Course Registration Errors and how to ask for permission

(student view) :

1) Login to UCanWeb. Go to Student Menu, then Registration, then UCanWeb 9 – Registration Menu, then Register for Classes.

2) You must attempt to add the course and then get the Registration Add Error message (full detailed instructions on how to add/drop classes are in a sperate document)

3) If you encounter an error when trying to add a class, take note of what the error is. Some errors you can resolve yourself by changing sections or adding the linked lab. The example here shows a "Pre-requisite and Test Score error" that means you don't have the necessary background specifically listed on your SUNY Canton transcript to be allowed into the course.
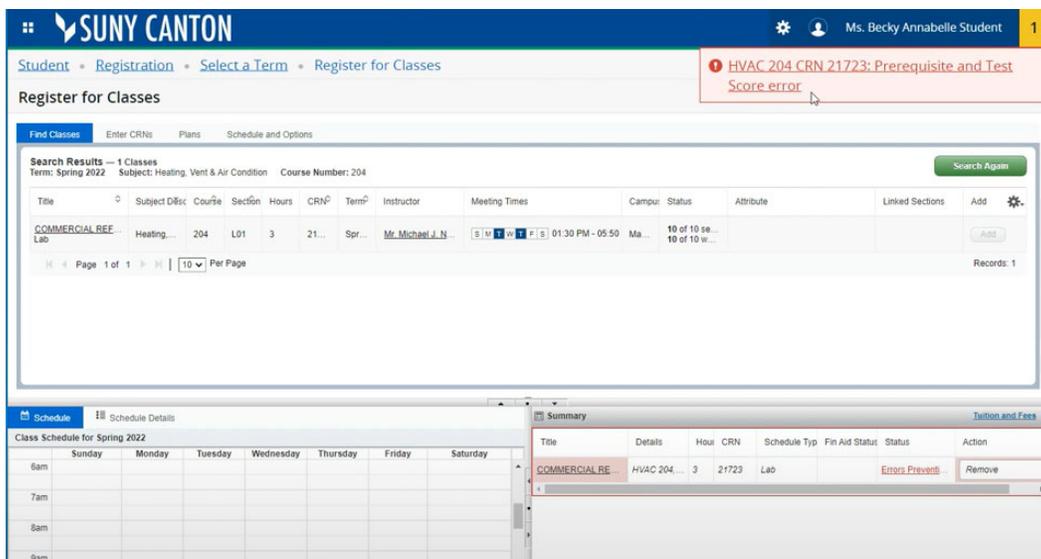
4) If you get an error on a course or a section that you think you should be able to add, you can request instructor permission. To do this, go back out to the Registration menu and click on UCanWeb 9-Request for Course Override". You must first get an error (above) to access this portion.

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5) This page should show the course or courses that you had an error for. Add your contact information and the rationale for why you should be allowed into the course. Be courteous, clear on why an exception should be made in your case, and any other details that might be relevant.

6) As soon as you submit, a message will go to the instructor. The instructor can choose to allow you into the class or not. Either way, you should get a notification when the action happens.

7) If you are given permission to add the class, **YOU still have to go back into UCanWeb to sign up for it. Do not wait for someone to do this part for you.**

8) If you have errors for more than one course, than you will need to do this process for each course.