FALL 2022 COURSE REGISTRATION
Advising Instructions
Registration Begins April 18th at 7:30am

- Make an appointment to meet with your faculty advisor. The Advising Period begins on Monday April 4th. Check My Connections in RooSuccess to confirm who your faculty advisor is and how to contact them. Advisors vary on how they schedule appointments. Some advisors have a SCHEDULE link to their availability in RooSuccess. If you do not see a link to SCHEDULE, then use phone or email contact to reach out to your advisor to request an appointment. Some advisors will email you with their instructions, so check your email for what YOUR advisor expects.

- 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

- Review your Degree Checklist and your DegreeWorks Audit (instructions here) to begin to build a potential list of classes you plan to take next semester. This is ultimately your degree, so come to the meeting informed and ready to ask questions.

- Use UCanWeb to determine what classes are offered and what times they are scheduled. Go to Student Menu -> Registration -> Look-up Classes and choose Fall 2022. If it is helpful, use the class schedule worksheet (in Excel) to map it out.

- Make a list of questions you have for your advisor (Can you recommend a program elective? How about a minor? An internship?) to go along with your list of potential courses

- Meet with your advisor and obtain your Registration code.

- Schedule your classes! Be ready to sign up for your classes when it is your turn (EARNED hours means everything completed prior to this semester). See the instructions on how to schedule your classes on UCanWeb if you need a refresher!

- Be sure to register for your classes by May 13th or you will be charged a $50 Late Registration fee

- NEW! Automated waitlists. If the class you want is full, you can put yourself on the waitlist right in UCanWeb. You will be given the option right in the Add/Drop Classes page when you are informed that the class is full. If a spot opens up in the class, you will receive a notice via email and will have 24 hours to claim that spot.

If you are having trouble logging into UCanWeb, contact the Registrar’s Office at 315-386-7616. If you have advising questions, reach out to the Advising Center.