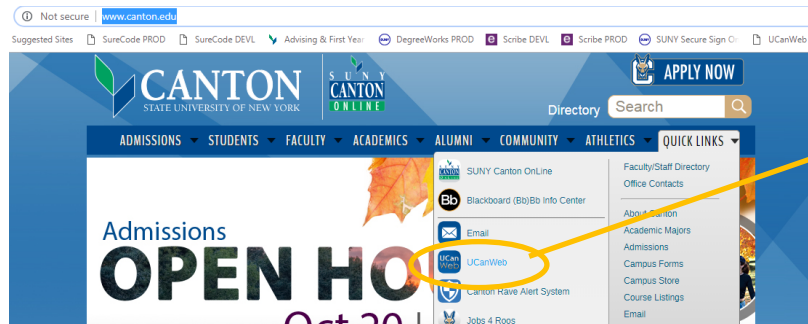# How to Register For Classes for Admitted students
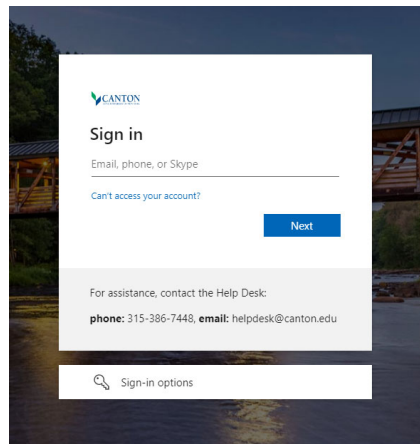
These instructions assume that you have already discussed courses with your advisor and obtained your registration code.

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

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

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

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.

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

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	Applied Behavior Analysis
Keyword	Art
	Astronomy
	Automotive Technology
	Biology

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	Campu	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 ... 🔗 LIN...	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	A
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:

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.

The courses are still Pending until you 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.**

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