

Fall 2025 Advising/Registration

Instructions for Advisors





The class schedules for Summer and Fall 2025 are now available in UCanWeb.

- **Advise:** Registration for **SUMMER** opens on **March 3rd**. Continuing students can start signing up for **FALL classes on April 14, 2025**. You can start working with your students on planning as soon as the schedules are made available. [See the detailed registration schedule on our website.](#)
 - Meet with your students. [RooSuccess](#) can be used to make your schedule available for students to sign up.
 - Registration time is one of the only times that students are **required** to consult their advisor. Conversations can involve a discussion of your students' career goals; timeline to completion; and whether to consider an internship, a minor, or study abroad.
 - Recommend courses based on your conversation.
 - All students must obtain a registration code from their advisor. Supplying the code is based on the assumption that advising has taken place.
- **Finding the Registration Code: Use "UCanWeb 9 - Advisee Listing"** in the Advisors menu in [UCanWeb](#).
 - In that menu, you can choose the term the student is scheduling for (Winter or Spring)
 - Click **View my Advisee Listing**. The list of Registration Codes should be available to you in the list.

Advising • [Advisee Search](#) • [Advisee Listing](#)

Advisee Listing

Summer 2025

Name and ID	Program	Primary Major	Academic Stan	Registration Code	Student Type	Advisor Holds	Primary Adv...	Advisor Type	Campus	Sts
 View profile		Undeclared Major	Good Standing	278301	Transfer			Temporary Advisor	Online Courses	Un
 View profile	Management	Management	Good Standing	516184	Continuing			Temporary Advisor	Main Campus-Cor...	Un
 View profile		Non-Degree	Good Standing	966768	Transfer			Academic Advisor	Online Courses	Un

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You can also click on the student name to open their profile and see more details:

- Use the **Registration Notices drop-down menu** on the right side to find the "Registration Pin Assigned" or Registration code.

- The exact date that the student can start scheduling is also found here under Time Tickets.

The screenshot shows the SUNY CANTON Student Profile page. The header includes navigation links for Advising, Advisee Search, Advisee Listing, and Student Profile. The main content area is divided into several sections: Bio Information, General Information, Graduation Information, and Advisers. On the right side, there is a 'Time Tickets' section highlighted with a red box, indicating the registration period from 11/07/2022 8:00 AM to 12/22/2022 4:00 PM.

- **Browse Classes** to see the full list of course offerings for Winter and Spring by using the Browse Classes page instead of logging into [UCanWeb](#) OR on the Main Menu of [UCanWeb](#)

The screenshot shows the UCanWeb homepage. The navigation menu includes links for 'Enter Secure Area', 'First-Time Login Instructions', 'Proxy Access', 'Apply for Admission', 'Browse Classes (formerly Class Schedule)', 'Browse Catalog (formerly Course Catalog)', 'Manage My Roo Card', 'SUNY Canton Home', 'Workflow (Effective Nov 30, 2020, use MFA for off-campus access)', 'CASHnet Authorized User Access', and 'Login for Alumni, Readmit or Inactive Students and Former Employees'. A red box highlights the 'Browse Classes (formerly Class Schedule)' link, with a red arrow pointing to it.

The screenshot shows the UCanWeb Main Menu. The menu items include 'Personal Information', 'Faculty & Advisors', 'User Guide (Faculty)', 'Student Administration Menu', 'Athletic Clearance Form', 'Elect a FERPA Designee (Proxy) to Share My UCanWeb', 'UCanWeb 9 - Browse Classes', and 'Return to Homepage'. A red box highlights the 'UCanWeb 9 - Browse Classes' link, with a red arrow pointing to it.

- **After your advising conversation, supply the Registration code to the student using the [Registration Form note type](#) in [RooSuccess](#) and sending a copy to the student.** RooSuccess is preferable to DegreeWorks or email since it creates a record that others can reference and reinforce your advice.
- Verify that your advisees understand that discussing courses with you is only the first step; students are not enrolled in classes until **they** enter the course information on their UCanWeb account. [STUDENT instructions](#) for scheduling classes are available on [our How-To page](#).

Troubleshooting:

- If you are advising a student who is not on your advisee list, please contact the Registrar's Office at 315-386-7616, and we can look up that code for you.
- Students are welcome to contact either the Registrar's Office (registrar@canton.edu) or the Advising Center (advising@canton.edu) for assistance with scheduling in UCanWeb or course add errors.