone number is required; please input only numbers and dashes. Alphabetic characters will be rejected.

*** Required**

Withdrawing Semester: Spring 2016

* Area Code : * Phone Number :

Email Other than your SUNY Canton Email :

* Withdrawal Reason:

Is there anything else you would like to share with us regarding your decision to withdraw from SUNY Canton? Most especially if you selected Other, please specify :

* Do you plan to re-enroll at SUNY Canton? ☐ Yes ☐ No ☐ Undecided

* What are your plans for the coming year? (please select at least one and all that apply)

☐ Work full time/part time

☐ Enroll in college (please specify the college you intend to enroll in):

☐ Enter military service

☐ Care for a home/family

☐ Travel

☐ Take Time Off

☐ Undecided


Upon receipt of the email from "workflow@canton.edu"; advisors can click on link to log into Banner Workflow (same userid and password as logging into a campus computer), review student request, make comments, and choose to approve or deny the request. Approval will move the withdrawal to the next step in the process. Advisors have eight business hours to act on the request.

Course Registration Errors and how to ask for permission

(student view):

- 1) Login to UCanWeb. Go to Student Menu, then Registration, then Add or Drop Classes.
- 2) You must attempt to add the course and then get the Registration Add Error message (see how to [look up Classes here](#))
- 3) When you are registering for classes and you get a registration error, you can request instructor permission right from the Add or Drop classes page
- 4) After you receive an error, click on the link that says "Online Request for an Override".

Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

NOTE: If an Error message comes up when you try to enroll in a course, you may submit an [Online Request for Override](#).


Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Enrolled on Nov 13, 2018	None	20109	BIOL	218	L01	Undergraduate	0.000	Normal Grading Mode	HUMAN ANATOMY & PHYSIO
Web Enrolled on Nov 13, 2018	None	20236	BIOL	218	002	Undergraduate	4.000	Normal Grading Mode	HUMAN ANATOMY & PHYSIO

- 5) This page should show the course or courses that you had an error for. Add your contact information and the rationale for why you should be allowed into the course. Be courteous, clear on why an exception should be made in your case, and any other details that might be relevant.

Request to Enroll in a Class

Spring 2018
Jan 16, 2019 10:30 am

 **NOTE:** The only courses displayed in this list are those with registration errors.

*** Required**

Registration Semester: Spring 2018

Click to Select	CRN	Course Description	Credit Hours	Message
<input type="radio"/>	20273	SOCI-101-INTRO TO SOCIOLOGY	3	Class full. See your Dean to be added to waitlist.

Area Code : Phone Number :

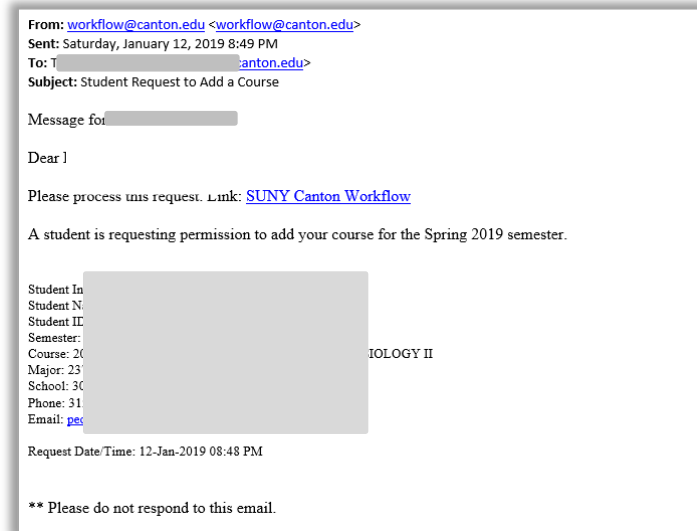
*** Student Comments (Please indicate reason for request, up to 4000 characters) :**

Submit

- 6) As soon as you submit, a message will go to the instructor. The instructor can choose to allow you into the class or not. Either way, you should get a notification when the action happens.
- 7) If you are given permission to add the class, **YOU still have to go back into UCanWeb to sign up for it. Do not wait for someone to do this part for you.**
- 8) If you have errors for more than one course, than you will need to do this process for each course.

Granting permission for registration error (instructor view)

- 1) You will receive an email that the student has requested permission with the subject "Student Request to Add a Course"



- 2) Click on the link for [SUNY Canton Workflow](#) in the email. You can also get to it from the initial UCanWeb page (before you log in):



Once you log in, you will see the student's name, Banner ID#, major, GPA, current # of credit hours, the registration error, and the course the student is seeking permission to get into. All permissions are defaulted to no. Students may encounter more than one error, therefore it is strongly recommended that you click approve on any of the four errors that you are willing to grant permission for. Faculty also have the ability to comment; any comments will be emailed to the student and entered into the comment screen in Banner.

