



Spring 2025 Next Steps Checklist

Visit: <https://www.canton.edu/enroll/> for digital version

Congratulations on your acceptance!

Step One:

- Log on to UCanWeb
 - Visit <https://www.canton.edu/ucanweb/> and then select “Enter Secure Area”
 - You will then be prompted to enter your Canton email, located on your acceptance letter.
 - For your password, please go under the FAQ’s NetID and Password section at this link: <https://www.canton.edu/it/help.html>
 - For assistance with authentication and one-time security question PIN, please use the UCanWeb EZ Instructions document located at <https://www.canton.edu/enroll/> or call IT for support at 315-386-7448.
 - Once logged in, click on the New Student Checklist tab. This tab is necessary to access all of your student information.
- Complete your 2024-2025 FAFSA
 - All students should complete the FAFSA form. You can access this form by going to www.studentaid.gov
 - Use school code: 002855.

Step Two:

- Log into your Canton Email
 - Your email was provided to you in your acceptance letter.
 - Your login password for email is the same as UCanWeb (see step one).
 - Setting up your email is important in regard to financial aid, scheduling, and scholarship consideration.
- Check Student Financial Aid Requirements
 - Check Student Requirements to determine if additional documentation is needed for your financial aid package
 - Review this through UCanWeb under Student Menu tab, then choose Financial Aid, Eligibility, Student Requirements and choose 24-25 award year. Unsatisfied requirements are at the top and you can click on the requirement for more information.
- Review Financial Aid Package
 - Complete this step through UCanWeb under Student Menu tab and then choose Financial Aid (will open in a new tab) and then select “Offer” tab.
 - Accept or decline your financial aid which might include grants, scholarships, loans, and work-study. New students will also receive a financial aid package letter by mail.
- Submit Deposit(s) – *This is separate from your \$50 application fee.*
 - All students must submit an enrollment deposit before creating a class schedule. This shows commitment to the college and is essential to securing a seat in your academic program.
 - If you are living on campus, you must also submit a housing deposit prior to completing the housing and meal surveys. This is essential to securing a room in one of our residence halls.
 - Deposits can be made online at <https://www.canton.edu/enroll/> under the Pay Your Deposit button. Deposits may be made as a combo or separately.

Step Three:

- Complete the Housing, Meal Plan, and SUNY Canton ID card surveys
 - **Beginning in November**, students living on campus must complete the ‘on-campus housing’ survey and students living off-campus or studying online must complete the ‘off-campus housing form/waiver’ which can both be found under the New Student Checklist tab.
 - **Beginning in November**, complete the “Meal Plan Survey” located under the Student Menu tab of UCanWeb to select your meal plan, or to opt-out for students who will not be living on campus. To view the plan options, please visit https://www.canton.edu/ca/dining/meal_plans.html. If you need to request a meal plan change or have any questions, please email mealplans@canton.edu.
 - **Beginning December 1**, after you have paid or waived your enrollment deposit, all First-Time Freshman, Transfer, and Readmitted students will need to complete an ID card survey on UCanWeb. After survey completion, you’ll need to upload a photo on the mobile app called GET Mobile: All ID cards are mailed. Please direct questions to id@canton.edu.

- ❑ ACCUPLACER Placement Exam - THIS STEP IS NOT REQUIRED OF ALL STUDENTS.
 - Students who have Measure Learning listed in their New Student Checklist Tab are REQUIRED to take a placement exam. The Measure Learning Placement Exam must be completed **before your advising appointment** to ensure you receive a correct schedule.
 - Complete the SUNY Canton [Measure Learning Request Form](#). Once received, instructions will be sent to your SUNY Canton email on how to complete the placement exam.
 - If you have any questions or experience difficulties, contact the Advising Center at (315) 379-3954 or at advising@canton.edu.

▼ **Step Four:**

- ❑ Sign up for Orientation
 - Orientation is mandatory for every student and will be on **January 17, 2025**. Please refer to <https://www.canton.edu/orientation/> to register.
- ❑ Create your Schedule
 - First-Time Freshman use [RooSuccess to schedule](#) Advising appointments. Login using your SUNY Canton email and password and then select “NEW STUDENT ADVISING AND REGISTRATION”. Schedule creation begins **December 16, 2024**. If you have any questions, contact the Advising Center at (315) 379-3954 or at advising@canton.edu
 - Transfer/Readmit students: After paying your deposit, please allow for up to 3 business days for the deposit to be processed, and then email your Dean’s office for instructions on creating a schedule: [School of Business & Liberal Arts - SBLA@canton.edu](mailto:SBLA@canton.edu), [Canino School of Engineering - CSOET@canton.edu](mailto:CSOET@canton.edu), [School of Health Science & Criminal Justice - SHCJ@canton.edu](mailto:SHCJ@canton.edu). For a complete list of majors by school, please visit www.canton.edu/enroll and click on the school name.
- ❑ Complete Health Forms
 - The mandatory Student Health History, Immunization and Physical Exam Form need to be completed by **January 2, 2025**. Additional health forms may be required for selective health programs and athletes. These can be found under the “Forms” section of <https://www.canton.edu/enroll/>. Health forms are not required for fully online students.
- ❑ Process College Bill
 - Bills can be viewed through the [New Student Checklist](#) tab under the “billing and payment” option. To satisfy a balance not covered by financial aid you can make a direct payment or set up a payment plan. You can also change your preferences related to parking, Roo Express, and health insurance by emailing billing@canton.edu
 - To decline health insurance provided through the college, you must complete the waiver to remove the cost from your bill. You can locate the waiver under the [Student Menu](#) tab on UCanWeb, then Billing Menu, then Complete Online Health Insurance Wavier. You can contact the Student Accounts Office at 315-386-7616 for assistance.
- ❑ Submit Final Transcripts
 - First time freshmen students: your final high school transcript with graduation date needs to be submitted prior to the start of classes. Reminder: Be sure to submit official AP, IB, and/or college transcripts for any credits received in high school.
 - Transfer/Returning students: final official transcripts from all colleges previously attended must be submitted prior to the start of classes.

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