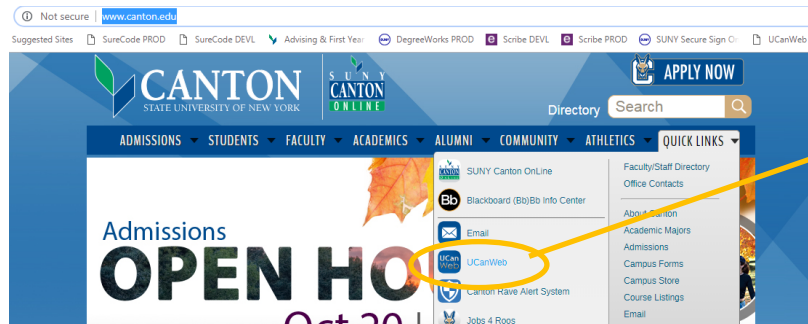


How to Register For Classes for Admitted students

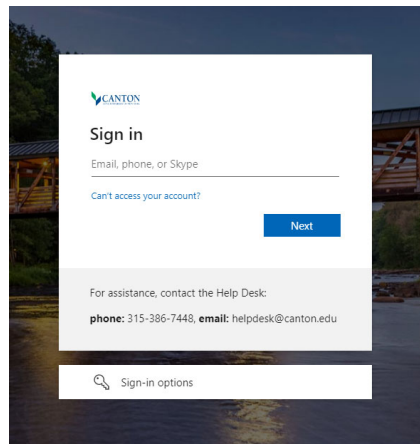
These instructions assume that you have already discussed courses with your advisor and obtained your registration code.

- 1) From the SUNY Canton homepage (www.canton.edu) and find UCanWeb or go directly to UCanWeb.



Click on
UCanWeb

- 2) Click on “Enter Secure Area”; use your NetID and password as your email:



- 3) Click “Student Menu” -> Click Registration. Choose the link towards the bottom that says “UCanWeb 9 – Registration Menu”

Main Menu

Welcome, M iWeb Information System! Last web access on Jun 10, 2013 at 11:49 am

Student Menu

Find your Advisor, Register for classes, view your academic records and Financial Aid and Student Accounts

Student Checklist (For New Students Only)

New students may check their progress in the enrollment process.

On-Campus Housing

For students living on-campus only. Use this form to get information about housing.

Off-Campus Housing

Use this form to apply for a Housing Release if you will be living off-campus.

Personal Information

Update addresses, contact information, marital status, etc.

User Guide (Faculty)

Provides overview of options available in Faculty Self-Service.

Miscellaneous Student Requirements

Code of Conduct, Meningitis, Grad Students Survey

User Guide (Student)

Provides overview of options available in UCanWeb.

Return to Homepage

RELEASE: 8.5.2

Student Menu

Registration

Check your registration status, class schedule and add or drop classes

Student Records

Find your Advisor, View your holds, grades, transcripts and account summary

Financial Aid

Apply for Financial Aid, review status and loans

Residence Life

Find your housing information

Billing Menu

Complete Billing Forms and Financial Aid Disbursement Authorization, View Semester

RELEASE: 8.5.4

Registration

Select Term

Look-up Classes

Add or Drop Classes

Printer-Friendly Student Schedule

Student Schedule

Student Detail Schedule

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

Request to Withdraw This Semester

Registration Fee Assessment

UCanWeb 9 - Registration Menu

UCanWeb 9 - Request for Course Override

UCanWeb 9 - Browse Classes


UCanWeb 9 - Browse Catalog


RELEASE: 8.9.2.1.E


4) Click on Register for Classes (explore the other links later!):


Registration


What would you like to do?


[Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.


[Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

[View Registration Information](#)
View your past schedules and your ungraded classes.

[Compliance Results](#)
View Compliance Results from Registration.

[Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.

[Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.

[Browse Course Catalog](#)
Look up basic course information like subject, course and description.

