CANTON
STATE UNIVERSITY OF NEW YORK

Fall 2024 Next Steps Checklist
Visit: www.canton.edu/enroll for digital version
Congratulations on your acceptance!

Step One:

☐ Log on to UCanWeb
- Visit https://www.canton.edu/ucanweb/ and then select "Enter Secure Area"
- You will then be prompted to enter your Canton email, located on your acceptance letter.
- For your password, please go under the FAQ's NetID and Password section at this link: https://www.canton.edu/it/help.html
- For assistance with authentication and one-time security question PIN, please use the UCanWeb EZ Instructions document located at www.canton.edu/enroll or call IT for support at 315-386-7448.
- Once logged in, click on the New Student Checklist tab. This tab is necessary to access all of your student information.

☐ Complete your 2024-2025 FAFSA
- All students should complete the FAFSA form. You can access this form by going to www.studentaid.gov.
- Use school code: 002855.

Step Two:

☐ Log into your Canton Email
- Your email was provided to you on your acceptance letter.
- Your login password for email is the same as UCanWeb (see step one).
- Setting up your email is important in regards to financial aid, scheduling, and scholarship consideration.

☐ Check Student Financial Aid Requirements
- Check Student Requirements to determine if additional documentation is needed for your financial aid package
- Review this through UCanWeb under Student Menu tab, then choose Financial Aid, Eligibility, Student Requirements and choose 24-25 award year. Unsatisfied requirements are at the top and you can click on the requirement for more information.

☐ Review Financial Aid Package
- Complete this step through UCanWeb under Student Menu tab and then choose Financial Aid, Award, Award by Aid Year, choose 24-25, then View the General Information tab.
- Accept or decline your financial aid which might include grants, scholarships, loans, and work-study. New students will also receive a financial aid package letter by mail.

☐ Submit Deposit(s) – *This is separate from your $50 application fee.*
- All students must submit an enrollment deposit before creating a class schedule. This shows commitment to the college and is essential to securing a seat in your academic program.
- If you are living on campus, you must also submit a housing deposit prior to completing the housing and meal surveys. This is essential to securing a room in one of our residence halls.
- Deposits may be sent by mail using the deposit reply card, or made online at www.canton.edu/enroll under the Pay Your Deposit button. Deposits may be made as a combo or separately.

Step Three:

☐ Complete the Housing, Meal Plan, and SUNY Canton ID card surveys
- Beginning in March, students living on campus must complete the on-campus housing survey found in UCanWeb under the New Student Checklist tab. Students living off-campus or online must complete the off-campus housing form/waiver found under the New Student Checklist tab.
- Beginning in mid-March, after you have completed the housing survey, complete the "Meal Plan Survey" located under the Student Menu tab of UCanWeb to select your meal plan, or to opt-out for students who will not be living on campus. To view the plan options, please visit https://www.canton.edu/ca/dining/meal_plans.html If you need to request a meal plan change or have any questions, please email mealplans@canton.edu
- Beginning June 1, after you have paid or waived your enrollment deposit, all First-Time Freshman, Transfer, and Readmitted students will need to complete an ID card survey on UCanWeb. This survey provides us with general information and lets us know if you would like a SUNY Canton ID card. After survey completion, you'll need to upload a photo on the mobile app called GET Mobile: All cards are mailed beginning mid-July. Please direct questions to id@canton.edu

- ☐ ACCUPLACER Placement Exam - THIS STEP IS NOT REQUIRED OF ALL STUDENTS.
  - ▪ Students who have ACCUPLACER listed in their <u>New Student Checklist Tab</u> are REQUIRED to take a placement exam. Complete the [SUNY Canton Accuplacer Request Form](). Once received, instructions will be sent to your SUNY Canton email on how to complete the Accuplacer.
  - ▪ The Accuplacer Placement Test must be completed before your advising appointment to ensure you receive a correct schedule.
  - ▪ If you have any questions or experience difficulties, contact the Advising Center at (315) 379-3954 or at [advising@canton.edu]().

Step Four:

- ☐ Sign up for Orientation
  - ▪ Orientation is mandatory for every student. It will be **August 20-21**. Please refer to [www.canton.edu/orientation/]() to register.

- ☐ Create your Schedule
  - ▪ First-Time Freshman can go to [www.canton.edu/advising_center]() to request an Advising Appointment beginning on **May 29, 2024**. Just click "schedule an appointment". Schedule creation begins **June 3, 2024**. If you have any questions, contact the Advising Center at (315) 379-3954 or at [advising@canton.edu]().
  - ▪ Transfer/Readmit students: After paying your deposit, please allow for up to 3 business days for the deposit to be processed, and then email your Dean's office for instructions on creating a schedule: [School of Business & Liberal Arts]() - [SBLA@canton.edu](), [Canino School of Engineering]() - [CSOET@canton.edu](), [School of Health Science & Criminal Justice]() - [SHCJ@canton.edu](). For a complete list of majors by school, please visit [www.canton.edu/enroll]() and click on the school name.

- ☐ Complete Health Forms
  - ▪ The mandatory Student Health History, Immunization and Physical Exam Form needs to be completed before August 1. Additional health forms may be required for selective health programs and athletes. These can be found under the "[Forms]()" section of [www.canton.edu/enroll](). Students studying entirely online, who never plan to use our campus facilities, must complete a Fall 2024 Online Waiver found on the [student health portal]().

- ☐ Process College Bill
  - ▪ You can view your bill through the <u>New Student Checklist</u> tab under the "billing and payment" option. To satisfy a balance not covered by financial aid you can make a direct payment or set up a payment plan. You can also change your preferences related to parking, Roo Express, and health insurance.
  - ▪ To decline health insurance provided through the college, you must complete the waiver to remove the cost from your bill. You can locate the waiver under the <u>Student Menu</u> tab on UCanWeb, then Billing Menu, then Complete Online Health Insurance Wavier. You can contact the Student Accounts Office at 315-386-7616 for assistance.

- ☐ Submit Final Transcripts
  - ▪ First Time Freshmen students: your final high school transcript with graduation date needs to be submitted prior to the start of classes. Reminder: Be sure to submit official AP, IB, and/or college transcripts for any credits received in high school.
  - ▪ Transfer/Returning students: final official transcripts from all colleges previously attended must be submitted prior to the start of classes.

MAIL TO:
SUNY Canton Admissions, 34 Cornell Drive, Canton, NY 13617

EMAIL TO:
admissions@canton.edu

**First day of classes:
Thursday, August 22**