



**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 2022-2023 FAFSA
  - All students should complete the FAFSA form. You can access this form by going to [www.studentaid.gov](http://www.studentaid.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 22-23 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 22-23, 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.
- 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
  - Beginning in mid-February, 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.
  - Beginning in mid-March, complete the “Meal Plan Application” located under the Student Menu tab of UCanWeb 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](http://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 tab are not required to take the exam.
  - If the ACCUPLACER requirement is found on your New Student Checklist tab, 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. It will be August 23-24, 2022. Please refer to [www.canton.edu/orientation/](http://www.canton.edu/orientation/) to register.
- Create your Schedule
  - First Time Freshman Students: On or after June 6, 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 [Student Health History, Immunization and Physical Exam 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 "[https://www.canton.edu/health\\_center/forms.html](https://www.canton.edu/health_center/forms.html)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