Our goal is to continue to discourage students from requesting faculty permission on the paper Course Change Notice form and to eliminate the back and forth email threads. Please encourage students who do so to by logging into UCanWeb -> Student Menu -> Add/Drop classes. If the student needs assistance submitting their request, please have them contact their Dean's Office, the Registrar's Office or the Advising Center.

How to Add or Withdraw from a course after the semester is in session (Student view)

- 1) Login to UCanWeb. Go to Student Menu -> Registration-> Course Change Request

Main Menu

Welcome, I UCanWeb Information System! Last web access on Jun 10, 2013 at 11:49 am

Student Menu
Find your Advisor, Register for classes, View your academic records and Financial Aid and Student Accounts

- Student Checklist (For New)
- On-Campus Housing
- Off-Campus Housing
- Personal Information
- User Guide (Faculty)
- Miscellaneous Student Requirements
- User Guide (Student)
- Return to Homepage

Registration
Check your registration status, class schedule and add or drop

- Student Records
- Financial Aid
- Residence Life
- Billing Menu

Registration

- Select Term
- Look-up Classes
- Add or Drop Classes
- Printer-Friendly Student Schedule
- Student Schedule
- Student Detail Schedule
- Course Change Request (4th Day and Beyond)
- Course Change Request Outcome (4th Day and Beyond)
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History
- Student Educational Goal
- Registration Compliance Results

- 2) To withdraw from a course, select the checkbox in the far-left column. To add a course, you will need to type in the CRN and the rest of the course details will fill in.
- 3) Click calculate if you need to verify how many credits you will have after the change is done. It is better to add/drop courses on the same "form" rather than submitted separate requests for each. When ready, click on the Submit Request button at the bottom.

INSTRUCTIONS: Beginning Day 4 of classes, all permissions are required for schedule changes and a fee of \$20 per request form will be incurred. This form may be utilized for course withdrawals prior to the last ten days of the semester.

DEGREE STUDENTS: If you wish to withdraw from all of your courses, please go to [Request to Withdraw This Semester](#).

Please note that course changes can affect your financial aid. If you have questions, check with the One Hop Shop.

Area Code : Phone Number :

COURSES DROPPED

Check Box to Drop	CRN	Course Description	Comments
<input type="checkbox"/>	20269	POLS-101-0W1-INTRO TO POLITICAL SCIENCE-Lecture-3	
<input type="checkbox"/>	20435	HUSV-201-0W1-INTRO TO HUMAN SERVICES-Lecture-3	
<input type="checkbox"/>	20446	ENGL-301-0W2-PROFESSIONAL WRITING - WI-Lecture-3	
<input type="checkbox"/>	20622	SSCI-271-001-CONTEMPORARY GLOBAL ISSUES-Lecture-3	
<input type="checkbox"/>	20696	LEST-340-0W1-CONSTITUTIONAL LAW-Lecture-3	

COURSES ADDED

Enter CRNs	Course Description	Comments
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

Credit Hours You Currently Have: 15
Plus Courses Added in this Request: 0
Less Courses Dropped in this Request: 0

Calculated Net Credit Hours (CLICK REPRERECALCULATE BUTTON BELOW TO GET ESTIMATE): 15

REFRESH/RECALCULATE

I understand that full-time students are not permitted to drop courses below a 12 credit hour load unless exceptional circumstances exist. I further understand that students are not permitted to exceed the maximum number of credit hours. In such cases, I understand that permission of the Academic Advisor is required.

Submit Request

Retrieve Course Info : a. Click here to view the course information attached to the CRN.
b. Clicking this button will also tally your credit hours above automatically for you.
c. Use this button as a "second look" to ensure you have entered the correct CRN for your desired course.

Submit Request : Click here to submit your request(s)

- 4) Once you submit, you need to track the status, there is no guarantee that you get what you requested. Keep an eye on your email AND use the “Course Change Request Outcome” to track the status.

Registration

Select Term

Look-up Classes

Add or Drop Classes

Printer-Friendly Student Schedule

Student Schedule

Student Detail Schedule

Course Change Request (4th Day and Beyond)

- **MAKING REVISIONS TO YOUR EXISTING SCHEDULE:** You now need permission from all Instructors and your Academic Advisor; a \$20 fee per request will now be imposed.
- **LATE REGISTRATION:** If you are attempting to Late Register (i.e., your bill has NOT yet been processed) and are attempting to build your schedule, you now need permission from your Academic Advisor; a \$20 fee per request will now be imposed.

