Fall 2022 Advising/Registration
Instructions for Advisors

- **Advise**: The advising period is scheduled to start on April 4th, however, the fall schedule is available now so you can start anytime. **Students can start signing up for fall courses on Monday, April 18th**.
- A sample email for the advising period can be found in the [Canton Advisor Manual, page 29](#). This includes details on how to schedule an appointment with you and how the student can be prepared for their advising session that you can tailor to your own needs.
- **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 2022). 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.
- **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. They can see their holds in UCanWeb and in RooSuccess.
- 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.
- **Registration on UcanWeb for FALL 2022**: Registration is open from April 18th at 7:30 am until the classes start. Continuing students should be in at least one course by May 13th or have to pay a $50 late fee to schedule classes. [View the detailed schedule in UCanWeb](#).

NEW! – **AUTOMATED WAITLISTING**! If a class is full, the student will be given the option to add themselves to the waitlist. If they choose to do so, they will receive TWO emails to their SUNY Canton email address. The first one will come as soon as they Submit Changes to add themselves to the waitlist in UCanWeb. That email will contain confirmation of waitlist status and inform the student that if a space becomes available, they will have only 24 hours to confirm that they still want it. The second email will be sent if a space becomes available to that student. As soon as the second notification is sent the 24 hour clock begins.

**Troubleshooting:**

- If you are advising a student who is not on your advisor list, please contact the Registrar’s Office at 315-386-7042, 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](mailto:registrar@canton.edu)) or the Advising Center ([advising@canton.edu](mailto:advising@canton.edu)) for assistance.