




Spring 2024 Advising/Registration Instructions for Advisors

- **Advise:** The advising period is scheduled to start on October 30th, however, the schedule is available now so you can start anytime. **Continuing students can start signing up for classes on November 13, 2023.** [See detailed schedule on our website.](#)
 - Our campus requires all students to obtain a registration code from their advisor in order to sign up for courses. This is one of the only times that the student is required to consult their advisor and can be an opportunity to understand your students' goals. The advising session is more than simply recommending the courses to take next, conversations can involve timeline to completion; whether to consider an internship, a minor, or study abroad; career goals; or suggestions of courses to consider taking in future terms.
- **Finding the Registration Code:** Use "UCanWeb 9 - Advisee Listing" at the bottom of your Advisors menu in [UCanWeb](#).
 - In that menu, you can choose the term the student is scheduling for (Winter or Spring)
 - Click **View my Advisee Listing**. The list of Registration Codes should be available to you in the list.

Advising • [Advisee Search](#) • Advisee Listing

Advisee Listing

Summer 2023

Name and ID	Program	Primary Major	Academic Stan	Registration Code	Student Type	Advisor Holds	Primary Adv...	Advisor Type	Campus	Sts
		Undeclared Major	Good Standing	278301	Transfer			Temporary Advisor	Online Courses	Un
	Management	Management	Good Standing	516184	Continuing			Temporary Advisor	Main Campus-Cor...	Un
		Non-Degree	Good Standing	966768	Transfer		✓	Academic Advisor	Online Courses	Un

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You can also click on the student name to open their profile and see more details:

- Use the **Registration Notices drop-down menu** on the right side to find the "Registration Pin Assigned"
- The exact date that the student can start scheduling is also found here under Time Tickets.

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Advising • [Advisee Search](#) • [Advisee Listing](#) • Student Profile

Student Profile - [Name] CONFIDENTIAL

Term: Winter 2022 | Standing: Good Standing, as of Spring 2022 | Overall Hours: 24 | Overall GPA: 2.68

CONFIDENTIAL

Curriculum and Courses

Prior Education and Testing

Additional Links

Academic Transcript

Registration

Concise Student Schedule

Registration Overrides

Application to Graduate

Week at a Glance

Registration and Planning

View Grades

Degree Evaluation

Bio Information

Email: [Redacted]

Phone: [Redacted]

Gender: [Redacted]

Date of Birth: [Redacted]

Ethnicity: [Redacted]

Race: [Redacted]

Citizen: [Redacted]

Citizenship: [Redacted]

Emergency Contact: [Redacted]

Emergency Phone: [Redacted]

General Information

Level: [Redacted]

Class: [Redacted]

Status: [Redacted]

Student Type: [Redacted]

Residency: [Redacted]

Campus: [Redacted]

First Term Attended: [Redacted]

Matriculated Term: [Redacted]

Last Term Attended: [Redacted]

Leave of Absence: [Redacted]

Graduation Information

Graduation Applications: [Redacted]

Advisors

Primary / Academic Advisor: [Redacted]

EOP Advisor: [Redacted]

CURRICULUM, HOURS & GPA

Primary | Secondary | Hours & GPA

Degree: [Redacted]

Study Path: [Redacted]

Level: [Redacted]

Program: [Redacted]

College: [Redacted]

Major: [Redacted]

Department: [Redacted]

Concentration: [Redacted]

Minor: [Redacted]

Concentration: [Redacted]

Admit Type: [Redacted]

Admit Term: [Redacted]

Catalog Term: [Redacted]

REGISTERED COURSES

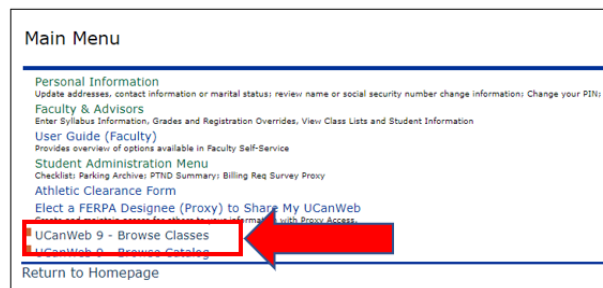
Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

Registration Notices | Help

- Overall Academic Standing
Good Standing
Permits Registration
- Student Status
Active student
Permits Registration
- Enrollment Status
Permits Registration
- Registration PIN Assigned
Student PIN: 120169
- Time Tickets
From: 11/07/2022 8:00 AM
To: 12/22/2022 4:00 PM

- **Browse Classes** to see the full list of course offerings for Winter 2023 and Spring 2024 by using the Browse Classes page instead of logging into [UCanWeb](#) OR on the Main Menu of [UCanWeb](#)



- **Registration schedule for Spring 2024:** Registration is open from November 13 at 7:30 am until the classes start. Continuing students should be in at least one course by December 15 or have to pay a \$50 late fee to schedule classes. [This schedule is also available online.](#)

Military Connected Students	Monday, November 13, 2023
Honors Program Students	
Seniors (> 89 earned credits)	
Juniors (60-89 earned credits)	Tuesday, November 14, 2023
Sophomores (30-59 earned credits)	Wednesday, November 15, 2023
Freshmen (0-29 earned credits)	Thursday, November 16, 2023

- **General Education Requirements** The requirements specific to the student's catalog year should be reflected in DegreeWorks. Students have the right to finish out the set of requirements in place when they entered the major (students who stop out, change majors or transfer will have to be reviewed for exceptions), and we should strive to hold students harmless in this transition.

[Gen Ed's for students admitted prior to Fall 2023:](#)

[Gen Ed's for students starting with Fall 2023:](#)

- **Supply the Registration code to the student using the Registration Form note type in RooSuccess and sending a copy to the student.** RooSuccess is preferable to DegreeWorks or email since it creates a record that others can reference and reinforce your advice. The Advising Center is offering informational sessions on RooSuccess prior to the Advising Period if you are interested in learning more about using notes and scheduling appointments:

TOPIC	DATE	TIME	LINK
ROOSUCCESS	THURSDAY, OCT. 19, 2023	4:00 PM – 5:00 PM	JOIN MEETING
ROOSUCCESS	WEDNESDAY, OCT. 25, 2023	12:00 PM – 1:00 PM	JOIN MEETING

- Verify that your advisees understand that discussing courses with you is only the first step; students are not enrolled in classes until **they** enter the course information on their UCanWeb account. [STUDENT instructions](#) for scheduling classes are available on [our How-To page](#).

Troubleshooting:

- If you are advising a student who is not on your advisor list, please contact the Registrar's Office at 315-386-7616, and we can look up that code for you.
- Students are welcome to contact either the Registrar's Office (registrar@canton.edu) or the Advising Center (advising@canton.edu) for assistance with scheduling in UCanWeb or course add errors.