

SUMMER 2021 REGISTRATION

UCANWEB REGISTRATION INSTRUCTIONS

Registration Begins March 1st at 8:00 AM

- **Advising Period – Monday, April 5-Friday, May14th. Please be aware that summer registration begins before advising period so plan accordingly to meet with your advisor and/or advisee to discuss appropriate courses for the upcoming semester and obtain the signed registration form and registration code.** Students may plan ahead for this meeting by logging into UCanWeb, going to Student Menu -> Registration -> Look-up Classes and choosing Summer 2021. Use a [weekly grid](#) or [the registration form](#) to work out your desired schedule. Students can also use their [Degree Works Audit](#) as a guide to courses needed in their current program. Students must obtain their Registration Code by meeting with your advisor.
- **Students will not be able to register for classes if there is a hold on their account. Students check their holds 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** Students will need to enter their SUNY Canton ID# and their PIN. If the student has forgotten the PIN, they need to enter their ID # and click on "Forgot PIN". A security question will be asked and then they will be able to reset their PIN to a new 6-digit number. The answer is case sensitive so be sure it is entered exactly. ***If students have problems entering the secure area, please contact the Registrar's Office, One Hop Shop – Miller Campus Center, with the student's ID.**
- Once the student has entered the Secure Area, select **Student Menu**, select **Registration**, and click on **Select Term**, then select **Summer 2021**.
- Select **Add or Drop Classes** and enter **Registration Code**.

Students will see a screen where they can enter CRN's for the courses they wish to enroll. If the student does not have the CRN or the section they desire is closed, they 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 your student(s) have entered the CRN's they need, they will click on **Submit Changes**. The next screen will show the courses in which they have been enrolled. If there are schedule conflicts, pre-requisites or a class is full, it will show at the bottom of the screen. Your students need to drop these sections, make an alternate choice and submit changes. If students are unable to resolve conflicts, please advise them to take their form to their Academic Dean's Office.
- When the student is finished scheduling, they go to the bottom of the screen and click on **"Registration Fee Assessment."** This will allow them to see the charges for the courses they have selected. Next, they may **print** a copy of their tentative schedule by **returning to the menu and selecting "Student Detail Schedule."** They check the top right-hand side to make sure that they are in the summer 2021 term. They click on "Submit Printer-friendly version" to print out your schedule.

- **Students may begin to register on UCANWEB for the Summer 2021 semester at 8:00 AM on March 1st.**

- They may register for a maximum of 19 credit hours for the Summer Session.

*Students may continue to access UCANWEB registration to make changes until June 3rd at 4:00 p.m.

If students 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 have your student bring photo ID and their pre-scheduling form signed by your Advisor.