



Next Steps Checklist Summer 2025

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 and then select **Summer 2025**. This tab is necessary to access all of your student information.
- Complete your 2025-2026 FAFSA
 - Complete the FAFSA form to be eligible for summer and fall aid at www.studentaid.gov
 - Use school code: 002855.

Step Two:

- Submit Deposit(s) – *This is separate from your \$50 application fee.*
 - All students must submit an enrollment deposit of \$50 before creating a class schedule. This shows commitment to the college and is essential to securing a seat in your academic program.
- Set Up 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.

Step Three:

- SUNY Canton ID card
 - Students are able to request an ID card any time, by completing an application for an ID card at <https://www.canton.edu/ca/id.html> by selecting SUNY Canton ID card request.
- 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.
- Create your Schedule
 - 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 or [School of Science, Health & Criminal Justice – SHCJ@canton.edu](mailto:School of Science, Health & Criminal Justice - SHCJ@canton.edu)

Step Four:

- Process College Bill
 - Processing your college bills involves adjusting your bill to reflect your preferences related to a parking permit and, for balances not covered by financial aid, you must pay the entire balance due by the deadline. You can contact the Student Accounts Office at 315-386-7616.
 - If you are anticipating a student refund due to the awarding of financial aid, you will need to set up your banking preference with BM Technologies so your refund can be automatically deposited. SUNY Canton has partnered with BM Technologies (BankMobile) for all student refund processing. For more information on how to set up your banking preference, please visit our website at <https://www.canton.edu/refund/>
- Submit Final Transcript(s)
 - Your final transcript needs to be submitted prior to the start of classes. Please submit a transcript request with your former college(s) and have them send electronically to: admissions@canton.edu. If your former college(s) mail transcripts, then please send to: SUNY Canton Admissions, 34 Cornell Drive, Canton, NY 13617