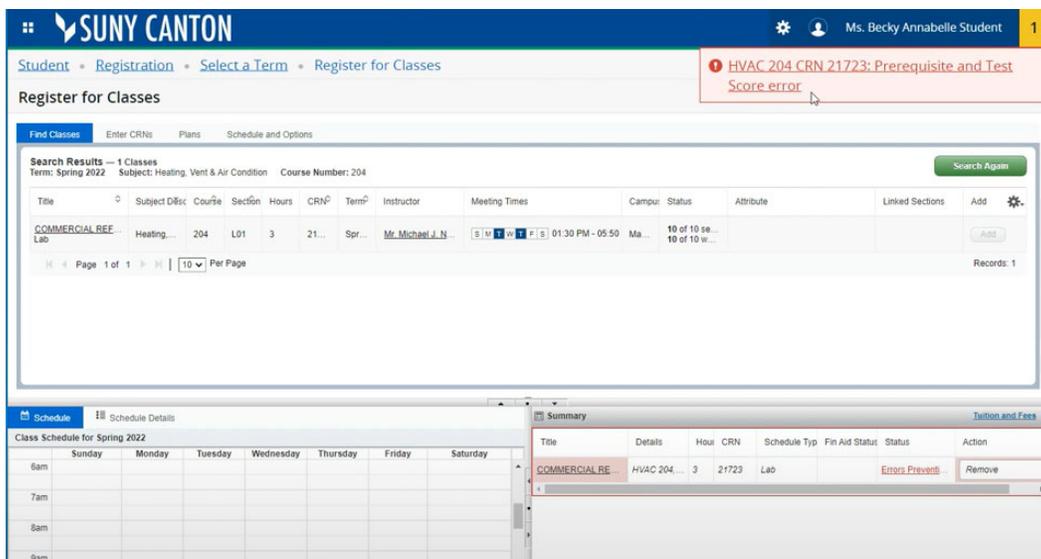


Course Registration Errors and how to ask for permission

(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.

Registration

Please use the UCanWeb 9 screens to register for your classes. Click on "UCanWeb 9 - Register for Classes" on this page and then select "Register for Classes". Training tools are available in <https://www.suny.edu/ucanweb9>, specifically the "How to schedule your classes in UCanWeb" link to a pdf guide or the training videos. Follow the instructions on how to register.

Course Change Request (Beyond Last Day, Permission/s Now Required)

• **MAKING REVISIONS TO YOUR EXISTING SCHEDULE:** You now need permission from all Instructors and your Academic Advisor; a \$20 fee per request will now be imposed.
• **LATE REGISTERING:** If you are attempting to Late Register (i.e., your bill has NOT yet been processed) and are attempting to build your schedule, you now need permission from your Academic Advisor; a \$50 fee per request will now be imposed.

Course Change Request Outcome

[Click here to view status of/act on your course change requests](#)

Registration Information for Part-Time Non-Degree Students

UCanweb 9 - Registration Menu

UCanWeb 9 - Request for Course Override

Submit a request to add a course that you were not able to add due to some issue such as the class being full, etc.

UCanweb 9 - Request to withdraw this Semester

IMPORTANT: Please do not use this request form UNTIL THE FIRST DAY OF CLASS. Email registrar@canton.edu if you are not attending prior to the first day of class.

RELEASE: 8.9.2.1.E

- 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.

*** Required**

Registration Semester: Spring 2018

| Click to Select | CRN | Course Description | Credit Hours | Message |
|-----------------------|-------|---------------------------------|--------------|---|
| <input type="radio"/> | 20273 | SOCI-101-001-INTRO TO SOCIOLOGY | 3 | Closed-See your Dean to be added to waitlist. |

Area Code : Phone Number :

*** Student Comments (Please indicate reason for request, up to 4000 characters) :**

0

- 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.