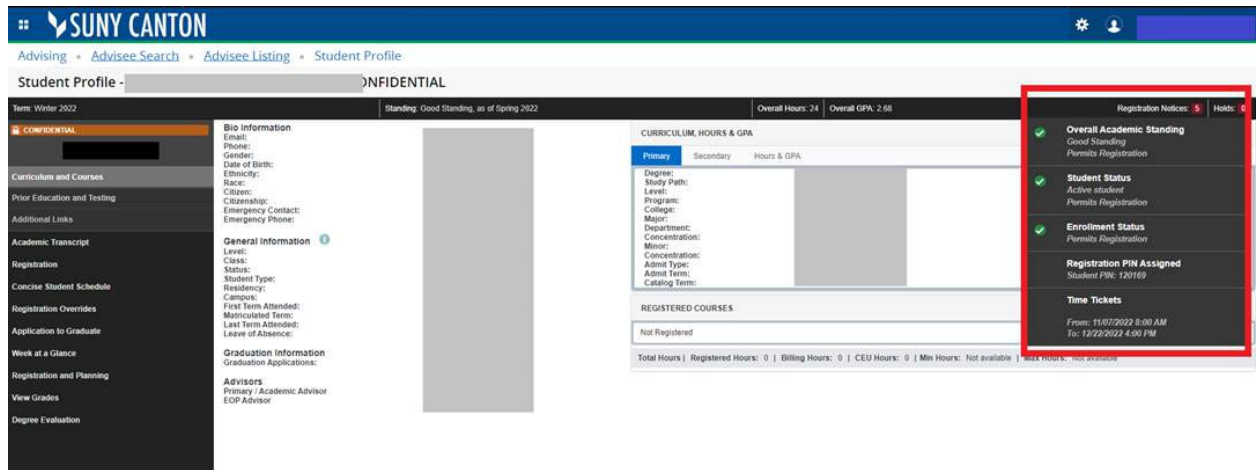


Fall 2023 Advising/Registration Instructions for Advisors

- **Advise:** The advising period is scheduled to start on April 3rd, however, the FALL schedule is available now so you can start anytime. **Students can start signing up for Fall courses on Monday, April 17th.**
- **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 (Summer or Fall)
 - Click **View my Advisee Listing**. The list of Registration Codes should be available to you in the list.

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.



- **Searching for classes also looks different.** Find detailed instructions on how to search for classes and how students sign up for classes here: <https://www.canton.edu/registrar/guides/>
- **Registration on UcanWeb for Fall 2023:** Registration is open from April 17th at 7:30 am until the classes start. Continuing students should be in at least one course by May 12th or have to pay a \$50 late fee to schedule classes. [This schedule is also available online.](#)

Military Connected Students	Monday, April 17, 2023
Honors Program Students	Monday, April 17, 2023
Seniors (> 89 earned credits)	Monday, April 17, 2023
Juniors (60-89 earned credits)	Tuesday, April 18, 2023
Sophomores (30-59 earned credits)	Wednesday, April 19, 2023
Freshmen (0-29 earned credits)	Thursday, April 20, 2023

- **General Education Requirements** are changing for **the incoming class in FALL 2023**. This should have little impact on your continuing students as they are allowed to continue with the requirements in place when they were admitted to the program. However, when students change majors or are re-admitted, the record may default to the Fall 2023 catalog year. When in doubt, it is our obligation to hold students harmless and the Gen Ed list in DegreeWorks can be adjusted if needed. More detail to come on this is a separate email.
Gen Ed's for students **admitted prior to Fall 2023**: https://www.canton.edu/media/pdf/approved_courses22.pdf
Gen Ed's for students **starting with Fall 2023**:
https://www.canton.edu/media/pdf/approved_courses.pdf
- **Supply the Registration code to the student using the Registration Form note type in RooSuccess and sending a copy to the student.** Supplying the registration code means that a conversation has taken place and you are approving the student's proposed courses. RooSuccess is preferable to DegreeWorks or old fashioned 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.

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.
- Student instructions for [how to schedule classes on UCanWeb can be found here](#). If a student is still struggling to understand how to register for classes, direct them to either the Registrar's Office (registrar@canton.edu) or the Advising Center (advising@canton.edu) for assistance.