## 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 3<sup>rd</sup>. 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. <u>See the detailed registration schedule on our website</u>.
  - Meet with your students. <u>RooSuccess</u> 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.

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Summer 2023							2							Email All	<b>Filter</b>	*
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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.

<b>"</b> SUNY CANTON	* 1					
Advising + Advisee Search +	Advisee Listing    Student Profile					
Student Profile -	DNFIDENTIAL					
Term: Winter 2022	Standing: Good Standing, as of Spring 2022	Overall Hours: 24 Overall GPA: 2.68	Registration Notices: 5 Holds: 0			
CONTRENTIAL	Bio Information Email: Phone: Gender: Date of Bittle	CURRICULUM, HOURS & GPA Primary Secondary Hours & GPA	Overall Academic Standing     Good Standing     Permits Registration			
Curriculum and Courses	Ethnicity: Race:	Degree: Study Peth:	Student Status			
Prior Education and Testing	Citizenship: Citizenship:	Level: Program: Collegar	Permits Registration			
Additional Links	Emergency Phone:	Major: Department:	Enroliment Status			
Academic Transcript	General Information 0 Level:	Concentration: Minor: Concentration:	Permits Registration			
Registration	Class: Status: Studies Turket	Admit Type: Admit Term:	Registration PIN Assigned Student PIN: 120169			
Concise Student Schedule	Residency: Campus:	Catalog Term:	Time Tickets			
Registration Overrides	First Term Attended: Matriculated Term:	REGISTERED COURSES	From: 1107/2022 8-00 AM			
Application to Graduate	Leave of Absence:	Not Registered	To: 12/22/2022 4:00 PM			
Week at a Glance	Graduation Information Graduation Applications:	Total Hours   Registered Hours: 0   Billing Hours: 0   CEU Hours: 0   Min Hours	Not available   Max Hours, not available			
Registration and Planning	Advisors					
View Grades	EOP Advisor					
Degree Evaluation						

 Browse Classes to see the full list of course offerings for Winter and Spring by using the Browse Classes page instead of logging into <u>UCanWeb</u> OR on the Main Menu of <u>UCanWeb</u>

UCanWeb					
INFORTANT ANNOUNCEMENTS: Places be advised that directive September 29, there will be a change in how you togin to UCAWWeb. Instead of using yo login, you will have to use your intelfab and password, similar to how you togin to Brightspace. As the system remembers will not always need to input your login information each time you go to UCAWWeb. The newlightion to the homepage will will still settice? There Secure Area 7 to login. Readenits, Alumni, Former Employees and other inactive users - please use the Login link at the bottom of the list.	wr Studore ID and PIB to your credentials, you stay the same, and you				
Enter Secure Area     First-Time Login Instructions - Please Read if you've never logged in before     Proxy Access     Anoth for Advancement	Main Menu				
Prove Classes (formerly Class Schedule)     Proven Classes (formerly Class Schedule)     Ronage My Roo Card     SUMY Clanton Home     Workflow (Effective Nov 30, 2020, use MFA for off-campus access)     CAShnet Authorized User Access (e. parent or guardian)     Login for Alumni, Readmit or Inactive Students and Former Employees	Personal Information Update addresses, contact information or marital status; review name or social security number change information; Change y Faculty & Advisors Enter Syllabus Information, Grades and Registration Overrides, View Class Lists and Student Information USEr Guide (Faculty) Provides overview of options available in Faculty Self-Service Student Administration Menu Checklist: Parking Archive; PTND Summary; Billing Reg Survey Proxy Athletic Clearance Form Elect a FERPA Designee (Proxy) to Share My UCanWeb UCanWeb 9 - Browse Classes UCanMeb 9 - Browse Classes				
	Return to Homepage				

- After your advising conversation, supply the Registration code to the student using the <u>Registration Form note type</u> in <u>RooSuccess</u> 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. <u>STUDENT instructions</u> for scheduling classes are available on <u>our</u> <u>How-To page</u>.

## 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 (<u>registrar@canton.edu</u>) or the Advising Center (<u>advising@canton.edu</u>) for assistance with scheduling in UCanWeb or course add errors.