

Fall 2024 Advising/Registration Instructions for Advisors




The class schedules for Summer and Fall 2024 are now available in UCanWeb.

- **Advise:** The advising period is scheduled to start on April 1st, however, the schedule is available now so you can start anytime. **Continuing students can start signing up for classes on April 15th, 2024.** [See the detailed registration schedule on our website.](#)
 - All students must obtain a registration code from their advisor in order to sign up for courses. This is one of the only times that the student is **required** to consult their advisor. The advising session is more than simply recommending the courses to take next, conversations can involve a discussion of your students' career goals; current courses; timeline to completion; and whether to consider an internship, a minor, or study abroad.
- **Finding the Registration Code:** Use **"UCanWeb 9 - Advisee Listing"** in the Advisors menu in [UCanWeb](#).
 - In that menu, you can choose the term the student is scheduling for (Summer or Fall)
 - Click **View my Advisee Listing**. The list of Registration Codes should be available to you in the list.

Advising • Advisee Search • Advisee Listing

Advisee Listing

Summer 2023

Name and ID	Program	Primary Major	Academic Stan	Registration Code	Student Type	Advisor Holds	Primary Adv...	Advisor Type	Campus	St...
		Undeclared Major	Good Standing	278301	Transfer			Temporary Advisor	Online Courses	Un
	Management	Management	Good Standing	516184	Continuing			Temporary Advisor	Main Campus-Cor...	Un
		Non-Degree	Good Standing	966768	Transfer		✓	Academic Advisor	Online Courses	Un

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You can also click on the student name to open their profile and see more details:

- Use the **Registration Notices drop-down menu** on the right side to find the "Registration Pin Assigned" or Registration code.
- The exact date that the student can start scheduling is also found here under Time Tickets.

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Advising • Advisee Search • Advisee Listing • Student Profile

Student Profile - [Name] CONFIDENTIAL

Term: Winter 2022 | Standing: Good Standing, as of Spring 2022 | Overall Hours: 24 | Overall GPA: 2.68

Bio Information

Email: [Redacted]
Phone: [Redacted]
Gender: [Redacted]
Date of Birth: [Redacted]
Ethnicity: [Redacted]
Race: [Redacted]
Citizenship: [Redacted]
Emergency Contact: [Redacted]
Emergency Phone: [Redacted]

General Information

Level: [Redacted]
Class: [Redacted]
Status: [Redacted]
Student Type: [Redacted]
Residency: [Redacted]
Campus: [Redacted]
First Term Attended: [Redacted]
Matriculated Term: [Redacted]
Last Term Attended: [Redacted]
Leave of Absence: [Redacted]

Graduation Information

Graduation Applications: [Redacted]

Advisors

Primary / Academic Advisor: [Redacted]
EQP Advisor: [Redacted]

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree: [Redacted] Study Path: [Redacted] Level: [Redacted] Program: [Redacted] College: [Redacted] Major: [Redacted] Department: [Redacted] Concentration: [Redacted] Minor: [Redacted] Concentration: [Redacted] Admit Type: [Redacted] Admit Term: [Redacted] Catalog Term: [Redacted]		

REGISTERED COURSES

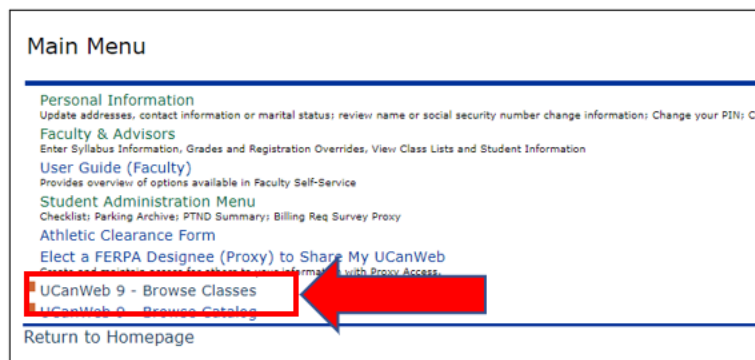
Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

Registration Notices 5 Holds: 0

- ✓ **Overall Academic Standing**
Good Standing
Permits Registration
- ✓ **Student Status**
Active student
Permits Registration
- ✓ **Enrollment Status**
Permits Registration
- Registration PIN Assigned**
Student PIN: 120169
- Time Tickets**
From: 11/07/2022 8:00 AM
To: 12/22/2022 4:00 PM

- **Browse Classes** to see the full list of course offerings for Summer and Fall by using the Browse Classes page instead of logging into [UCanWeb](#) OR on the Main Menu of [UCanWeb](#)



- **Registration schedule for Fall 2024:** Registration is open from April 15 at 7:30 am until the classes start. Continuing students should be in at least one course by May 10 or have to pay a \$50 late fee to schedule classes. [The schedule of priority registration is available on our website.](#)
- **General Education Requirements** The requirements specific to the student's catalog year should be reflected in DegreeWorks. Students have the right to finish out the set of requirements in place when they entered the major (students who stop out, change majors or transfer will have to be reviewed for exceptions), and we should strive to hold students harmless in this transition.
Gen Ed's for students [admitted prior to Fall 2023](#)
Gen Ed's for students [starting with Fall 2023](#)
- **Supply the Registration code to the student using the Registration Form note type in RooSuccess and sending a copy to the student.** RooSuccess is preferable to DegreeWorks or old fashioned email since it creates a record that others can reference and reinforce your advice.
- Verify that your advisees understand that discussing courses with you is only the first step; students are not enrolled in classes until **they** enter the course information on their UCanWeb account. [STUDENT instructions](#) for scheduling classes are available on [our How-To page](#).
- **Still with me? Here's a nugget you might not know.** All first-time students who are admitted directly to their major have a **degree completion PLAN assigned in DegreeWorks**. See the Plans tab from the student worksheet view to find student Plans. If your student does not have one, you can apply a template as needed to the student record.

Troubleshooting:

- If you are advising a student who is not on your advisor list, please contact the Registrar's Office at 315-386-7616, and we can look up that code for you.
- Students are welcome to contact either the Registrar's Office (registrar@canton.edu) or the Advising Center (advising@canton.edu) for assistance with scheduling in UCanWeb or course add errors.