

## Fall 2020 Advising/Registration Instructions for Advisors

- **Advise:** Advising period will be during the dates of Monday, March 30th through Friday, April 10th. Meet with your advisees and discuss the appropriate course work. You do not need to work out specific course sections and times for students. They can do this themselves on UCanWeb. It is important, however, to give students alternative course choices when appropriate.

Students should be advised to use their [Degree Works Audit](#) to come prepared with courses that they need to take.

- **Registration Code:** To access the registration code for your current advisees on UCanWeb: Go to the Advisor's Menu, the Advisee List, and choose the semester in which the student will be registering (Fall 2020). Students will need this code in order to complete the registration process on their UCanWeb account. **Supply the code to the student using the Registration Form note type in RooSuccess and sending a copy to the student.** By doing this, others in the student's network can see what you have recommended and reinforce those suggestions. The paper [Registration Form](#) is still available if needed. The paper form must be signed by both advisor and student with the white copy given to the student.
- **If a student has a hold for an obligation to the college, he/she will NOT be able to register for classes until that hold is cleared. Please instruct students to clear all holds prior to the registration period.**
- Be sure that your advisees understand that this is only the first step; students are not enrolled in classes until **they** enter the information on their UCanWeb account.
- **Registration on UcanWeb for Fall 2020:** Registration Period will be during the dates Monday, April 13th through Friday, April 17th at 4:00. Students may begin to schedule their coursework on UCanWeb for the Fall 2020 semester at **7:30 AM** on the following dates:
  - Seniors (>89 earned credits) Monday, April 13
  - Juniors (>59 earned credits) Monday, April 13
  - Sophomores (45-59 earned credits) Tuesday, April 14
  - Sophomores (30-44 earned credits) Wednesday, April 15
  - Freshmen (15-29 earned credits) Thursday, April 16
  - Freshmen (0-14 earned credits) Friday, April 17

**A nonrefundable fee of \$50 will be imposed on students who have not completed the Fall 2020 Registration process by May 8th at 4:00 PM.** Students may continue to access UCanWeb registration to make changes until Monday, August 24th at 4:00 PM.

### **Troubleshooting:**

- If you are advising a student who is not on your advisor list, please contact the Registrar's Office at #7616, option #3, and we will provide the registration code.
- If students express difficulty with the UCanWeb registration process, direct them to either the Registrar's Office ([registrar@canton.edu](mailto:registrar@canton.edu)) or the Advising Center ([advising@canton.edu](mailto:advising@canton.edu)) with their SUNY ID and their signed registration form.