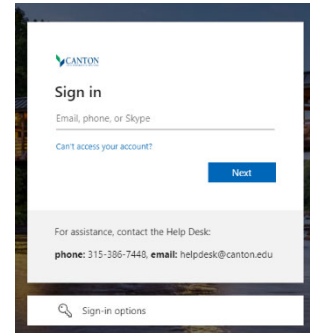


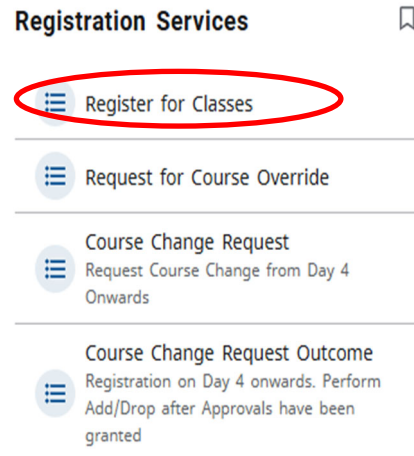
How to Register for Classes for Admitted students

These instructions assume that you have already discussed courses with your advisor and obtained your registration code.

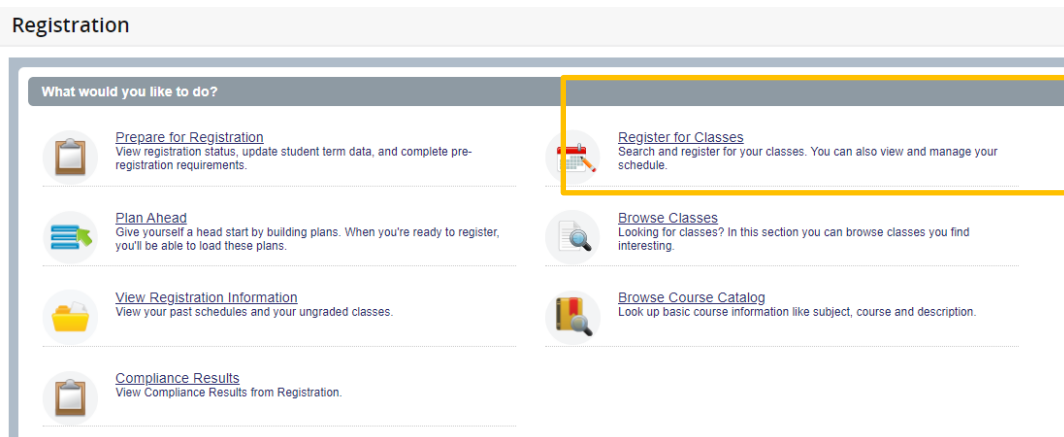
- 1) From the SUNY Canton homepage (www.canton.edu) and find UCanWeb or go directly to [UCanWeb](#).
- 2) Click on “Enter Secure Area”; use your NetID and password as your email:



- 3) Once logged in, go to the Student tab and look for the Registration Services card. Click on the first link that says Register for Classes.



- 4) In the Registration menu, choose Register for Classes:



- 5) Choose the term you are registering for. To move any further, you will need your registration code that is supplied by your faculty advisor. Click on the continue button.

The screenshot shows a web form titled "Select a Term". It contains a dropdown menu labeled "Terms Open for Registration" with "Spring 2022" selected. Below this is a text input field for "Registration Code*" with a masked value "*****". At the bottom is a "Continue" button.

- 6) From here, you have the option to either look up courses or directly enter CRN's if you already have them.

The screenshot shows the "Register for Classes" page. At the top, there are navigation links: "Student", "Registration", "Select a Term", and "Register for Classes". Below these are tabs: "Find Classes" (highlighted with a yellow box), "Enter CRNs", "Plans", and "Schedule and Options". The "Find Classes" section is titled "Enter Your Search Criteria" and includes a dropdown for "Term: Spring 2022", input fields for "Subject", "Course Number", and "Keyword", and buttons for "Search", "Clear", and "Advanced Search". Below this is a "Class Schedule for Spring 2022" table with columns for days of the week and times from 6am to 10am. To the right of the schedule is a "Summary" panel showing "No registered or pending classes." and a "Compliance Results" button. At the bottom right is a "Submit" button.

- 7) To look up classes, click in the Subject block to populate a list of subjects. This example uses Automotive. Chose a subject and then click on the Search button to pull up a list of all of the AUTO classes being offered this semester. You can also start typing a subject to filter for what you are looking for.

The screenshot shows the "Subject" input field with a dropdown menu open. The dropdown lists several subjects: "Applied Behavior Analysis", "Art", "Astronomy", "Automotive Technology" (highlighted in blue), and "Biology". The "Course Number" and "Keyword" fields are also visible above the dropdown.

