

SUMMER 2020 REGISTRATION UCANWEB REGISTRATION INSTRUCTIONS

Registration Begins March 2nd at 8:00 AM

- **Advising Period – Monday, March 30th-Friday, April 10th.** Please be aware that summer registration begins before advising period so plan accordingly to meet with your advisor to discuss appropriate courses for the upcoming semester and obtain your signed registration form and registration code. You can plan ahead for this meeting by logging into UCanWeb, going to Student Menu -> Registration -> Look-up Classes and choosing Summer 2020. Use a [weekly grid](#) or [the registration form](#) to work out your desired schedule. You can also use your [Degree Works Audit](#) as a guide to courses needed in your current program. You must obtain your Registration Code by meeting with your advisor.
- **You will not be able to register for classes if you have a hold on your account. Check your holds NOW by looking in UCanWeb under Student Menu -> Student Records -> View Holds**

INSTRUCTIONS FOR WEB SCHEDULING

- **ALL SUMMER REGISTRATIONS ARE DONE ON UCANWEB**
- **Login to UCanWeb** You will need to enter your SUNY Canton ID# and your PIN. You will need to enter your SUNY Canton ID and your PIN. If you have forgotten your PIN, enter your ID # and click on “Forgot PIN”. A security question will be asked and you will be able to reset your PIN to a new 6-digit number. The answer is case sensitive so be sure to enter exactly. ***If you have problems entering the secure area, please come to the Registrar’s Office, One Hop Shop – Miller Campus Center, with your ID.**
- Once you have entered the Secure Area , select **Student Menu, select Registration, and click on Select Term , then select Summer 2020.**
- Select **Add or Drop Classes** and enter **Registration Code.**

You will see a screen where you can enter CRN’s for the courses you wish to enroll. If you do not have the CRN or the section you want is closed, you can search for courses using the **Lookup Classes Option**. If you are not familiar with this option, please refer to the User Guide for details.

- Once you have entered the CRN’s you need, click on **Submit Changes**. The next screen will show the courses in which you have been enrolled. If there are schedule conflicts, pre-requisites or a class is full, it will show at the bottom of the screen. You need to drop these sections, make an alternate choice and submit changes. If you are unable to resolve your conflicts, please take your form to your Academic Dean’s Office.
- When you are finished scheduling, go to the bottom of the screen and click on **“Registration Fee Assessment.”** This will allow you to see the charges for the courses you have selected. Next, you can **print** a copy of your tentative schedule by **returning to the menu and selecting “Student Detail Schedule.”** Check the top right-hand side to make sure you are in the Summer 2020 term. Click on “Submit Printer-friendly version” to print out your schedule.

- **Students may begin to register on UCANWEB for the Summer 2020 semester at 8:00 AM on March 2nd.**
- You may register for a maximum of 19 credit hours for the Summer Session.

*Students may continue to access UCANWEB registration to make changes until the May 28th at 4:00 p.m.

If you have difficulties with the UCANWEB registration process, please call the Registrar’s Office at 315-386-7616 or stop by the office, One Hop Shop – Miller Campus Center. Please be sure to bring photo ID and your pre-scheduling form signed by your Advisor.