5) Choose the term you are registering for. To move any further, you will need your registration code that is supplied by your faculty advisor. Click on the continue button.

Select a Term

Terms Open for Registration
Spring 2022

Registration Code*

[Continue](#)

6) From here, you have the option to either look up courses or directly enter CRN's if you already have them.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Plans](#) | [Schedule and Options](#)

Enter Your Search Criteria ⓘ
Term: Spring 2022

Subject

Course Number

Keyword

[Search](#) [Clear](#) [Advanced Search](#)

Schedule | **Schedule Details**

Class Schedule for Spring 2022

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|---------|-----------|----------|--------|----------|
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |

Summary [Tuition and Fees](#)

No registered or pending classes.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 10 [Compliance Results](#)

[Panels](#) [Submit](#)

- 7) To look up classes, click in the Subject block to populate a list of subjects. This example uses Automotive. Chose a subject and then click on the Search button to pull up a list of all of the AUTO classes being offered this semester. You can also start typing a subject to filter for what you are looking for.

Subject

Course Number

Keyword

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Search Results — 20 Classes Term: Spring 2022 Subject: Automotive Technology [Search Again](#)

| Title | Subject De | Course | Section | Hours | CRN | Term | Instructor | Meeting Times | Camp | Status | Attribute | Linked Sections | Add |
|--|------------|--------|---------|-------|-------|------|------------------------------------|----------------------------|------|------------------------------|---|-----------------------------|---------------------|
| AUTOMOTIVE AI... Lab | Autom... | 103 | L01 | 0 | 21... | S... | Mr. Jeffery M... | S M T W T F S 10:00 AM - 1 | M... | 16 of 16 ... 16 of 16 ... | Classroom/lab-Applied Le... | | Add |
| AUTOMOTIVE AI... Lab | Autom... | 103 | L02 | 0 | 21... | S... | Mr. Jeffery M... | S M T W T F S 08:00 AM - 0 | M... | 16 of 16 ... 16 of 16 ... | Classroom/lab-Applied Le... | | Add |
| AUTOMOTIVE AI... Lecture | Autom... | 103 | S... | 2 | 21... | S... | Mr. Jeffery M... | S M T W T F S 09:00 AM - 0 | O... | 32 of 32 ... 32 of 32 ... | Classroom/lab-Applied Le... | | Add |
| BASIC WELDING Lecture | Autom... | 104 | 001 | 2 | 21... | S... | Mr. Dennis E... Mr. Jonathan... | S M T W T F S 04:00 PM - 0 | M... | 12 of 12 ... 12 of 12 ... | Classroom/lab-Applied Le... Service Learning-Applied ... | View Linked | Add |

- 8) You can scroll through the list of AUTO classes to view the options. If you find a section that you want to add to your schedule, you can use the Add button on the right side of the block (above). This will add the courses to your Summary in the bottom right block on this page.

Summary [Tuition and Fees](#)

| Title | Details | Hour | CRN | Schedule Typ | Fin Aid Status | Status |
|-------------------------------|--------------|------|-------|--------------|----------------|---------|
| BASIC WELDING | AUTO 104,... | 0 | 21120 | Lab | | Pending |
| BASIC WELDING | AUTO 104,... | 2 | 21119 | Lecture | | Pending |

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19 [Compliance Results](#)

[Submit](#)

- 9) **Note that they still say Pending.** You need to use the Submit button in the bottom right to actually add these courses to your schedule. Then you will see them populate on both of the blocks on the bottom of your screen:

| Title | Details | Hou | CRN | Schedule Typ | Fin Aid Status | Status |
|---------------|--------------|-----|-------|--------------|-----------------|--------|
| BASIC WELDING | AUTO 104,... | 0 | 21120 | Lab | No impact ... | Added |
| BASIC WELDING | AUTO 104,... | 2 | 21119 | Lecture | **Aid Inelig... | Added |

Total Hours | Registered: 2 | Billing: 2 | CEU: 0 | Min: 0 | Max: 19

Compliance Results

Submit

- 10) Continue to look up and add classes until your schedule is complete.

