

ONE HOP SHOP

A monthly newsletter brought to you by the offices in SUNY Canton's One Hop Shop.

Who's in the One Hop Shop?

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

Summer Office Hours

Monday, 8:00 AM – 4:00 PM

Tuesday, 8:00 AM – 4:00 PM

Wednesday, 8:00 AM – 4:00 PM

Thursday, 9:00 AM – 4:00 PM

Friday, 8:00 AM – 4:00 PM

Saturday, CLOSED

Sunday, CLOSED

Important Dates!

Don't forget to take care of your items for fall enrollment.

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

- Tuesday, July 4 • HOLIDAY – Office Closed
- Wednesday, July 5 • Fall 2017 – Bills Issued
- Thursday, July 6 • Summer 2017: Session II Ends
- Sunday, July 9 • Office Open 12-4 PM, EOP Summer Program
- Tuesday, July 11 • Summer 2017: Financial Aid Disbursements Begin
- Wednesday, July 12 • New Student Orientation – Session 1
 - Insurance Reps Available, 10-2 PM on lower level of MCC
- Thursday, July 13 • Summer 2017: Session III Begins
- Friday, July 14 • Summer 2017: Session I, Last day to withdraw (11:59 PM)
- Sunday, July 16 • Office Open 12-4 PM, Jumpstart Program
- Monday, July 17 • New Student Orientation – Session 2
 - Insurance Reps Available, 10-2 PM on lower level of MCC
- Wednesday, July 19 • Summer 2017: Session III, Last day to drop with 100% Reduction of Charges (11:59 PM)
- Wednesday, July 26 • Summer 2017: Session III, Last day to drop with 25% Reduction of Charges (11:59 PM)
- Thursday, July 27 • Summer 2017: Session I Ends
 - Summer 2017: Session III – Full Liability begins
- Tuesday, August 1 • Fall 2017 – Billing Due Date

Billing Season Begins!

Bills are scheduled to be issued on July 5th for the upcoming Fall 2017 semester and will be due on August 1st. See the [full billing instructions](#) for complete details about charges and what is required in the billing process. You must complete your billing forms online through your UCanWeb account. Follow these steps to access your bill:

- Login to UCanWeb.
- Click on the Student Menu
- Click on the Billing Menu
- Click on Complete Enrollment Confirmation/Billing form; View Adjusted Bill.
 - Complete the Enrollment & Billing Confirmation
 - Complete the Financial Aid Disbursement Authorization

- Return to the menu and select View Adjusted Bill
 - Review your charges
 - Add a Roo Express account (optional)
 - Click Submit to send bill for processing
- Note the status of your bill. It will say PENDING until it has been reviewed and PROCESSED once the review is complete.
- Set up payment of any balance due (payment plan, online payment, or paper check).

Don't forget to complete your medical insurance waiver if you have current medical insurance coverage (see link on billing menu). Any balance due on your account must be paid by the due date to avoid a late fee and having your courses or room assignment dropped.

REMINDER: Be sure you have taken care of all outstanding financial aid and housing issues or they can delay the processing of your bill.

Payment Plans Available

There have been a couple of changes to the online payment plans through Tuition Pay for the upcoming academic year. Please pay attention to the enrollment dates as each plan is only available for a certain time. We have the following [payment plans available](#) for the Fall 2017 semester:

- 📅 5 PAY FALL = open enrollment from 7/1/2017 until 7/31/2017
Description: 5 equal monthly payments.
- 📅 4 PAY FALL = open enrollment from 8/1/2017 until 9/1/2017
Description: 4 equal monthly payments.

The first payment of your payment plan is due at the time you sign up for the payment plan.

Summer Financial Assistance

Financial Aid refunds are scheduled to begin the second week of July. This is pending approval of New York State due to the start of the new fiscal year on July 1st. Students attending during Summer Session III may see a later refund date than those who are only attending in Summer Session I and II.

Keep the following information handy in case you need to drop a summer course:

Session I – June 1 to July 27

- July 14, 11:59 PM = Last day to Withdraw from Session I

Session III – July 13 to August 15

- July 19, 11:59 PM = Last day to Drop with 100% Reduction of Charges
- July 26, 11:59 PM = Last day to Drop with 25% Reduction of Charges
- July 27 = Full liability begins
- August 9, 11:59 PM = Last day to Withdraw from Session III

APPLY FOR SUMMER AID: Complete and submit the [summer aid application](#) to apply. Please allow a one week processing time.

PAYMENT: You will not have access to your summer class until you have successfully made payment arrangements.

DEADLINE: Students will have summer courses removed from their schedule the second day of the summer session at 3 PM if no payment has been received. Summer Session III deadline is 3 PM on Friday, July 14th.

HOW TO DROP A SUMMER COURSE:

Before the class begins you may drop it through your UCanWeb account. After the class begins, you will need to notify the Registrar Office. Notification must be received in writing, either in person or via SUNY Canton email. Include your name, SUNY Canton ID# and clearly state your intentions. Send notification to registrar@canton.edu. Timestamp on email will be used to determine date of withdrawal.

SAP Waiver deadline August 1st

Notifications of loss of financial aid were sent to any student who failed the financial aid satisfactory academic progress review in June. Those not meeting the [minimum standards](#) have the option to appeal based upon their individual extenuating circumstances. The deadline to [submit an appeal](#) is Tuesday, August 1, 2017. Appeals will not be accepted after the deadline.

Students who chose to try to make up credits or increase their gpa by enrolling in summer classes must wait until final summer grades are posted to see if their eligibility can be reinstated for the upcoming fall semester.

Web for Proxy = FERPA

This is a new process that allows students to give someone limited access to their student account and is replacing the old paper FERPA release form. Based on the FERPA law the college may only release student information to a designated proxy (often a parent) with proper authorization after the student begins classes. [Simply follow these steps](#) to create an account for your proxy and grant access to specific areas. The proxy will be notified via email to activate their account after you have created it.

STUDENT STEPS:

1. Login to UCanWeb.
2. Go to the tab for "Miscellaneous Student Requirements".
3. Click on the "Share Access to My UCanWeb" option.
4. From that page choose "Access Management".
5. Here you will find a link to the FERPA guidelines, we recommend you read these fully before proceeding. At the bottom of the page click "Add Proxy".
6. On the next screen enter in the First name, Last name and email address (twice) for your proxy. Click "Add Proxy" at bottom to submit.
7. You will be directed back to the Access Management page and your proxy's name will be shown. Click on the name.

8. Complete the profile tab for your proxy, all required fields must be entered and you may update the start/stop access dates. Click on "Email Passphrase" to complete this step.
9. Now click on the Authorization tab and choose which areas you want your proxy to have access to. You can change these options at any time by returning to this page.

PROXY STEPS:

- Receive email with subject "Alternate User/Proxy (SUNY Canton Proxy Access)". This email contains a link to UCanWeb and an action password.
- Follow the link and enter the temporary password.
- Click on the tab with the student name, a proxy may be given proxy access by more than one student. Each area that the proxy has been granted access to will be displayed. This is view only access. A proxy cannot update a student account.

NOTE: If you previously submitted a paper FERPA form, then it is recommended that you complete this new electronic process for your proxy.

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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