

# ONE HOP SHOP

A monthly newsletter brought to you by the SUNY Canton Student Service Center.

## Who's in the One Hop Shop?

- ⇒ Financial Aid
- ⇒ Meal Plans & ID Cards
- ⇒ Registrar
- ⇒ Student Accounts

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## Important Dates!

As we roll through September we'll find ourselves getting settled into the Fall 2015 semester and the last chance to make any last minute adjustments to schedules, financial aid, and bills.

- Sunday, August 30 • Last Day to Withdraw with 100% Reduction of Charges, 11:59 PM
- Sunday, September 6 • Last Day to Withdraw with 70% Reduction of Charges, 11:59 PM
- Friday, September 11 • Financial Aid Refunds Begin.
- Sunday, September 13 • Last Day to Withdraw with 50% Reduction of Charges, 11:59 PM
- Sunday, September 20 • Last Day to Withdraw with 30% Reduction of Charges  
(no reduction of charges after this date)
- Friday, September 25 • Homecoming & Family Weekend

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## Adding and Dropping Classes

You have until Monday, August 31<sup>st</sup> to add and drop courses without being charged a fee. Keep in mind that the amount of your bill and financial aid are dependent upon the number of credits you are enrolled in. Be sure to discuss the impact of any changes you are making to your schedule with the staff in the One Hop Shop.

**ADDING A CLASS:** After August 26<sup>th</sup> you will need special permission from the course instructor and your academic dean's office in order to add a course. The appropriate form with all required signatures must be submitted to the Registrar Office.

**DROPPING A CLASS:** After August 31<sup>st</sup> you will be charged a fee to drop courses. When dropping a course you may receive a reduction of charges for that course based on the date you withdraw from it. A partial reduction of charges can be done (see schedule above) until September 20<sup>th</sup>. After that date there will be no reduction of charges and you will have full liability. If you withdraw from all coursework, then a recalculation of all financial aid will be required. The appropriate form with all required signatures must be submitted to the Registrar Office.

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## Financial Aid Arrives & Refunds Begin

We will begin receiving financial aid funds on campus during the third week of classes. Be sure that you have satisfied all of your financial aid and billing requirements in order to avoid delays. We recommend you monitor your SUNY Canton email account on a weekly basis throughout the semester to keep up with any issues that arise on your student account.

One of the most common questions we receive each semester is "When will I receive my refund?" Refunds will begin to appear in student accounts on Friday, September 11 (pending any technical difficulties of course). The timing of your specific refund depends on the type and amount of financial aid you are receiving. Refunds from New York State aid typically do not begin until October. More information on the refund process can be found at [canton.edu/refund](http://canton.edu/refund). **Be sure to set up or update your account with HigherOne to avoid delays in receiving your refund!**

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## Workstudy Deadline!

September 18<sup>th</sup> is the deadline to complete your workstudy paperwork with your supervisor. Paperwork was mailed to students in August to their home address. You must provide your supervisor with the eligibility card and complete all payroll paperwork with the Human Resources Office in French Hall.

If you are still looking for a job, you can view all available positions at [Jobs for Roos](#). After the September 18<sup>th</sup> deadline your workstudy award will be cancelled if you have not found a job and we will begin to re-award those funds to students on the wait list.



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## Who can access your information? (The FERPA law.)

Now that classes have begun you are considered an officially enrolled student and covered under the Federal Education Rights and Privacy Act (FERPA) law to protect the privacy of your educational records. That means that from this point forward we cannot speak to anyone (including your parents) about your academic or financial records without your written permission, even if we did so prior to the start of classes. If you wish to authorize someone to speak to us on your behalf, please stop by to see the Registrar in the One Hop Shop and complete a [FERPA waiver form](#). Forms not completed at the One Hop Shop must be notarized.

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## Are you repeating a course?

If you are receiving a New York State TAP Grant and are repeating a course: Please make sure that you need a higher grade in the course to graduate in your current degree program. If a higher grade is not required, then New York State will not pay for it and cancel your grant. Repeated courses that were previously passed do not count as earned hours for the semester unless a specific grade is required for graduation. If you are even slightly unsure about a course you are repeating, please contact Anne Drake in the Registrar Office or see your Academic Advisor.

## Are you taking a class not required by your current degree program?

In order to receive financial aid to help pay for your courses, the course must be applicable toward the degree program you are in for the semester you are taking the course. Aid will only cover coursework applicable to the degree program as a general education requirement, a major requirement, or elective (whether restricted or free elective).

In addition to these requirements you should always be aware of the minimum number of credits and GPA requirement you must maintain in order to continue receiving financial aid each semester. A copy of the [Satisfactory Academic Progress Guidelines](#) chart is available in the One Hop Shop as well as on our webpage.

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**Welcome Back!** We're always looking to improve so please take the time to complete this [short online customer satisfaction survey](#) for the One Hop Shop based on your recent experience. [Click here](#) for more information on the One Hop Shop and to view previous issues of this newsletter.

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