Course Change Request Outcome (4th Day and Beyond)

[Click here to view status of/act on your course change requests](#)

Registration Status

Update Student Term Data

Active Registration

Registration History

Student Educational Goal

Enter Educational Goal for Term

Registration Compliance Results

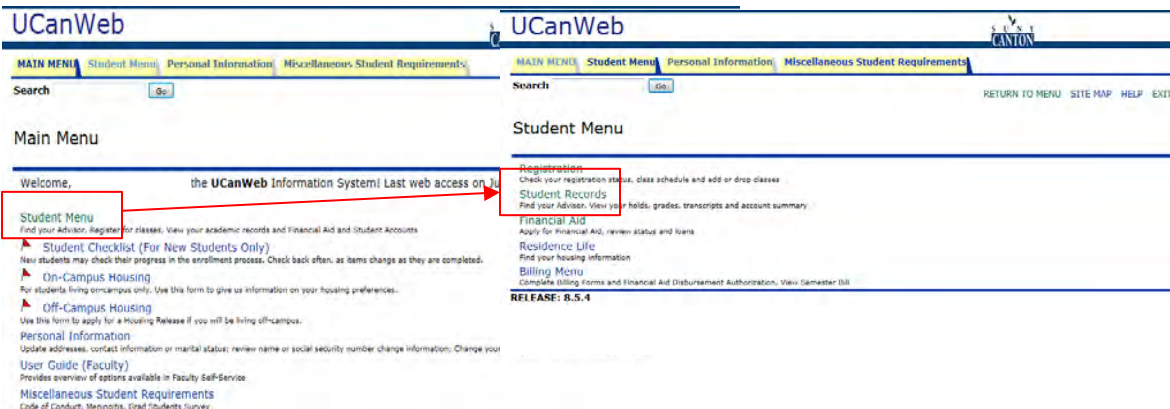
Registration Information for Part-Time Non-Degree Students

How to Apply to Graduate (for Students)

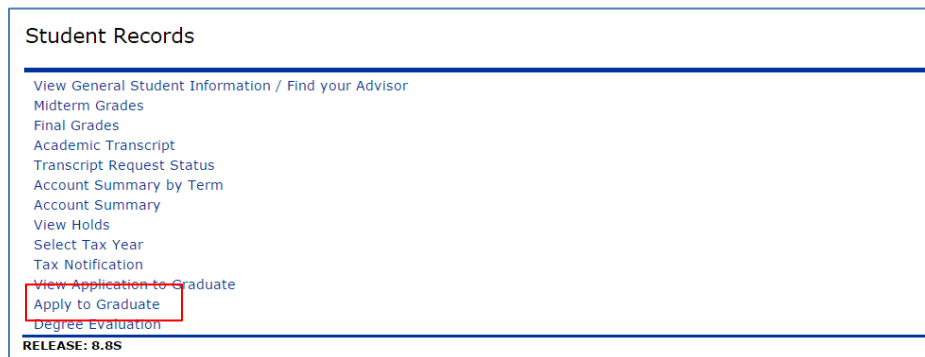
Students need to Apply to Graduate during their final semester. The deadline is typically November 1st for Fall graduates and March 15th for Spring graduates. Every student that intends to participate in the commencement ceremony in May MUST go through this process. More details on graduation here:

<http://www.canton.edu/commencement/>

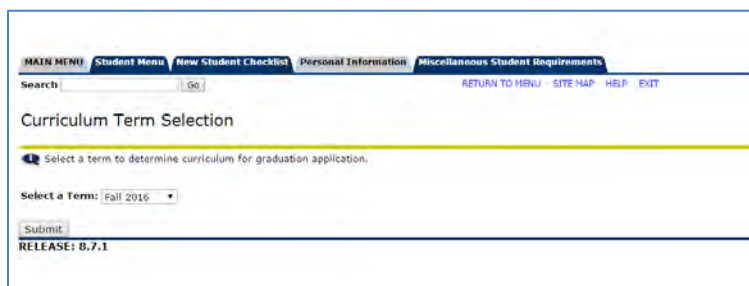
- 1) Log in to [UCanWeb](#)
- 2) From your Main Menu, choose Student Menu then Student Records



- 3) On the Student Records page, choose “Apply to Graduate”:



- 4) Follow instructions as prompted.



