



# One-Hop Shop

December 2022

## Financial Aid Registrar Billing (Student Accounts)



### Office Hours

Monday	8:00 a.m.—4:30 p.m.
Tuesday	8:00 a.m.—4:30 p.m.
Wednesday	8:00 a.m.—4:30 p.m.
Thursday	9:00 a.m.—4:30 p.m.
Friday	8:00 a.m.—4:30 p.m.

#### Inside this issue

Financial Aid .....	2
Student Accounts.....	3
Registrar .....	4

#### Special points of interest

- 2023-2024 FAFSA
- Winter Term
- Excelsior information
- College Association
- Requesting Transcripts
- Final Exam schedule

### Holiday hours:

Monday, December 19th —January 13th	Holiday Hours	Office Hours 8 a.m.—4 p.m.
Monday, December 26th	Observance of Christmas Holiday (12/25/22)	Closed
Monday, January 2nd	Observance of New Year's Holiday (1/1/23)	Closed

### Important Dates

Thursday, December 1st	Winter	RSVP for Commencement Begins for January Graduates
Monday, December 12th— Friday, December 16th	Fall	Final Exam Week
Friday, December 16th	Spring	Registration for Spring Semester Ends (\$50 imposed fee after this date)
Monday, December 19th	Fall	Final Grade Available for Students Online (2:00 pm)
Monday, December 19th	Spring	Registration Period Begins for Spring Semester for NEW students
Wednesday, December 21st— Tuesday, January 17th	Winter	Winter Term Classes in session.
Thursday, December 22nd	Winter	Late Registration for Winter Semester Ends (4:00pm)
Saturday, December 31st	Winter	RSVP for Commencement Ends for January Graduates (\$20 fee imposed after this date)





## Financial Aid & Enrollment

Please keep in mind as you are registering for classes that your financial aid eligibility will be based only on those credits that are degree requirements for your current program. Prerequisites or other classes not applying to your current degree will not count toward enrollment status for financial aid. Any courses not applicable to your current program should be taken over and above 12 credits if you wish to be full time. Please contact Financial Aid in the One Hop Shop if you have questions!

**PLEASE NOTE:** The new Transact bills are made to reflect **ONLY** the credit hours you are **registered** for. Wait-listed courses do **NOT** count towards your Spring 2023 credit hours. Please make sure if you are planning on being full time for the Spring 2023 semester that you are registered for 12+ credit hours so that your bill will be generated correctly, and able to be processed once covered in full.

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### Excelsior Scholarship – Fall 2022 Recipients

If you received the Excelsior Scholarship for the Fall 2022 semester, then you are not required to re-apply for the Spring 2023 semester. In order to receive your Spring 2023 semester payment you must be on target to graduate on-time, which includes completing a total of 30 credits by the end of your year. If you will be short on credits you should consider taking some over the Winter 2022 or Summer 2023 terms if eligible. Once you lose academic eligibility for the scholarship you cannot get it back. **If you change your major at any point it will affect Excelsior. Please see your advisor to make sure the correct number of credits will be applicable to your new program also.**

**See the One Hop Shop for any questions to address your specific eligibility (not all students have the same options to make up credits).**

We are continuing to work with New York State on the new Excelsior Scholarship program. To date all awards have been properly credited to your financial aid package. We continue to receive eligible students weekly. Certification for this program will not occur until after the fall semester has ended. If you are a recipient, please be aware of the following items that may impact your eligibility.

- Changes to course schedule.
- Changes to major.
- Changes in amounts of your grants & scholarships received.
- Receiving new grants & scholarships.

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### Financial Aid Office

Federal School Code 002855

NYS HESC Code—Associates 3010

NYS HESC Code—Bachelors 6010

Helpful Links

[Net Price Calculator](#)

[Smart Track](#)

[Excelsior Scholarship](#)

[NYS TAP](#)

[Schedule](#) an Appointment with one of our counselors

Contact Us:

315-386-7616

Winter term can help you stay on track or even graduate early. This is a great time to make up credits, improve your GPA, or repeat a class to improve a grade. **This is especially important if you are an Excelsior Scholarship recipient to help meet the 30 credits per year needed.**

Review the schedule of classes and talk to your advisor if you think a winter term class is right for you.

#### Do you want to use financial aid to cover your winter classes?

There are no applications for winter aid. Make sure you have your 2022-2023 FAFSA completed! Eligibility for winter aid will be automatically reviewed once you have registered for **both winter and spring 2023** classes. If you are eligible for any additional aid, you will be notified by our office through your SUNY Canton email account. **YOU MUST RESPOND TO THIS EMAIL TO INCREASE ANY EXISTING FINANCIAL AID.**





## Registrar's Office

Helpful Links

[Diploma Replacement](#)

[Residency](#)

[Part Time Non Degree Students](#)

[Transcript Requests](#)

[Withdrawing](#)

Contact Us:

315-386-7616

registrar@canton.edu

# Transcript Requests

You can order your transcript NOW for release upon completion of the Fall semester– including FINAL grades! If you need and OFFICIAL transcript for transfer or employment, you can go ahead and order it so that you don't forget.