Alternately, if you already have the Course Request Numbers you can simply enter them. The course will populate in the top block so that you can verify that you have the right course. When you have added all of your CRN's, Add to Summary.

Register for Classes

Find Classes | **Enter CRNs** | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2022

CRN 21191 INTRO CULTURAL ANTHROPOLOGY ANTH 102, 0W1

CRN 21174 COMPOSITION & THE SPOKEN WORD ENGL 101, 0F1

CRN 21493 INTRO PSYCHOLOGY PSYC 101, FW1

CRN |

+ Add Another CRN Add to Summary

The courses are still Pending until you Submit:

| Title | Details | Hou | CRN | Schedule Typ | Fin Aid Status | Status |
|--------------------|--------------|-----|-------|--------------|-----------------|---------|
| INTRO PSYCHOLO... | PSYC 101,... | 3 | 21493 | Lecture | | Pending |
| COMPOSITION & T... | ENGL 101,... | 3 | 21174 | Lecture | | Pending |
| INTRO CULTURAL... | ANTH 102,... | 3 | 21191 | Lecture | | Pending |
| BASIC WELDING | AUTO 104,... | 0 | 21120 | Lab | No impact ... | Added |
| BASIC WELDING | AUTO 104,... | 2 | 21119 | Lecture | **Aid Inelig... | Added |

Total Hours | Registered: 2 | Billing: 2 | CEU: 0 | Min: 0 | Max: 19

Compliance Results

Submit

Once you have added all of your classes, you can see an expanded list and week-at-a-glance view. Use this to verify that you have added all of your classes by going back to the tabs at the top of the page and choosing “Schedule and Options”. You can print these for a larger view OR use the arrow buttons to see your whole schedule to get a screenshot. **Note that online classes often do not have a meeting time and will not show up on the calendar view but WILL show up in the Summary/list view.**

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary

Term: Spring 2022

| Title | Details | Hours | CRN | Schedule Type | Grade Mode | Level | Study Path | Date | Status | Message |
|--|---------------|-------|-------|---------------|------------------|---------------|------------|------------|--------|---------------|
| BASIC WELDING | AUTO 104, 001 | 2 | 21119 | Lecture | Normal Gradin... | Undergraduate | None | 01/04/2023 | Added | **Web Enro... |
| BASIC WELDING | AUTO 104, L01 | 0 | 21120 | Lab | Normal Gradin... | Undergraduate | None | 01/04/2023 | Added | **Web Enro... |
| COMPOSITION & THE S... | ENGL 101, 0F1 | 3 | 21174 | Lecture | Normal Gradin... | Undergraduate | None | 01/04/2023 | Added | **Web Enro... |
| INTRO CULTURAL ANTH... | ANTH 102, 0W1 | 3 | 21191 | Lecture | Normal Gradin... | Undergraduate | None | 01/04/2023 | Added | **Web Enro... |
| INTRO PSYCHOLOGY | PSYC 101, 0R1 | 3 | 21093 | Lecture | Normal Gradin... | Undergraduate | None | 01/04/2023 | Added | **Web Enro... |

Records: 5

Schedule

Schedule Details

Class Schedule for Spring 2022

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------------------------------|---------|--------------------------------|----------|--------------------------------|----------|
| 10am | | ✔INTRO PSYCHOLOGY | | ✔INTRO PSYCHOLOGY | | ✔INTRO PSYCHOLOGY | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | ✔COMPOSITION & THE SPOKEN WORD | | ✔COMPOSITION & THE SPOKEN WORD | | ✔COMPOSITION & THE SPOKEN WORD | |
| 2pm | | | | | | | |

Panels

Submit

You can go back and adjust the schedule if needed or start getting ready for class to start!