How do Change major:

[MAIN
MENU](#)[Student
Menu](#)[New
Student
Checklist](#)[Personal
Information](#)[Faculty &
Advisors](#)[Miscellaneous
Student
Requirements](#)**Search**[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Miscellaneous Student Requirements

[Graduating Students Survey](#)[Change of Major Request for Selective Programs \(Nursing, Vet Tech/Science and Physical Therapist\)](#)[Change of Major Request \(Programs other than Selective\)](#)[Apply for Readmission to the College](#)[Elect a FERPA Designee \(Proxy\) to Share My UCanWeb](#)[Leave of Absence Request](#)[Student Patient Portal \(Medical-related Services\)](#)**RELEASE: 8.9.1.3.E**

Add SOT

- Students can get error message when they first sign up for classes
- Courses that apply only to the minor will come back with an error
- As long as the student hits 12 cr that apply to major and GER's, other courses can be listed as Not Eligible without impacting aid eligibility

Faculty & Advisors Menu

[Term Selection](#)
[CRN Selection](#)
[Raise a Flag in RooSuccess \(formerly MTS\)](#)
[Engaged/Not Engaged Progress Survey](#)
[Faculty Schedule \(Week at a Glance\)](#)
[Faculty Detail Schedule](#)
[Office Hours](#)
[Summary Class List](#)
[Detail Class List](#)
[Summary Wait List](#)
[Detail Wait List](#)
[Midterm Grades](#)
[Final Grades](#)
[Advisor Menu](#)
[Student Information Menu](#)
[Add or Drop Classes](#)
[Look Up Classes](#)
[Assignment History](#)
[Syllabus Information](#)
[Course Catalog](#)
[Class Schedule](#)
[Active Assignments](#)
[Registration Overrides](#)
[Electronic Gradebook by Component](#)
[Registration Compliance Results](#)
[Student Course Comments](#)

RELEASE: 8.9.1.3.E

Fall 2021 Compliance Results as of Apr 19, 2021 02:59 pm

Status	CRN	Subj	Crse	Sec	Cred	State Aid	Fed Aid	In Program	Repeat	Fed Violation	Audit ID	Degree Level
Web Enrolled	11581	LEST	340	0W1	3.000	Not Eligible	Not Eligible	Doesn't Count	No	No	WA0017LV E3	01
Web Enrolled	11767	JUST	425	UW1	3.000	Yes	Yes	Yes	No	No	WA0017LV E3	01
Web Enrolled	11870	JUST	310	1W1	3.000	Yes	Yes	Yes	No	No	WA0017LV E3	01
Web Enrolled	11978	JUST	349	2F1	3.000	Not Eligible	Not Eligible	Doesn't Count	No	No	WA0017LV E3	01
Web Enrolled	11980	JUST	402	UW1	3.000	Yes	Yes	Yes	No	No	WA0017LV E3	01

Total Credit Hours: 15.000
State Aid Eligible Hours* : 9.000
Federal Aid Eligible Hours* : 9.000
Billing Hours: 15.000

Registration Compliance Results

Below is a list of your courses for the term. If a course is not eligible for financial aid, then click the Not Eligible link to get additional information. If a course is repeated and is not eligible for financial aid, then click Repeat to get additional information. The total number of hours that are eligible for financial aid and the

Information for [Taenika M. Sands](#)

Fall 2021 Compliance Results as of Apr 19, 2021 04:43 pm

Status	CRN	Subj	Crse	Sec	Cred	State Aid	Fed Aid	In Program	Repeat	Fed Violation	Audit ID	Degree Level
Web Enrolled	11091	MATH	121	0W1	4.000	Yes	Yes	Yes	No	No	WA0017PI E3	01
Web Enrolled	11121	ECON	103	0W1	3.000	Yes	Yes	Yes	No	No	WA0017PI E3	01
Web Enrolled	11603	PSYC	101	0W2	3.000	Yes	Yes	Yes	No	No	WA0017PI E3	01
Web Enrolled	11903	HSMB	307	0W2	3.000	Yes	Yes	Yes	No	No	WA0017PI E3	01

Total Credit Hours: 13.000
State Aid Eligible Hours* : 13.000
Federal Aid Eligible Hours* : 13.000
Billing Hours: 13.000
Program Hours: 13.000
Date: Apr 21, 2021 03:05 pm

*Note: Aid Eligible Hours do not necessarily imply certification for State or Federal Aid.

[Add or Drop Classes](#)

WEB FOR PROXY

For Advisors:

1. Use the Advisee listing to find the Proxy Authorization. When you click on View, it will come up blank for most students. This means that they have not set up authorization for anyone else to have access to their records. Check the Holds for access to information about the paper FERPA waiver.

Advisee Listing

80377777 Advisor Extraordinaire
Fall 2017

IMPORTANT NOTE: The Registration Code shown here is the Registration Code for the semester that your advisee is prescheduling for. Please look at the upper right corner of this page to see what prescheduling semester you are currently pointing at. To switch to another semester, click on the *Select Another Term* link at the bottom of this page.

