

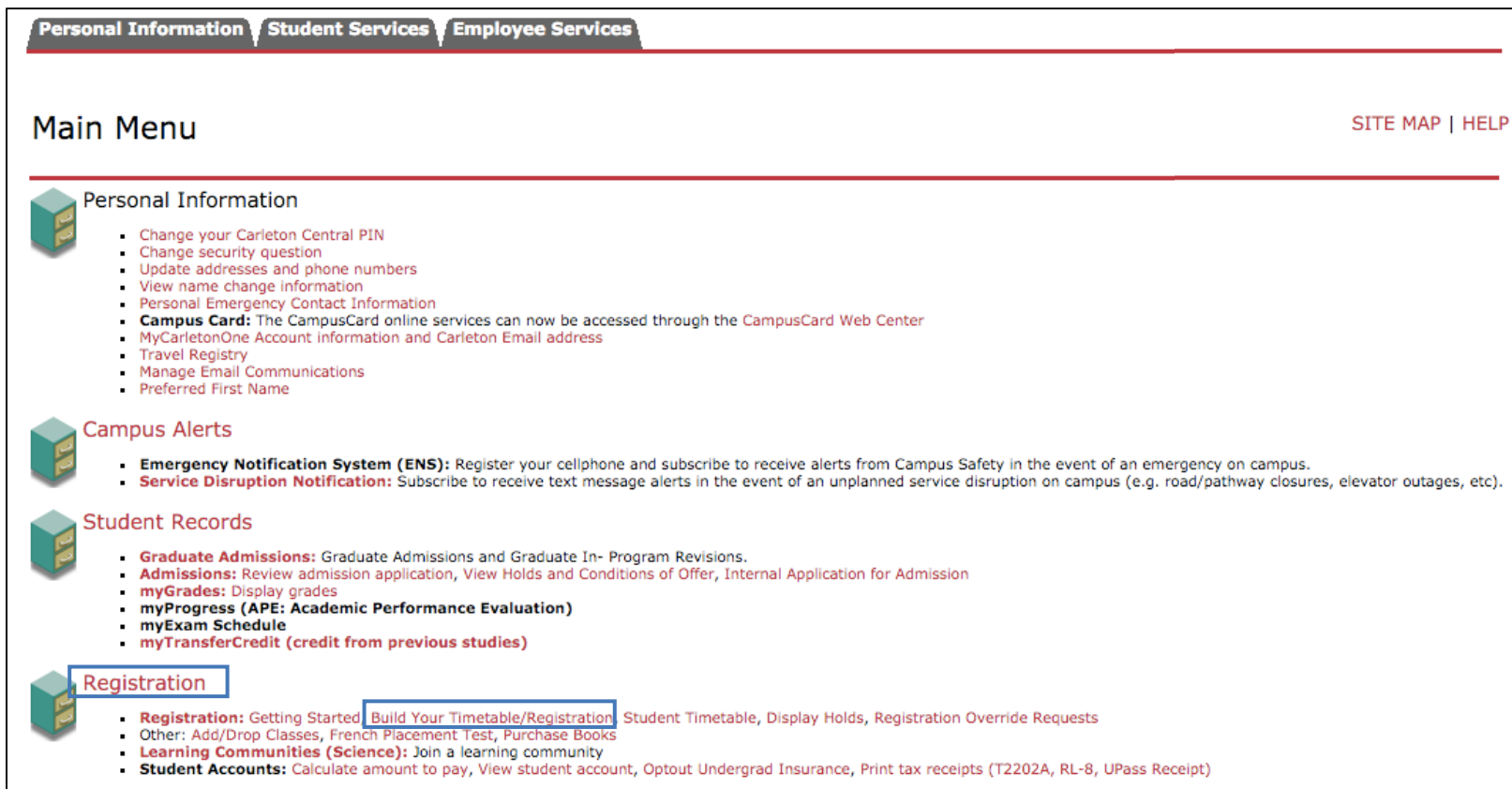
How do I register in my courses?

You can only register for courses if your time-ticket is open. However, you will be able to access the course calendar before registration is open, this allows students to tentatively build a timetable, called the Worksheet, which can be saved on Carleton Central. Once registration is open, you can submit your Worksheet to register yourself for the courses selected. This makes registration faster, however it does not guarantee you a spot in the class – if a class or TA group is already full you will be placed on the Waiting List or asked to choose one that is still open.

