



Next Steps Checklist Summer 2024

Step One:

- Log on to UCanWeb
 - Visit <https://www.canton.edu/ucanweb/> and then select “Enter Secure Area”
 - You will then be prompted to enter your Canton email, located on your acceptance letter.
 - For your password, please go under the FAQ’s NetID and Password section at this link: <https://www.canton.edu/it/help.html>
 - For assistance with authentication and one-time security question PIN, please use the UCanWeb EZ Instructions document located at www.canton.edu/enroll or call IT for support at 315-386-7448.
 - Once logged in, click on the New Student Checklist tab and then select **Summer 2024**. This tab is necessary to access all of your student information.
- Complete your 2024-2025 FAFSA
 - Complete the FAFSA form to be eligible for summer and fall aid at www.studentaid.gov
 - Use school code: 002855.

Step Two:

- Submit Deposit(s) – *This is separate from your \$50 application fee.*
 - All students must submit an enrollment deposit of \$50 before creating a class schedule. This shows commitment to the college and is essential to securing a seat in your academic program.
- Set Up Email
 - Your email was provided to you on your acceptance letter.
 - Your login password for email is the same as UCanWeb (see step one).
 - Setting up your email is important in regards to financial aid, scheduling, and scholarship consideration.

Step Three:

- SUNY Canton ID card
 - Students are able to request an ID card any time, by completing an application for an ID card at <https://www.canton.edu/ca/id.html> by selecting SUNY Canton ID card request.
- Review Financial Aid Package
 - Complete this step through UCanWeb under Student Menu tab and then choose Financial Aid, Award, Award by Aid Year, choose 24-25, then View the General Information tab.
 - Accept or decline your financial aid which might include grants, scholarships, loans, and work-study. New students will also receive a financial aid package letter by mail.
- Create your Schedule
 - After paying your deposit, please allow for up to 3 business days for the deposit to be processed, and then email your Dean’s office for instructions on creating a schedule: [School of Business & Liberal Arts - SBLA@canton.edu](mailto:SBLA@canton.edu).

Step Four:

- Process College Bill
 - Processing your college bills involves adjusting your bill to reflect your preferences related to a parking permit and, for balances not covered by financial aid, you must pay the entire balance due by the deadline. You can contact the Student Accounts Office at 315-386-7616.
- Submit Final Transcript(s)
 - Your final transcript needs to be submitted prior to the start of classes. Please submit a transcript request with your former college(s) and have them send electronically to: admissions@canton.edu. If your former college(s) mail transcripts, then please send to: SUNY Canton Admissions, 34 Cornell Drive, Canton, NY 13617