ATTENTION: If you wish to send an email to your students from this page, please make sure to open your Microsoft Outlook email first to ensure that your message will get sent.

Advisee Listing

Student Name	ID	Advisor Type	Registration Code	Student Information	Holds	Test Scores	Transcript	Degree Evaluation	Proxy Authorization
Student, A	804411111	Temporary Advisor	568974	View	View	View	View	View	View

[Email your advisees](#)

2. If the student HAS set up proxy access to their records, this is what you will see when you click on "View" under Proxy Authorization. This will list exactly who has been identified as a proxy that you can talk to, what the student has given them access to and what the code word is that is needed to confirm the proxy's identity.

Proxy Authorizations for Advisee

Advisee Name: Student, D
Advisee ID: 804411111

Proxy Name: Parent 1	Relationship: Parent or Legal Guardian	PassPhrase: Snuggles
Email Address: Email address @ gmail		Proxy Status: Active - OK to talk to this Proxy
Proxy Description: Mother		PIN Status: Enabled-Proxy should be able to Login
Authorization Profile: <ul style="list-style-type: none">• Student Address - Authorized• Academic Transcript - Authorized• Student Schedule - Authorized		
Proxy Name: Parent 1	Relationship: Parent or Legal Guardian	PassPhrase: Snuggles
Email Address: Email address @ gmail		Proxy Status: Active - OK to talk to this Proxy
Proxy Description: Father		PIN Status: Disabled-Proxy Should have Received Email to do First-Time Login
Authorization Profile: <ul style="list-style-type: none">• Student Address - Authorized• Student Schedule - Authorized• Academic Transcript - Authorized		

[[Student Schedule](#) | [Student Transcript](#) | [Student Address](#) | [Advisee Listing](#)]

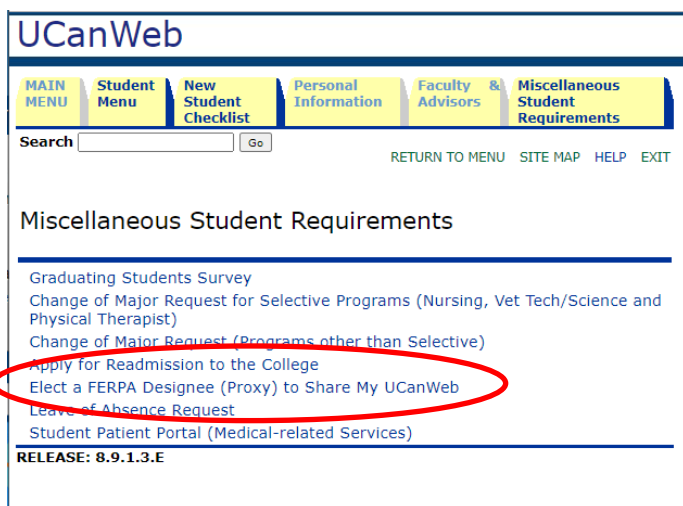
RELEASE: 8.0

HOW THE STUDENT SETS UP SOMEONE ELSE TO VIEW THEIR RECORDS

Share access to your records on UCanWeb

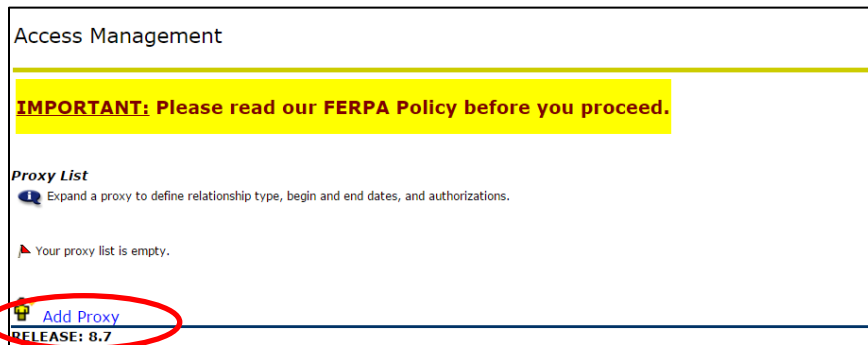
The student must log in to UCanWeb and set this up for anyone that they wish to provide access to.

1. Log into UCanWeb. Get there from the SUNY Canton homepage (www.canton.edu) or go to URL banweb.canton.edu
2. Go to the tab that says “Miscellaneous Student Requirements” and then then on **Share Access to My UCanWeb**.

