

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

Regular office hours will return on Monday, August 21st changing the office close time from 4 PM to 4:30 PM.

Important Dates!

Enjoy summer but 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, August 1 | • Fall 2017 – Financial Aid SAP Waiver Deadline |
| Saturday, August 5 | • Fall 2017 – Billing Due Date |
| Wednesday, August 9 | • Summer 2017: Session III, Last day to Withdraw (11:59 PM) |
| Monday, August 21 | • Fall 2017 – Orientation - Transfer Students |
| | • Fall 2017 – Insurance Reps Available, 10 AM – 2 PM, MCC ground level |
| Thursday, August 24 | • Fall 2017 – Residence Halls - New Students Check in |
| Friday, August 25 | • Fall 2017 – Orientation - New Students |
| | • Fall 2017 – Residence Halls - Returning Students Check in |
| | • Fall 2017 – Insurance Reps Available, 10 AM – 2 PM, MCC ground level |
| Monday, August 28 | • Fall 2017 – Classes Begin |
| Wednesday, August 30 | • Fall 2017 – Last Day to Late Register or Change Schedule without Special Permission |
| Friday, September 1 | • Fall 2017 – Last day to change meal plan for Fall semester. |
| Sunday, September 3 | • Fall 2017 – Last Day to Withdraw with 100% Reduction of Charges |

Are you ready for the Fall semester to begin?

Take a final review of your student account before you leave for summer break.

- ✓ Make any final adjustments to your fall class schedule.
- ✓ Clean out your email.
- ✓ Submit any missing financial aid paperwork.
- ✓ Submit your required billing forms.
- ✓ Pay any balance due on your student account and/or start a payment plan.
- ✓ Clear up any holds on your account.
- ✓ Check that your address on UCanWeb is up-to-date so you don't miss any mail.

Be sure to monitor your SUNY Canton email, it is an official means of communication used by the college.

Attention: Excelsior Scholarship Applicants for Fall

We are diligently working to get awards determined for all students who applied for the Excelsior Scholarship for the Fall semester. Once we receive your academic eligibility from HESC we will determine award eligibility as quickly as possible. We will update your awards and your adjusted bill. We will also notify you if you are not eligible for the award based on other grants and scholarships in your award package. We thank you for your patience! To help understand the process, here is an outline of the application process flow:

1. Student completes the Excelsior Scholarship Application with NYS HESC.
2. NYS HESC contacts SUNY Canton to confirm academic credit and enrollment status.
3. SUNY Canton transmits data to NYS HESC.
4. NYS HESC processes information and notifies student of eligibility.
5. If eligible, student must complete and submit the contract to NYS HESC.
6. NYS HESC processes contact and notifies SUNY Canton.
7. SUNY Canton receives a weekly list of approved applicants and determines award amount.
8. If ineligible for award amount, SUNY Canton notifies student.

Students who missed the fall semester application will be able to apply for the Spring 2018 semester when the application is reopened in the fall.

Student Jobs Available

You can view all available jobs at [Jobs 4 Roos](#). All students who accepted a workstudy offer will receive paperwork in the mail to their home address in August on where to pick up their award packet and eligibility card once on campus. Workstudy students must bring their eligibility card to their potential supervisor to prove eligibility. All follow-up paperwork will then need to be submitted to the Human Resources Office in French Hall to get you added to the payroll. Then off to work you go!



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.

Fall Bills are due August 5th

Bills for the Fall 2017 semester were sent via email in early July. 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. 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.

College Association Reminders

DINING SERVICES:

All students living in a residence hall must purchase a residential meal plan. College Association offers several meal plan options. All of the residential meal plans include **Campus Cash** (New for Fall 2017) which can be spent at all dining locations, The Campus Center Store, The Textbook Center and vending machines. **ROO Express** is also included and is accepted at over 25 merchants in Canton and Potsdam. All funds that come with a meal plan are non-refundable. Our website provides you with basic information on all of our dining services and offerings, menus and hours of operation. You can get more information at www.canton.edu/ca.

MANAGE YOUR ACCOUNT:

www.GET.CBORD.com or GET Mobile (on Apple and Android devices)

This site allows you to access to your account 24 hours a day, view meal plan balances, view recent transactions, report your card lost/found, add funds instantly by debit/credit card (guests can make deposits with just your student ID number too on our guest portal), and upload/update your ID phot. Just log on with your SUNY Canton netID and password.

MEAL PLAN CHANGES:

Meal plan change forms are available in the One Hop Shop in Miller Campus Center. Changes will be accepted until Friday, September 1 at 4:00 PM for the fall semester.

PHOTO UPLOADS:

Students, faculty and staff are invited to upload or update your photos for your ID card. Please go to <http://www.canton.edu/ca/id/html> and review the requirements for a successful upload. All uploads must be submitted at www.get.cboard.com or on the GET Mobile App. Please allow for 3 business days for approval. When you pick up your ID card, you are required to provide your student ID number and bring a photo ID (a driver's license, identification card, passport, or most recent high school ID).

Attention: Funding available for Nursing and PTA programs

Are you a resident of St. Lawrence County enrolled in a nursing or PTA program? If yes, then funding may be available to you in the nursing and PTA programs with college tuition, fees, and books. This funding is federal grant money (WIOA) which is intended to assist adults with the development of occupational skills that will lead to licensure and employment within a 24 month period. Students may receive up to \$5,000 per year in WIOA grant funding. The funding is not able to replace any other "free" money, such as the Federal Pell Grant, NYS TAP Grant, Veterans assistance, or any other scholarships. Therefore, if a student is already covered by these other sources they could not receive the WIOA funds. However, we may be able to assist graduating students in these programs with their licensure application and testing fees.

Any students who are **residents of St. Lawrence County** who could benefit from WIOA funding, please complete an application and submit to Larry Fetcie, Senior Employment & Training Counselor, St. Lawrence County One-Stop Career Center, 80 State Highway 310, Suite 8, Canton, NY 13617. If you have any questions you can email Larry Fetcie at LFetcie@stlawco.org or call (315) 229-3343.

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.

One Hop Shop, 0012 Miller Campus Center
(315) 386-7616

billing@canton.edu; finaid@canton.edu; registrar@canton.edu; CAoffice@canton.edu

Next edition: September 2017

