

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

Temporary Change to Office Hours

During winter break the campus will have reduced operating hours. As a result the One Hop Shop will be open from 8:00 AM to 4:00 PM from Monday, December 21 through Friday, January 15. Regular office hours of 8:00 AM to 4:30 PM will resume on Monday, January 18.

Important Dates!

Time to finish up the fall semester and take a well deserved break!

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| Friday, December 4 | • Fall 2015 Classes End |
| Monday, December 7 | • Final Exam Week Begins |
| Friday, December 11 | • Final Exam Week Ends |
| | • Spring 2016 Registration Period Ends |
| Saturday, December 12 | • Residence Halls Close (NOON) |
| Monday, December 14 | • Final Grades Available for Students Online (2 PM) |
| Wednesday, December 16 | • Winterterm Classes Begin! |
| Monday, December 21 | • Spring 2016 semester billing deadline |
| Thursday, December 24 | • ONE HOP SHOP CLOSED |
| Friday, December 25 | • ONE HOP SHOP CLOSED |
| Thursday, December 31 | • ONE HOP SHOP CLOSED |
| Friday, January 1 | • ONE HOP SHOP CLOSED |

Last day to register for Spring 2016 without penalty

A late fee will be imposed after 4PM on Friday, December 11 for all returning students who did not register for Spring 2016 coursework. At that time your student account will be placed on hold and you will not be able to do anything until the late fee has been paid in full. Remember that you must go into UCanWeb and add classes to your schedule, your Academic Advisor should not be doing so for you. Students who already have a schedule will still be able to make changes to their schedule in UCanWeb.

Payroll Changes

Changes to the way paychecks and paystubs are distributed by the One Hop Shop went into effect in November for all types of payrolls. Be prepared to show a photo identification every time you come in to the office to pick up a paycheck. When a payday falls on a holiday paychecks will be produced and dated for the day before. When the payroll falls on a holiday we will make every effort to have them available by 3 PM the day before the paycheck is dated for faculty, staff, and students to pick up. More detailed payroll information can be found on the [Payroll webpage](#) including information on how to sign up for direct deposit.

Winterterm begins December 16th (Financial Aid & Billing Info)

Once you have scheduled your courses for the upcoming [Winterterm](#) and completed your required winterterm billing forms, the financial aid staff will review your account to evaluate financial aid academic progress, expected spring refund, and additional aid eligibility. You will be notified the results of that review by email. Be sure to complete all [required billing forms](#) for both spring and winter terms if using financial assistance to help cover your Winterterm bill. In addition to submitting all required forms you are required to pay any remaining balance due on your winter bill by 3PM on Wednesday, December 16th.

Spring Bills due December 21st

The Student Accounts staff has already started sending out [bills](#) for the upcoming Spring 2016 semester. Be sure to complete all of your required billing forms in your UCanWeb account by December 21st (including the medical insurance waiver if necessary). In addition to submitting the billing forms you are required to pay any remaining balance due.

Students will not receive a bill until they have scheduled their spring classes, be sure to do so by the last day of the semester to avoid the late registration hold and fee. The number of credits you are scheduled for impacts not only your billed charges but also the amount of financial aid you are eligible to receive. Please monitor your UCanWeb account and SUNY Canton email for important notices about your student account.

We will begin to drop courses for students who have NOT completed the required billing forms on Tuesday, December 22nd.

Roo Express & Meal Plan Reminders

Our website provides you with [basic information](#) on these accounts including locations where you can use your card, how to check your balance, how to freeze your card, and how to add money to your card. Adjustments to these accounts may be made online, by phone, or just make a quick stop into the One Hop Shop. Be sure to set up your Manage My ROO Card account to have all of these options available to you.



[Meal plans](#) forms are now available to make changes to your meal plan for the spring semester. Changes will be accepted until January 22, 2016 at 4:30 pm. Forms are available in the One Hop Shop and Chaney Dining Center.

Special Notice for Part Time Students

Additionally, any student who plans to attend part-time (less than 12 credits) during the Spring 2016 semester needs to notify the Student Service Center. Let us know the specific number of credit hours you plan to take each semester. We will double-check your aid eligibility (initial awards are based on full-time status) as well as the accuracy of your billed charges.

Satisfaction Survey: We hope your semester has been a good one. Please take the time to complete our [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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