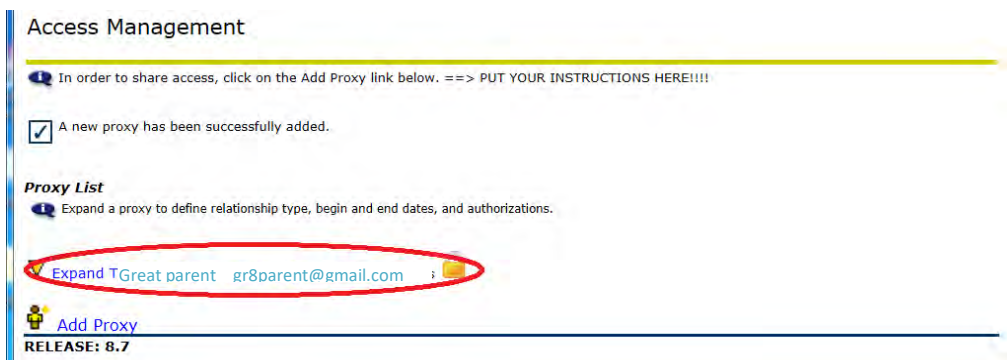


3. From the Share Access to My UCanWeb menu page, click on **Access Management**.
4. On the **Access Management** page, there is a link to the FERPA guidelines (<http://www.canton.edu/registrar/ferpa.html>). SUNY Canton CANNOT release student

information to ANYONE without the student's consent. Please review before clicking on the **Add Proxy** link at the bottom of the page. Setting up this proxy is considered your consent.



5. The next screen will prompt you for the First name, Last Name, and Email Address (enter twice) of the person you want to add as a proxy.
6. Click on **Add Proxy** button at bottom of page.
7. You should be directed back to the **Access Management** page that now lists a name under the Proxy List (see screen shot, circled in red). Click on this link.



8. On the next screen select a relationship (required), description (optional) and a passphrase (required). The passphrase is used if the proxy ever calls the campus for more information. You can leave the start and stop dates as the default or you can select new dates.
9. You must click on **"Email Passphrase"** to complete this step.

☒ The first step in adding a proxy has been completed. Expand the proxy to continue the setup.

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

[Collapse](#) [Bob Smith](#) [advising@canton.edu](#)

[Profile](#) [Great parent](#)

Proxy Profile

INSTRUCTIONS (Please read carefully):

1. Please specify the proxy's relationship to the student using the drop down box. This is REQUIRED.
2. On the Description box, you can add a personal note about the proxy's relationship to the student, i.e., Father, Mother, Football Coach, etc. This is optional and can be left blank.
3. Enter the passphrase that your proxy will need to know in order for SUNY Canton staff to recognize this person as an authorized proxy. This is REQUIRED.
4. The start and end dates are defaulted to certain values but you can change these as necessary.
5. Email the Passphrase to your proxy by clicking on the E-mail Passphrase link below. This is REQUIRED.
6. Click on the Authorization tab to get to the next screen and follow the instructions displayed. This is REQUIRED.

Reset PIN link:

- Use the Reset PIN link show below if your proxy has forgotten his/her PIN and it needs to be reset.

Terminating a Proxy Access:

- If you no longer wish to allow this proxy to access your UCanWeb information, put in today's date on the Stop Date box.

* - Indicates a required field.

Relationship*

Academic Advisor

Description

Passphrase

Start Date (MM/DD/YYYY) 06/13/2017

Stop Date (MM/DD/YYYY) 08/02/2099

[E-mail Passphrase](#) [Reset PIN](#)

Your proxy has not verified their email address.

The proxy PIN is disabled.

10. Click on the **Authorization** tab. Click on the options that you want the proxy to have access to. The choices here are entirely up to you and can be changed at any time.

☒ The first step in adding a proxy has been completed. Expand the proxy to continue the setup.

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

[Collapse](#) [Great parent](#) [er8parent@gmail.com](#)

[Profile](#) [Authorization](#)

Page Authorization

INSTRUCTIONS:

1. From the list of UCanWeb screens shown below, please click on all of the screens you want your proxy to have access to. If you wish to grant your proxy access to all the screens, just click on the checkbox labeled "Parent Access Module Check".
2. You have now completed setting up one proxy. You may exit UCanWeb by clicking on the exit link at the top right corner. Your proxy will receive an email with instructions on how to set up their UCanWeb proxy account.

☐ Proxy Access for Advisors Check to Select or Deselect ALL items below.