These are sent directly from SUNY Canton to the other institution, but only upon student request.

Electronic transcripts can be ordered by going to [Parchment](#).

Follow the step-by-step instructions there.

Paper copies of your official transcript can be requested directly from our office by completing and returning our [transcript request form](#).

Reminder that you can access your unofficial transcript on UCanWeb anytime.

**Registration for classes for WinterTerm and Spring 2023 is ongoing!** The deadline for continuing students to sign up for SPRING 2023 courses is 4:00pm on December 16th. WinterTerm courses begin on December 21st, so sign up before then!

## Final Exam Schedule for FALL 2022

TIME PERIOD	MONDAY, DEC 12	TUESDAY, DECEMBER 13	WEDNESDAY, DEC 14	THURSDAY, DEC 15	FRIDAY, DEC 16
8:00-9:50 AM	Monday classes: 9:00 or 9:30 AM	Tuesday classes: 9:00-9:30 AM	Monday classes: 8:00 or 8:30 AM	Tuesday classes: 8:00 or 8:30 AM	OPEN TO REQUESTS
10:00-11:50 AM	Monday classes: 12:00 or 12:30 PM	Tuesday classes: 11:00 or 11:30 AM LPNC 101 – Cook 200	Monday classes: 10:00 or 10:30 AM LPNC 100 – Cook 200	Tuesday classes: 10:00 or 10:30 AM	OPEN TO REQUESTS VSCT 205- Newell 109
12:00 -1:50 PM	Monday classes: 11:00 or 11:30 AM	OPEN TO REQUESTS	OPEN TO REQUESTS	OPEN TO REQUESTS	OPEN TO REQUESTS
2:00—3:50 PM	Monday classes: 2:00 or 2:30 PM	Tuesday classes: 2:00 or 2:30 PM	Monday classes: 1:00 or 1:30 PM	Tuesday classes: 1:00 or 1:30 PM	OPEN TO REQUESTS
4:00-5:50 PM	Monday classes: 4:00 or 4:30 PM	Tuesday classes: 4:00 or 4:30 PM	Monday classes: 3:00 or 3:30 PM	Tuesday classes: 3:00 or 3:30 PM	OPEN TO REQUESTS
6:00-7:50 PM	Monday Evening Classes	Tuesday Evening Classes	Wednesday Evening Classes	OPEN TO REQUESTS	OPEN TO REQUESTS
8:00-9:50 PM	OPEN TO REQUESTS	OPEN TO REQUESTS	OPEN TO REQUESTS	OPEN TO REQUESTS	OPEN TO REQUESTS





## Important Billing Dates

### Winter

Monday, November 7	Registration began for Winter
Wednesday, November 9	Bills created for Winter
Wednesday, December 21 @ 3pm	Bills due for Winter
Thursday, December 22 @ 4pm	Late Registration ends for Winter

### Spring

Monday, November 14	Registration began for Spring
Friday, December 16	Registration for Spring Ends - Late Registration Fee \$50
Wednesday, November 16	Bills created for Spring
Wednesday, November 16	5 – installment Transact Payment Plan Opened
Friday, January 6	Bills due for Spring

### Billing Office (Student Accounts)

Student Refunds are issued through Bank Mobile Disbursements (BMTX). Make sure you have your bank account preference selected to avoid delays!

Parent Refunds are mailed in a paper check format only.

#### Helpful Links

[Selecting a Refund Preference](#)

[Tuition and Fees](#)

[Withdrawing](#)

[Liability](#)

#### Contact Us:

315-386-7616

[billing@canton.edu](mailto:billing@canton.edu)



## Billing Reminders

- ⇒ All courses you schedule must be applicable to your current degree program to count for financial aid.
- ⇒ If you received a medical insurance waiver, you must complete the application again **EVERY Fall/ Spring** semester. This is done within UCanWeb. A waiver must be submitted by the end of the second week of classes in order to have the health insurance charge removed from their bill. Part-time students may also purchase the student insurance, but they need to request to have it added to their bill.
- ⇒ Billing statements can be found in your **TRANSACT Payment Portal**. These statements only reflect credits you are **REGISTERED** for, waitlisted courses do not count.
- ⇒ Make sure to take to the meal plan survey if you are planning on being full time for the Spring 2023 semester that you are registered for 12+ credit hours so that your bill will be generated correctly, and able to be processed once covered in full.

**SATISFACTION SURVEY:** Please take the time to complete our [short online customer satisfaction survey](#) for the One Hop Shop based on your recent experience. [Click here](#) for more information on the One Hop Shop and to view previous issues of this newsletter.

One Hop Shop, 0012 Miller Campus Center  
(315) 386-7616

[billing@canton.edu](mailto:billing@canton.edu); [finaid@canton.edu](mailto:finaid@canton.edu); [registrar@canton.edu](mailto:registrar@canton.edu)



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