


Spring 2026 Advising/Registration - Instructions for Advisors

The class schedules for Winter 2025 and Spring 2026 are now available in UCanWeb.

- Brightspace shells are available to instructors now.
- **Advise:** The advising period is scheduled to start on October 27th. **Continuing students can start signing up for classes on November 10th, 2025.** [See the detailed registration schedule on our website.](#) (WinterTerm registration opens for all students on Monday, November 3rd)
 - Meet with your students. [RooSuccess](#) can be used to make your schedule available for students to sign up for a time. [Instructions for setting up your calendar in RooSuccess are here.](#)
 - 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.** Not everyone attends full time or follows the checklist from top to bottom.
 - **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:** In the Faculty tab in UCanWeb, see the card for **Advisor Services**. The Registration Code is a column in the Advisee Listing.
 - Choose the term you are scheduling FOR (Winter 2025-26 or Spring 2026)
 - Click **View my Advisee Listing**. The list of Registration Codes should be available to you in the list.



Advisee List

Selected Term: Winter 2025-26

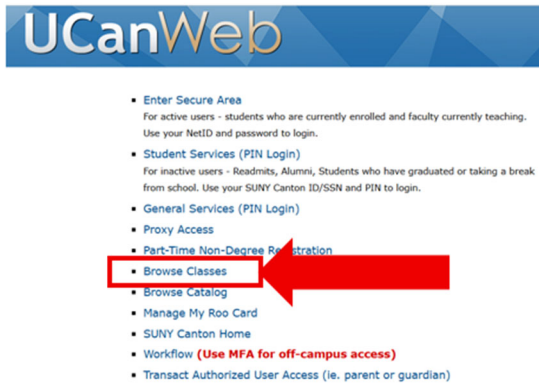
ID	First Name	Last Name	Primary Major	Academic Standing	Registration Code	Student Type	Advisor Holds	Advisor Type	Campus	Study Level	Catalog Ter
			Game Design and Develo	Good Standing	856780	First-time Freshman w/Cr	N	Temporary Advisor	Main Campus-Cornell Dr	Undergraduate	Fall 202
			Management	Good Standing	875121	Continuing	N	Temporary Advisor		Undergraduate	

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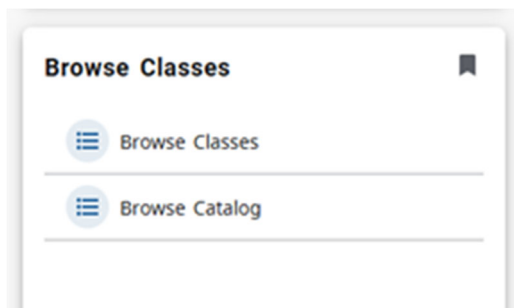
[Download .csv file](#)

[Return to Term List](#)

- **Browse Classes** to see the full list of course offerings for Winter and Spring by using the Browse Classes link on the login page:



OR, if you prefer to access **Browse Classes while logged in to UCanWeb**, go to **View All Cards**, find the **Browse Classes** card and click on the little bookmark in the top right of the card to have it added to your Home screen.



- **After your advising conversation, supply the Registration code to the student using the [Registration Form note type](#) in [RooSuccess](#) and sending a copy to the student.**
- 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](#).
- All first-time students who are admitted directly to their major have a **degree completion PLAN assigned in [DegreeWorks](#)**. See the Plans tab from the student worksheet view to find student Plans. If your student does not have one, you can apply a template as needed to the student record.
- **UNDECLARED students (those in major 001)** need to declare a major by the time **they complete 30 credits**. Notices will be going out soon to students and advisors approaching that threshold to declare before the start of Spring 2026.