- ☐ Student Address
- ☒ Student Schedule
- ☐ Academic Transcript
- ☐ View Bill
- ☒ Overall Status
- ☐ Award History
- ☒ Eligibility Requirements
- ☒ Student Checklist

11. Student is done. Click on Exit link on top right corner to exit UCanWeb.

For the Proxy:

3. Two emails have been sent from proxy_admin@canton.edu. You should open the email with subject **"Alternate User/Proxy (SUNY Canton Proxy Access)"**. This email will contain a link and an **"Action Password"**. Click on the link to find the following page.

https://canapp010.itec.suny.edu

File Edit View Favorites Tools Help

Page Safety Tools

SUNY CANTON

HELP EXIT

After initially logging in to the Alternate User/Proxy portal with the action password, you will be asked to create a new password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date. Once you have been designated as an alternate, you will receive a second email notifying you of the pages you have access to.

* - Indicates a required field.

Action Password* Submit

RELEASE: 8.7

The second email contains the Passphrase that will be needed for phone conversations.

4. Type in the temporary action password shown on your email and click Submit.
5. Follow on screen instructions. For Old PIN, input **the temporary action password**. For New PIN and Validate PIN, input your new PIN twice. Click Save.
6. You will now see screen below. There really is nothing you need to do on this screen unless you want to change your email address OR you want to change your PIN as a proxy.

HELP EXIT

Authorized UCanWeb User

☒ You will see a tab for each Banner Web user who has authorized pages for you to access. Select a named tab to enter PROXY MODE. You will then see a list of links for pages authorized by that user.

While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode.

When you activate a link, the focus will change to another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user.

☒ Your new PIN has been successfully saved.

Profile Great student

Proxy Profile

☒ Please keep your Banner Web proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field

First Name *

Last Name *

E Mail Address *

Save

6. Click on the tab showing the name of your student. You will see a screen that looks like this. This screen displays what you have access to. Click on text in the list to see that information

HELP EXIT

Authorized UCanWeb User

☒ Changes have been saved.

Profile Great student

Proxy Authorizations

☒ The following Banner Web page links have been specifically authorized for your use.

We appreciate your effort to be a good parent.

Parent Access Module for WeGreat student

- Student Address
- Overall Status
- Student Checklist

RELEASE: 0.7

7. To exit, click on Profile and then on Exit.
8. On subsequent uses, you can access Web for Proxy directly from the UCanWeb sign in page:



Other circumstances:

- If the proxy is locked out or forgets the PIN, the **STUDENT** must reset it. The Registrar's office and Help Desk do not have access to this function.
- The **STUDENT** can modify proxy access at any time, using "**Share Access to my UCanWeb**" under **Miscellaneous Student Requirements** tab. The student can change the screens that the proxy has access to OR remove access by setting the stop date to today.

Dear Students:

Any changes you wish to make to your schedule going forward (be it adding courses or withdrawing from them), will require all permissions (Dean, Advisor, and Instructor(s)). Below you will find instructions on how to do so through your UCan Web account.

Notes:

- **There is a \$20 processing fee on each request you submit. This fee will automatically be added to your bill.**
- Please make sure you are carefully reading all of the emails you receive related to your requests.
- Please be paying attention to all campus deadlines.

Instructions:

- Log into UCan Web with your username and password
- Go to the Student Menu tab
- Select Registration
- Click on Course Change Request (4th Day and Beyond) (see screenshot below)

SUNY Canton Help Desk | Todo | X Registration X +

banweb.canton.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_RegMnu

Search Go

RETURN TO MENU S

Registration

- Select Term
- Look-up Classes
- Add or Drop Classes
- Printer-Friendly Student Schedule
- Student Schedule
- Student Detail Schedule
- Course Change Request (4th Day and Beyond)
 - **MAKING REVISIONS TO YOUR EXISTING SCHEDULE:** You now need permission from all Instructors and your Academic Advisor; a \$20 fee per request.
 - **LATE REGISTERING:** If you are attempting to Late Register (i.e., your bill has NOT yet been processed) and are attempting to build your schedule, you must get permission from your Academic Dean, all Instructors and your Academic Advisor; a \$20 fee per request will now be imposed.
- Course Change Request Outcome (4th Day and Beyond)
 - Click here to view status of/act on your course change requests
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History
- Student Educational Goal
 - Enter Educational Goal for Term
- Registration Compliance Results
- Registration Information for Part-Time Non-Degree Students
- Request to Withdraw This Semester
 - IMPORTANT: Please do not use this request form UNTIL THE FIRST DAY OF CLASS. Email registrar@canton.edu if you are not attending prior to the first day of class.
- Registration Fee Assessment

RELEASE: 8.9.S.1

Course Change Request Form (see screenshot below)

- Enter your area code and phone number (optional)
- Click boxes in the 'Courses Dropped' section to select any courses you wish to remove from your schedule
- Enter CRN #(s) in the 'Courses Added' box to request permission into courses
- Add any comments in the comment box (optional)
- You may click 'Refresh/Calculate' if you wish to update your estimated credit hours (optional)
- Click 'Submit Request'

Course Change Request Form

INSTRUCTIONS: Beginning Day 4 of classes, all permissions are required for schedule changes and a fee of \$20 per request form will be incurred for withdrawals **prior to the last ten days of the semester.**

DEGREE STUDENTS: If you wish to withdraw from all of your courses, please go to [Request to Withdraw This Semester](#).

