

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)

Office Hours

Monday, 8:00 AM – 4:30 PM

Tuesday, 8:00 AM – 4:30 PM

Wednesday, 8:00 AM – 4:30 PM

Thursday, 9:00 AM – 4:30 PM

Friday, 8:00 AM – 4:30 PM

Saturday, CLOSED

Sunday, CLOSED

Important Dates!

Welcome Back Students, Faculty & Staff!!

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

- Monday, August 28 • Fall 2017: Classes Begin
- Wednesday, August 30 • Fall 2017: Last Day to Late Register without Permission of Instructor/Dean (4 PM)
- Friday, September 1 • Fall 2017: Last Day to Change your Meal Plan (4 PM)
- Sunday, September 3 • Fall 2017: Last Day to Withdraw with 100% Reduction of Charges (11:59 PM)
- Monday, September 4 • HOLIDAY – Labor Day
- Friday, September 8 • Last Day to Waive Medical Insurance Charge
- Sunday, September 10 • Fall 2017: Last Day to Withdraw with 70% Reduction of Charges (11:59 PM)
- Monday, September 11 • Spring 2017: Last Day to Make Up Incompletes
• Summer 2017: Last Day to Make Up Incompletes
- Friday, September 15 • Homecoming & Family Weekend
• Fall 2017: Financial Aid Refunds Begin
• Fall 2017: APTS Application deadline for part-time students
• Fall 2017: Work Study Deadline
- Sunday, September 17 • Fall 2017: Last Day to Withdraw with 50% Reduction of Charges (11:59 PM)
- Tuesday, September 19 • Fall 2017: Faculty – Engaged/Not Engaged Status Due Online (9 AM)
- Sunday, September 24 • Fall 2017: Last Day to Withdraw with 30% Reduction of Charges (11:59 PM)
- Sunday, October 1 • 2018-19: FAFSA Application Opens for the 2018-2019 academic year!
- Friday, October 6 • Fall 2017: Last Day to Withdraw from First Seven-Week Courses (4 PM)

Information on Adding & Dropping Classes

You have until Monday, September 4th (11:59 PM) 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.

TO ADD A CLASS: After August 30th 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.

TO DROP A CLASS: After September 4th 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 24th. After that date there will be no reduction of charges and you will have full liability.

The re-calculation of financial aid: If you withdraw from any classes your financial aid will be reviewed and may be lowered. 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. Be sure to contact Financial Aid if you have concerns before adding or dropping classes.

Your Refund + BankMobile Disbursements

Financial Aid refunds will begin to appear in student accounts on Friday, September 15th (pending any technical difficulties). After that refunds will continue to be issued on a weekly basis as funds are received. The timing of your specific refund depends on the type and amount of financial aid you are receiving. If you are receiving any assistance from New York State, then your refund may not be available until early October.

Make sure you set up your account with BankMobile Disbursements to avoid delays in receiving your refund. Continuing students were sent notifications last spring about the HigherOne accounts being purchased by BankMobile. More information on the overall refund process can be found at canton.edu/refund.

Work Study Deadline: September 15, 2017

All eligible students, who completed their fall bill on time, were sent a letter and email notification in early August. You have until Friday, September 15th to obtain a job. After that date unused work study awards will be cancelled and re-issued to other students.

- ✓ You can view all available jobs at [Jobs 4 Roos](#).
 - ✓ Pick up your employment packet at The Ready Center, Miller Campus Center Room 224.
 - ✓ Present your work study eligibility card to your potential supervisor to prove eligibility.
 - ✓ Complete all required employment paperwork and submit in-person with proof of identity to Human Resources in French Hall.
 - ✓ Begin working!
-

Excelsior Scholarship Update

We are continuing to work with New York State on the new Excelsior Scholarship program. To date all awards have been properly credited to student accounts. We continue to receive eligible students weekly. Certification for this program will not occur until after the fall semester has ended, so funds will not be disbursed until then. If you are a recipient, please be aware of the following items that may impact your eligibility.

- Changes to course schedule.
- Changes to major.
- Changes in amounts of your grants & scholarships received.
- Receiving new grants & scholarships.
- Changes in your financial aid application.
- Failure to successfully complete a full-time course schedule (minimum 12 credits).
- Failure to successfully complete a full year schedule (minimum 30 credits).

If you have any questions about your eligibility, please contact the Financial Aid Staff for assistance. You must successfully complete 30 credits by the end of your academic year to be eligible for your spring semester Excelsior Scholarship payment. Please keep this in mind and consult the Financial Aid Staff with any questions or concerns you have regarding your specific eligibility. You may have the option to make up credit hours during the Winterterm and/or Summer sessions therefore it is very important to plan ahead!

Missed the Excelsior Scholarship deadline?

Students who missed the fall semester application deadline will be able to apply for the Spring 2018 semester when the application is reopened in the fall. No release date for the Spring 2018 application has been set yet.

Your information is protected. (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 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, then you **MUST** complete the Web for Proxy steps in UCanWeb. What's a Proxy? A proxy is someone you designate to have access to your records. [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.

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

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

Next edition: October 2017