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Search Results — 20 Classes
Term: Spring 2022 Subject: Automotive Technology Search Again

Title	Subject De	Course	Sector	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
AUTOMOTIVE AI... Lab	Autom...	103	L01	0	21...	S...	Mr. Jeffery M...	S M T W T F S 10:00 AM - 1...	M...	16 of 16 ... 16 of 16 ...	Classroom/lab-Applied Le...		Add
AUTOMOTIVE AI... Lab	Autom...	103	L02	0	21...	S...	Mr. Jeffery M...	S M T W T F S 08:00 AM - 0...	M...	16 of 16 ... 16 of 16 ...	Classroom/lab-Applied Le...		Add
AUTOMOTIVE AI... Lecture	Autom...	103	S...	2	21...	S...	Mr. Jeffery M...	S M T W T F S 09:00 AM - 0...	O...	32 of 32 ... 32 of 32 ...	Classroom/lab-Applied Le...		Add
BASIC WELDING Lecture	Autom...	104	001	2	21...	S...	Mr. Dennis E... Mr. Jonathan...	S M T W T F S 04:00 PM - 0...	M...	12 of 12 ... 12 of 12 ...	Classroom/lab-Applied Le... Service Learning-Applied ...	View Linked	Add

- 8) You can scroll through the list of AUTO classes to view the options. If you find a section that you want to add to your schedule, you can use the Add button on the right side of the block (above). This will add the courses to your Summary in the bottom right block on this page.

Summary Tuition and Fees

Title	Details	Hour	CRN	Schedule Typ	Fin Aid Status	Status
BASIC WELDING	AUTO 104,...	0	21120	Lab		Pending
BASIC WELDING	AUTO 104,...	2	21119	Lecture		Pending

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19 Compliance Results

Submit

- 9) **Note that they still say Pending.** You need to use the Submit button in the bottom right to actually add these courses to your schedule. Then you will see them populate on both of the blocks on the bottom of your screen:

Schedule | **Schedule Details**

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4pm			✓ BASIC WELDING				
5pm			✓ BASIC WELDING				
6pm							
7pm							
8pm							

Summary Tuition and Fees

Title	Details	Hour	CRN	Schedule Typ	Fin Aid Status	Status
BASIC WELDING	AUTO 104,...	0	21120	Lab	No impact ...	Added
BASIC WELDING	AUTO 104,...	2	21119	Lecture	**Aid Inelig...	Added

Total Hours | Registered: 2 | Billing: 2 | CEU: 0 | Min: 0 | Max: 19 Compliance Results

Submit

- 10) Continue to look up and add classes until your schedule is complete.

Alternately, if you already have the Course Request Numbers you can simply enter them. The course will populate in the top block so that you can verify that you have the right course. When you have added all of your CRN's, Add to Summary.

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2022

CRN 21191 INTRO CULTURAL ANTHROPOLOGY ANTH 102, 0W1

CRN 21174 COMPOSITION & THE SPOKEN WORD ENGL 101, 0F1

CRN 21493 INTRO PSYCHOLOGY PSYC 101, FW1

CRN

[+ Add Another CRN](#) [Add to Summary](#)

The courses are still Pending until you Submit:

Schedule								Summary						
Class Schedule for Spring 2022								Tuition and Fees						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Title	Details	Hour	CRN	Schedule Type	Fin Aid Status	Status
7am								INTRO PSYCHOLO...	PSYC 101,...	3	21493	Lecture		Pending
8am								COMPOSITION & T...	ENGL 101,...	3	21174	Lecture		Pending
9am								INTRO CULTURAL ...	ANTH 102,...	3	21191	Lecture		Pending
10am								BASIC WELDING	AUTO 104,...	0	21120	Lab	No impact ...	Added
11am								BASIC WELDING	AUTO 104,...	2	21119	Lecture	**Aid Inelig...	Added
Total Hours Registered: 2 Billing: 2 CEU: 0 Min: 0 Max: 19								Compliance Results						
Panels								Submit						

Once you have added all of your classes, you can see an expanded list and week-at-a-glance view. Use this to verify that you have added all of your classes by going back to the tabs at the top of the page and choosing "Schedule and Options". You can print these for a larger view OR use the arrow buttons to see your whole schedule to get a screenshot. **Note that online classes often do not have a meeting time**

and will not show up on the calendar view but WILL show up in the Summary/list view.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#) [Enter CRNs](#) [Plans](#) [Schedule and Options](#)

Summary

Term: Spring 2022

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
BASIC WELDING	AUTO 104, 001	2	21119	Lecture	Normal Gradin...	Undergraduate	None	01/04/2023	Added	**Web Enro...
BASIC WELDING	AUTO 104, L01	0	21120	Lab	Normal Gradin...	Undergraduate	None	01/04/2023	Added	**Web Enro...
COMPOSITION & THE S...	ENGL 101, 0F1	3	21174	Lecture	Normal Gradin...	Undergraduate	None	01/04/2023	Added	**Web Enro...
INTRO CULTURAL ANTH...	ANTH 102, 0W1	3	21191	Lecture	Normal Gradin...	Undergraduate	None	01/04/2023	Added	**Web Enro...
INTRO PSYCHOLOGY	PSYC 101, 0R1	3	21093	Lecture	Normal Gradin...	Undergraduate	None	01/04/2023	Added	**Web Enro...

Records: 5

[Schedule](#) [Schedule Details](#)

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		✓ INTRO PSYCHOLOGY		✓ INTRO PSYCHOLOGY		✓ INTRO PSYCHOLOGY	
11am							
12pm							
1pm		✓ COMPOSITION & THE SPOKEN WORD		✓ COMPOSITION & THE SPOKEN WORD		✓ COMPOSITION & THE SPOKEN WORD	
2pm							

Panels

Submit

You can go back and adjust the schedule if needed or start getting ready for class to start!