Area Code : Phone Number :

COURSES DROPPED

Check Box to Drop	CRN	Course Description	Comments
<input type="checkbox"/>	20008	VSCT-114-001-ANIMAL ANATOMY & PHYSIOLOGY-Lecture--3	<input type="text"/>
<input type="checkbox"/>	20012	VSCT-112-001-VET CLINICAL PATHOLOGY I-Lecture--3	<input type="text"/>
<input type="checkbox"/>	20150	VSCT-115-001-VET NURSING SKILLS II-Lecture--2	<input type="text"/>
<input type="checkbox"/>	20256	HIST-305-001-HISTORY OF THE VIETNAM WAR-Lecture--3	<input type="text"/>
<input type="checkbox"/>	20276	VSCT-112-L03-VET CLINICAL PATHOLOGY I-Lab--0	<input type="text"/>
<input type="checkbox"/>	20537	VSCT-115-L04-VET NURSING SKILLS II-Lab--0	<input type="text"/>
<input type="checkbox"/>	20552	ENGL-109-001-APPROACHES TO LITERATURE-Lecture--3	<input type="text"/>

COURSES ADDED

Enter CRNs	Course Description	Comments
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

Credit Hours You Currently Have	14
Plus Courses Added in this Request	0
Less Courses Dropped in this Request	0

Calculated Net Credit Hours (CLICK REFRESH/RECALCULATE BUTTON BELOW TO GET ESTIMATE) 14

REFRESH/RECALCULATE

I understand that full-time students are not permitted to drop courses below a 12 credit hour load unless exceptional circumstances exists. I further understand that I am not permitted to exceed the maximum number of credit hours. **In such cases, I understand that permission of the Academic Dean is required.**

Submit Request

Retrieve Course Info : a. Click here to view the course information attached to the CRN.
 b. Clicking this button will also tally your credit hours above automatically for you.
 c. Use this button as a 2nd look? to ensure you have entered the correct CRN for your desired course.

Submit Request : Click here to submit your request(s)

- Once each approver acts on your request, you will receive an email via your SUNY Canton email. Please read the emails carefully.
- If you receive approvals, you must click on the 'Course Change Request Outcome (4th Day and Beyond) (see the first screenshot at the beginning of this email for location of this link)
- **IT IS YOUR RESPONSIBILITY TO COMPLETE THE PROCESS! If you do not act on your approvals, your schedule will not be adjusted. (see Course Change Request Outcome Worksheet screenshot below)**

MAIN MENU Student Menu New Student Checklist Personal Information Miscellaneous Student Requirements

Search Go

SITE MAP HELP EXIT

Course Change Request Outcome Worksheet

Spring 2018
Feb 28, 2019 10:56 am

If you have requested more than one section of the same course (ex., ENGL 101-001 & ENGL 101-002), please be aware that you may ONLY add one. Enrolling in more than one section of the same course is not permitted.

* You may only act on courses that have a checkmark in the "Click to Select" column. This means that you have all permissions required to act on that request.

IMPORTANT: Please act on any schedule changes you have been granted permission for ASAP! This request number will only remain open for 48 hours of submitting it. After that it will close and you will no longer be able to act on any permissions you have received. Failure to meet the 48 hour deadline will result in you needing to submit a new request and incurring another \$20 fee. If a faculty member, advisor, or Dean does not respond within the 48 hour window, you will be required to re-submit your request.

Request Number: 10556-OPEN

Advisor:

College: 30-Science, Health & Crim Justice

Dean Approval Status: Dean has Approved this Request

* Click to Select	CRN	Course Description	Original Requested Action	Allowable Action	Error (if applicable)	Advisor Approval	Instructor Approval
<input type="checkbox"/>	20007	MATH-141-001-STATISTICS-Lecture-3	Drop	None	N/A	N/A-Already Dropped	N/A-Already Dropped

**** Submit Selected Changes** ***** Return to Request List**

If you have login issues, please contact the Help Desk at helpdesk@canton.edu or 315-386-7448

If you have UCan Web issues, please contact the Registrar's Office at registrar@canton.edu or 315-386-7616

Thank you and have a wonderful, successful semester!

~ Provost's Office

