

One-Hop Shop
Financial Aid
Registrar
Billing (Student Accounts)

January 2023
 Newsletter



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.

Winter Hours

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

Jan. 2nd to Jan 13th.

Important Dates

Sunday, January 1st	Winter	RSVP for Commencement Begins for May Graduates.
Friday, January 6th	Spring	Spring bills are due! By 4:00pm
Tuesday, January 17th	Winter	Winter term ends.
Thursday, January 19th	Winter	Winter grades posted.
Friday, January 20th	Spring	New Student Orientation.
Monday, January 23rd	Spring	Spring Classes start!
Wednesday, January 25th	Spring	LAST DAY for Late Registration/Change Schedule for Spring w/o permissions from dean/instructor.
Sunday, January 29th	Spring	Last day to withdraw w/ 100% reduction of charges.

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Special points of interest

- Important dates
- Excelsior Scholarship
- SAP information
- Adding/dropping classes
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- Billing reminders

Financial Aid & Enrollment

FINANCIAL AID AND ENROLLMENT:

Your financial aid eligibility is 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. If you want to take a course that is not applicable to your current program and to be full-time, make sure it is in addition to 12 credit hours of courses that can be counted toward your current degree. Please contact Financial Aid in the One Hop Shop if you have questions!

Excelsior Scholarship – Spring 2023 application is open.

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.

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

finaid@canton.edu

Satisfactory Academic Progress (SAP)

Students who failed to meet SAP for financial aid purposes (separate from academic review) at the end of the fall semester are being notified, by letter and email, if they lost aid eligibility or are in danger of losing eligibility. A separate review is conducted for state aid and federal aid (including loans). Review the [Satisfactory Academic Progress \(SAP\) Guidelines](#) to see where you stand. Any student who is Academically Suspended will be ineligible for any financial aid until the suspension has been lifted.

Students with extenuating circumstances who lose aid have the option to apply for a one-time [SAP Waiver](#). The deadline to submit this request with all required documentation is [Tuesday, January 17th](#).

REGISTRAR

Registrar's Office

Helpful Links

[Diploma Replacement](#)

[Residency](#)

[Part Time Non Degree Students](#)

[Transcript Requests](#)

[Withdrawing](#)

Contact Us:

315-386-7616

registrar@canton.edu

Information on Adding and Dropping Classes

Attention Students:

Students have until **4PM on Wednesday, February 3rd** to change to their schedule (add/drop courses or withdraw). A \$20 Course Change Fee will be charged for each application submitted after this date.

Keep in mind that the amount of your bill and financial aid are dependent upon the number of credits you are enrolled in and financial aid is based only on credits applicable to your degree program. Be sure to discuss the impact of any changes you are making to your schedule with the staff in the One Hop Shop.

TO ADD A CLASS:

You must receive permission from the class instructor, as well as your advisor to add a class. In addition, you will be charged a \$20 fee to add a class after the February 3rd deadline. **Please see your Dean's Office or the Registrar's Office for assistance.**

TO DROP A CLASS:

You will be charged a \$20 fee to drop classes after the February 3rd dead-

line. **Please see your Dean's Office or the Registrar's Office for assistance.**

The re-calculation of financial aid: If you withdraw from any classes your financial aid will be reviewed and may be lowered. If you withdraw from all coursework, then a recalculation of all financial aid will be required. The appropriate from with all required signatures must be submitted to the Registrar Office. Be sure to contact Financial Aid if you have concerns before adding or dropping classes.

The re-calculation of financial aid: If you withdraw from any classes your financial aid will be reviewed and may be lowered. If you withdraw from all coursework, then a recalculation of all financial aid will be required. The appropriate from with all required signatures must be submitted to the Registrar Office. Be sure to contact Financial Aid if you have concerns before adding or dropping classes.

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 UCan-Web anytime.



BILLING

FEES

Late Payment	\$40
Late Registration	\$50
Course Change	\$20
Graduation	\$25

Your Refund & BankMobile Disbursements

Financial Aid refunds will begin to appear in student accounts on Friday, February 17th. Refunds will continue to be issued on a weekly basis as funds are received. The timing of your specific refund depends on the type and amount of financial aid you are receiving. **If you are receiving any assistance from New York State, then your refund may not be available until mid-March at the earliest.** Make sure you set up your account with BankMobile Disbursements to avoid delays in receiving your refund. More information on the overall refund process can be found at **Refund Information!**

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

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; finaid@canton.edu; registrar@canton.edu



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