

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

We are currently operating under reduced hours due to the winter break. Current office hours are 8:00 AM to 4:00 PM. Regular office hours of 8:00 AM to 4:30 PM will resume on Monday, January 18. We will have **special open office hours on Sunday, January 17th** from 12 NOON to 4:00 PM to assist students. Be sure to make use of this time if you need assistance so you can begin classes on Monday.

Important Dates!

Another semester is about to begin. Hopefully you've been enjoying your winter break.

Remember to always monitor your UCanWeb account and SUNY Canton email for important notices!

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| Friday, January 1 | • New Years Day – ONE HOP SHOP CLOSED |
| Thursday, January 14 | • New Resident Students Check Into Residence Halls (Noon-4pm) |
| Friday, January 15 | • New Student Orientation |
| Saturday, January 16 | • Winterterm Final Grades Available |
| Sunday, January 17 | • Returning Resident Students Check Into Residence Halls |
| | • Select offices OPEN on-campus. (12 NOON – 4 PM) |
| Monday, January 18 | • Spring 2016 Classes Begin |
| | • Martin Luther King, Jr. Day of Service |
| Wednesday, January 20 | • Last Day to Register without special permission (4 PM) |
| | • Last Day to Add/Drop courses without special permission (4 PM) |
| Friday, January 22 | • Last Day to request meal plan changes (4:30 PM) |
| Sunday, January 24 | • Last Day to Withdraw with 100% Reduction of Charges (11:59 PM) |
| Sunday, January 31 | • Last Day to Withdraw with 70% Reduction of Charges (11:59 PM) |

Time to think about next year!

Yes, it's already time to start thinking about your financial aid application for next year. Our recommended filing deadline to be considered for some limited campus based aid funds is March 1, 2016. Gather up your 2015 tax information and if you haven't filed we recommend you use your 2014 income to estimate your 2015 income on the 2016-2017 FAFSA application. You can begin to complete the 2016-2017 FAFSA application after January 1, 2016 by going to fafsa.gov. New York State residents will be given a link at the end of the FAFSA to complete their New York State application as well.



For those of you who have not accessed your federal student aid account since last year, you will find that the FSA PIN number you used is no longer being accepted. You now need to create an FSA ID. When attempting to sign in to any of the federal websites you will be directed to create an FSA ID username and password if you have not already done so. Don't worry it's very easy. Just be sure to write it down and keep the information in a safe place for future use.

Satisfactory Academic Progress

In late December students were notified of any issues caused by their academic performance during the Fall 2015 semester. Grade review occurs each semester and those who did poorly may have been put on Academic Probation, Financial Aid Warning, Loss of Financial Aid and/or College Suspension. Each case is reviewed individually.

The Satisfactory Academic Progress chart can be viewed for financial aid online at http://www.canton.edu/fin_aid/sap.html. Any concerns you have with Financial Aid Warning or Loss of Financial Aid should be addressed with the Student Service Center. Concerns about Academic Probation should be addressed with the Provost's Office.

Adding and Dropping Classes

You have until Monday, January 25th 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 January 20th 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 January 25th 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 February 15th. 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.

Spring Bills

At this point your spring bill should have been submitted along with any payment due by the December 21st deadline. If you did not complete all of the billing steps please do so immediately. We have already started dropping classes for students who did not complete the required billing forms. If your classes get dropped you will not be allowed to add them back to your schedule until you have resolved all billing issues.

To check on the status of your spring semester bill, login to your UCanWeb account and go under the STUDENT menu, then the BILLING menu. Select the VIEW ADJUSTED BILL option to see the status of your bill. A "PROCESSED" status indicates your bill has been completed and no further action is necessary at this time. Be sure to contact the Student Service Center with any questions you may have about the billing process.

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.

Satisfaction Survey: 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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