Fall 2025 Advising/Registration

Instructions for Advisors

The class schedules for Summer and Fall 2025 are now available in UCanWeb.

- Advise: Registration for SUMMER opens on March 3rd. Continuing students can start signing up for FALL classes on April 14, 2025. You can start working with your students on planning as soon as the schedules are made available. <u>See the detailed registration schedule on our website</u>.
 - Meet with your students. <u>RooSuccess</u> can be used to make your schedule available for students to sign up.
 - Registration time is one of the only times that students are **required** to consult their advisor. Conversations can involve a discussion of your students' career goals; timeline to completion; and whether to consider an internship, a minor, or study abroad.
 - Recommend courses based on your conversation.
 - All students must obtain a registration code from their advisor. Supplying the code is based on the assumption that advising has taken place.
- Finding the Registration Code: Use "UCanWeb 9 Advisee Listing" in the 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.

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	Program 0	Primary Major 0	Academic Stan.	0	Registration Code	0	Student Type	C Advisor Holds	Primary Advi	Advisor Type	° Cam	pus	0
		Undeclared Major	Good Standing		278301		ransfer .			Temporary Adviso	e Onlin	e Courses	
00	Management	Management	Good Standing		516184		ontinuing			Temporary Adviso	r Main	Campus-Co	r
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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" or Registration code.

 The exact date that the student can start scheduling is also found here under Time Tickets.

	Advisee Listing Student Profile						
tudent Profile -	ONFIDENTIAL						
m: Winter 2022	Standing: Good Standing, as of Spring 2022	Overall Hours: 24 Overall GPA: 2.68	Registration Notices: § Holds				
CONFIDENTIAL	Bio Information Email:	CURRICULUM, HOURS & GPA	Overall Academic Standing Good Standing				
	Phone: Gender: Date of Birth:	Primary Secondary Hours & GPA	Permits Registration				
rriculum and Courses	Ethnicity: Race:	Degree: Study Path:	🥪 Student Status				
or Education and Testing	Citizen: Citizenship: Emergency Contact:	Levet: Program: College:	Active student Permits Registration				
itional Links	Emergency Contact: Emergency Phone:	Conege: Major: Decartment:	Enrollment Status				
demic Transcript	General Information 0	Concentration: Minor:	Permits Registration				
istration	Class: Status:	Concentration: Admit Type: Admit Term:	Registration PIN Assigned Student PIN: 120169				
cise Student Schedule	Student Type: Residency: Computs:	Catalog Term:					
istration Overrides	First Term Attended: Matriculated Term:	REGISTERED COURSES	Time Tickets				
alication to Graduate	Last Term Attended: Leave of Absence:	Not Registered	From: 11/07/2022 8:00 AM To: 12/22/2022 4:00 PM				
ek at a Glance	Graduation Information Graduation Applications:	Total Hours Registered Hours: 0 Billing Hours: 0 CEU Hours: 0 Min Hours: Not available Wax Hours, not available					
istration and Planning	Advisors						
Grades	Primary / Academic Advisor EOP Advisor						

 Browse Classes to see the full list of course offerings for Winter and Spring by using the Browse Classes page instead of logging into <u>UCanWeb</u> OR on the Main Menu of <u>UCanWeb</u>

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Enter Secure Area First-Time Login Instructions - Please Read if you've never logged in before Proxy Access Addiv for Admission	Main Menu			
Provse Classes (formerly Class Schedule) Provse Classes (formerly Clause Fatalon) Manage My Roo Card SURY Canton Home Workflow (Effective Nov 30, 2020, use MFA for off-campus access) CASHnet Authorized User Access (le. parent or guardian) Login for Alumni, Readmit or Inactive Students and Former Employees	Personal Information Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; C Faculty & Advisors Enter Syllabus Information, Grades and Registration Overrides, View Class Lists and Student Information User Guide (Faculty) Provides overview of options available in Faculty Self-Service Student Administration Menu Checklist: Parking Archives PTND Summary: Billing Reg Survey Proxy Athletic Clearance Form Elect a FERPA Designee (Proxy) to Share My UCanWeb CucanWeb 9 - Browse Classes UCanWeb 9 - Browse Classes Return to Homepage			

- After your advising conversation, supply the Registration code to the student using the <u>Registration Form note type</u> in <u>RooSuccess</u> 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.
- 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. <u>STUDENT instructions</u> for scheduling classes are available on <u>our</u> <u>How-To page</u>.

Troubleshooting:

- If you are advising a student who is not on your advisee 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 (<u>registrar@canton.edu</u>) or the Advising Center (<u>advising@canton.edu</u>) for assistance with scheduling in UCanWeb or course add errors.