How to Add or Withdraw from a course after the semester is in session (Student view)

Once the semester has started, you can't use the Add or Drop classes page anymore, you need to put in a request to add or withdraw.

1) Login to UCanWeb. Go to Student Menu -> Registration-> Course Change Request

2) Read the form over carefully. To withdraw from a course, select the checkbox in the far left column. To add a course, you will need to type in the CRN and the rest of the course details will fill in.

3) Click calculate if you need to verify how many credits you will have after the change is done. It is better to add/drop courses on the same "form" rather than submit separate requests for each. When ready, click on the Submit Request button at the bottom. *(See illustration, next page.)*

Course Change Request Form

INSTRUCTIONS: Beginning Day 4 of classes, all permissions are required for schedule changes and a fee of $20 per request form will be incurred. This form may be utilized for course withdrawals **prior to the last ten days of the semester.**

DEGREE STUDENTS: If you wish to withdraw from all of your courses, please go to Request to Withdraw This Semester.

Please note that course changes can affect your financial aid. If you have questions, check with the One Hop Shop.

Area Code : [   ]   Phone Number : [   ]

COURSES DROPPED

Check Box to Drop	CRN	Course Description	Comments

COURSES ADDED

Enter CRNs	Course Description	Comments
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]

Credit Hours You Currently Have:
Plus Courses Added in this Request: 0
Less Courses Dropped in this Request: 0

Calculated Net Credit Hours (CLICK REFRESH/RECALCULATE BUTTON BELOW TO GET ESTIMATE): 0

[REFRESH/RECALCULATE]

I understand that full-time students are not permitted to drop courses below a 12 credit hour load unless exceptional circumstances exists. I further understand that students are not permitted to exceed the maximum number of credit hours. **In such cases, I understand that permission of the Academic Dean is required.**

[Submit Request]

Retrieve Course Info : a. Click here to view the course information attached to the CRN.
 b. Clicking this button will also tally your credit hours above automatically for you.
 c. Use this button as a ?second look? to ensure you have entered the correct CRN for your desired course.
Submit Request :   Click here to submit your request(s)

4) Once you submit, you need to track the status, there is no guarantee that you get what you requested. Keep an eye on your email AND use the "Course Change Request Outcome" to track the status. Depending on the request, you will need instructor, advisor and/or dean approval, so watch for the approvals here and proceed only if all approvals are obtained.

5) **You will need to CONFIRM your request once all approvals are received. Watch your SUNY Canton email for updates and go HERE to confirm:**

Registration

Select Term
Look-up Classes
Add or Drop Classes
Printer-Friendly Student Schedule
Student Schedule
Student Detail Schedule
Course Change Request (4th Day and Beyond)
 • **MAKING REVISIONS TO YOUR EXISTING SCHEDULE:** You now need permission from all Instructors and your Academic Advisor; a $20 fee per request will now be imposed.
 • **LATE REGISTERING:** If you are attempting to Late Register (i.e., your bill has NOT yet been processed) and are attempting to build your schedule, you now need permission from your Aca... and your Academic Advisor; a $20 fee per request will now be imposed.
Course Change Request Outcome (4th Day and Beyond)
Click here to view status of/act on your course change requests
Registration Status
Update Student Term Data
Active Registration
Registration History
Student Educational Goal
Enter Educational Goal for Term
Registration Compliance Results
Registration Information for Part-Time Non-Degree Students

6) Follow the instructions on this page to confirm the change to your schedule.

MAIN MENU   Student Menu   New Student Checklist   Personal Information   Miscellaneous Student Requirements

Search [_____] [Go]

SITE MAP   HELP   EXIT

Course Change Request Outcome Worksheet

Spring 2018
Feb'28, 2019 10:56 am

If you have requested more than one section of the same course (ex., ENGL 101-001 & ENGL 101-002), please be aware that you may ONLY add one. Enrolling in more than one section of the same course is not permitted.

" You may only act on courses that have a checkmark in the "Click to Select" column. This means that you have all permissions required to act on that request.

IMPORTANT: Please act on any schedule changes you have been granted permission for ASAP! This request number will only remain open for 48 hours of submitting it. After that it will close and you will no longer be able to act on any permissions you have received. Failure to meet the 48 hour deadline will result in you needing to submit a new request and incurring another $20 fee. If a faculty member, advisor, or Dean does not respond within the 48 hour window, you will be required to re-submit your request.

Request Number: 10556-OPEN

Advisor: [_____]

College: 30-Science, Health & Crim Justice

Dean Approval Status: Dean has Approved this Request

* Click to Select	CRN	Course Description	Original Requested Action	Allowable Action	Error (if applicable)	Advisor Approval	Instructor Approval
	20007	MATH-141-001-STATISTICS-Lecture-3	Drop	None	N/A	N/A-Already Dropped	N/A-Already Dropped

[** Submit Selected Changes]   [*** Return to Request List]

7) Once confirmed, use the links on the Registration Menu page to confirm you updated schedule (Printer-Friendly Student Schedule or Student Schedule or Student Detail Schedule).