

How to withdraw from all classes this semester (student view):

- 1) Go to [UCanWeb](#). Enter Secure Area. Login the same way you do to your email or Brightspace.
- 2) Go to **Student Menu**, then **Registration**, then **“UCanWeb 9 – Request to Withdraw this semester”**.

Registration

Please use the UCanWeb 9 screens to register for your classes. Click on "UCanWeb 9 - Register for Classes". Training tools are available in <https://www.canton.edu> schedule your classes in UCanWeb" link to a pdf guide or the training videos for to register.

- 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 - 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
 - **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 Advisor; a \$20 fee per request will now be imposed.
 - **Course Change Request Outcome**
Click here to view status of/act on your course change requests
 - **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.
 - UCanWeb 9 - Registration History
- Registration Information for Part-Time Non-Degree Students
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- RELEASE: 8.11.E

Fill out the form as shown here. When you click submit, it will generate an email to your advisor to begin the review process. A total withdrawal is reviewed by a number of campus offices and can take a few days to process.

Request To Withdraw This Semester

Please complete the following request if you wish to withdraw from all of your courses for the current academic semester.

****** Please view campus resources available if you have questions by clicking on this link. http://www.canton.edu/email/Resource_Listing.pdf ******

PLEASE NOTE: If you are not a matriculated student at SUNY Canton (non-degree), you will not use this form. Please use the Course Change Notice <http://www.canton.edu/registrar/cc> to withdraw from your courses. Students enrolled in summer or winter term must also use the Course Change Notice to withdraw from courses.

Once the required information is submitted, please continue to check your SUNY Canton email for important information from various campus offices regarding your withdrawal request and your final opportunity to cancel your withdrawal request prior to being withdrawn.

Students may not withdraw from college during the last ten instruction days of a full semester, exclusive of the final exam period. (Dates available on the academic calendar) and fees are dependent on the date of withdrawal. Your withdrawal date will be the date of initial submission (provided you do not request your withdrawal be canceled).

Entry of a working telephone number is required; please input only numbers and dashes. Alphabetic characters will be rejected.

Residential Students: Please note, card access to your building/suite/wing will no longer work once your withdrawal request has been processed. Please email your Resident Advisor if you are not able to vacate within the 24 hour College policy.

Submitting this request will START the process. You need to watch your Canton email for updates and approvals. IF you live on campus, start talking to your RA about when you will be moving out. Return any library or borrowed materials.