



**Fall Next Steps Checklist**  
Congratulations on your acceptance!

✔ **Step One:**

- Log on to UCanWeb
  - Please use instructions in acceptance letter to access your student portal (UCanWeb) at [www.canton.edu/enroll](http://www.canton.edu/enroll).
  - Log on to UCanWeb by selecting “Enter Secure Area”. Once logged in, click on the New Student Checklist tab. This tab is necessary to access all of your student information.
- Complete your 2021-2022 FAFSA
  - All students should complete the FAFSA form. You can access this form by going to [www.fafsa.gov](http://www.fafsa.gov).
  - Use school code: 002855.

✔ **Step Two:**

- Set Up Email
  - Login information located under “Personal Information” tab and then “Personal Identification Information” on UCanWeb.
  - Setting up your email is important in regards to financial aid, scheduling, and scholarship consideration.
- Check Student Financial Aid Requirements
  - Check Student Requirements to determine if additional documentation is needed for your financial aid package
  - Review this through UCanWeb under Student Menu tab, then choose Financial Aid, Eligibility, Student Requirements and choose 21-22 award year. Unsatisfied requirements are at the top and you can click on the requirement for more information.
- Review Financial Aid Package
  - Complete this step through UCanWeb under Student Menu tab and then choose Financial Aid, Award, Award by Aid Year, choose 21-22, then View the General Information tab and Review & Accept Terms/Conditions 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.
- Submit Deposit(s) – *This is separate from your \$50 application fee.*
  - All students must submit an enrollment deposit before creating a class schedule. This shows commitment to the college and is essential to securing a seat in your academic program.
  - If you are living on campus, you must also submit a housing deposit prior to completing the housing and meal surveys. This is essential to securing a room in one of our residence halls.
  - Deposits may be sent by mail using the deposit reply card, or made online at [www.canton.edu/enroll](http://www.canton.edu/enroll) under the Pay Your Deposit button. Deposits may be made as a combo or separately.

✔ **Step Three:**

- Complete the Housing, Meal Plan, and SUNY Canton ID card surveys
  - Students living on campus must complete the on-campus housing survey found in UCanWeb under the New Student Checklist tab. Students living off-campus or online must complete the off-campus housing form/waiver found under the New Student Checklist tab.
  - Complete the meal plan survey to identify which meal plan you desire. To view the plan options, please visit [https://www.canton.edu/ca/dining/meal\\_plans.html](https://www.canton.edu/ca/dining/meal_plans.html)
  - All First Time Freshman, Transfer, and Readmit students will complete an ID card survey on UCanWeb. This survey will tell us if you would like a SUNY Canton ID card. After you complete the survey, you will need to go to GET.CBORD.com and upload a photo. Once you have completed both the survey and the photo upload, your ID card will be mailed to you at the address you provided on the survey.
- ACCUPLACER Placement Exam - THIS STEP IS NOT REQUIRED OF ALL STUDENTS.
  - Students who do not have the ACCUPLACER listed on their New Student Checklist are not required to take the exam.
  - If the ACCUPLACER requirement is found on your New Student Checklist, please contact the Advising Office at 315-379-3954 or visit <http://www.canton.edu/testing/> to schedule an exam date.
  - If required, this step must be completed before signing up for Orientation and creating your class schedule.

#### Step Four:

- Sign up for Orientation
  - Orientation is mandatory for every student. Please refer to [www.canton.edu/orientation/](http://www.canton.edu/orientation/) to register.
    - First Time Freshman Dates: July 7 & 8 or July 13 & 14
    - Transfer Date: August 18
- Create your Schedule
  - First Time Freshman Students: On or after June 7, contact the Advising and First Year Programs Office at 315-379-3954 to inquire about creating your class schedule. In most cases, this can be done over the phone.
  - Transfer/Readmit students: 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), Canino School of Engineering - [CSOET@canton.edu](mailto:CSOET@canton.edu), School of Health Science & Criminal Justice - [SHCJ@canton.edu](mailto:SHCJ@canton.edu). For a complete list of majors by school, please visit [www.canton.edu/enroll](http://www.canton.edu/enroll) and click on the school name.
- Complete Health Forms
  - The Mandatory College Health Requirements form needs to be completed before students arrive on campus. Additional health forms may be required for selective health programs and athletes. These can be found under the "Forms" section of [www.canton.edu/enroll](http://www.canton.edu/enroll). Students studying entirely online do not need to complete any health forms.
- Process College Bill
  - You can view your bill through the [New Student Checklist](#) tab under the "billing and payment" option. To satisfy a balance not covered by financial aid you can make a direct payment or set up a payment plan. You can also change your preferences related to parking, Roo Express, and health insurance.
  - To decline health insurance provided through the college, you must complete the waiver to remove the cost from your bill. You can locate the waiver under the [Student Menu](#) tab on UCanWeb, then Billing Menu, then Complete Online Health Insurance Wavier. You can contact the Student Accounts Office at 315-386-7616 for assistance.
- Submit Final Transcripts
  - First Time Freshmen students: your final high school transcript with graduation date needs to be submitted prior to the start of classes. Reminder: Be sure to submit official AP, IB, and/or college transcripts for any credits received in high school.
  - Transfer/Returning students: final official transcripts from all colleges previously attended must be submitted prior to the start of classes.

**MAIL TO:**  
SUNY Canton Admissions  
34 Cornell Drive  
Canton, NY 13617