STEP 1: Login to **Carleton Central**

- You can login using your MyCarleton username (ex. JoanDoe) and password OR with your Carleton ID number (ex. 100123456) and PIN

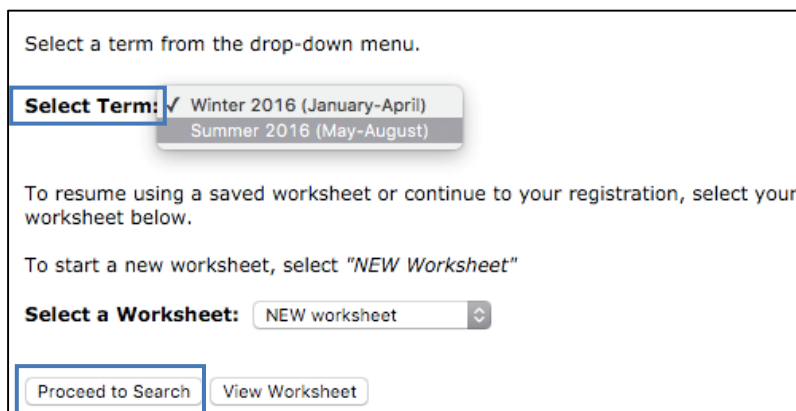
STEP 2: On the **Main Menu** of Carleton Central locate **Registration**, under Registration click **Build Your Timetable/Registration**



The screenshot shows the Carleton Central Main Menu. At the top, there are three tabs: Personal Information, Student Services, and Employee Services. The main menu is titled "Main Menu" and includes a "SITE MAP | HELP" link. The menu is organized into several sections, each with a small icon and a list of links:

- Personal Information**: Change your Carleton Central PIN, Change security question, Update addresses and phone numbers, View name change information, Personal Emergency Contact Information, **Campus Card**: The CampusCard online services can now be accessed through the CampusCard Web Center, MyCarletonOne Account information and Carleton Email address, Travel Registry, Manage Email Communications, Preferred First Name
- Campus Alerts**: **Emergency Notification System (ENS)**: Register your cellphone and subscribe to receive alerts from Campus Safety in the event of an emergency on campus. **Service Disruption Notification**: Subscribe to receive text message alerts in the event of an unplanned service disruption on campus (e.g. road/pathway closures, elevator outages, etc).
- Student Records**: **Graduate Admissions**: Graduate Admissions and Graduate In- Program Revisions. **Admissions**: Review admission application, View Holds and Conditions of Offer, Internal Application for Admission, **myGrades**: Display grades, **myProgress (APE: Academic Performance Evaluation)**, **myExam Schedule**, **myTransferCredit (credit from previous studies)**
- Registration**: **Registration**: Getting Started, **Build Your Timetable/Registration**, Student Timetable, Display Holds, Registration Override Requests, **Other**: Add/Drop Classes, French Placement Test, Purchase Books, **Learning Communities (Science)**: Join a learning community, **Student Accounts**: Calculate amount to pay, View student account, Optout Undergrad Insurance, Print tax receipts (T2202A, RL-8, UPass Receipt)

STEP 3: Select the term you want to register for and then click **Proceed to Search**



The screenshot shows a registration form with the following elements:

- A text prompt: "Select a term from the drop-down menu."
- A "Select Term:" label followed by a dropdown menu. The dropdown menu is open, showing two options: "Winter 2016 (January-April)" (which is selected with a checkmark) and "Summer 2016 (May-August)".
- Text instructions: "To resume using a saved worksheet or continue to your registration, select your worksheet below." and "To start a new worksheet, select 'NEW Worksheet'".
- A "Select a Worksheet:" label followed by a dropdown menu. The dropdown menu is open, showing the option "NEW worksheet".
- Two buttons at the bottom: "Proceed to Search" (which is highlighted with a blue border) and "View Worksheet".

STEP 4: Scroll through the subjects and select your **Subject**. You can also search for courses using their CRN, which is a course's unique identification number. Note the other options and advanced search options on the page that will help refine your search. Click **Search**.

STEP 5: **Select** the course(s) you wish to register for by checking the corresponding box on the right side of the page. Click **Proceed to Worksheet**.

HOW-TO VIDEO
USER GUIDE

Registration Term: Summer 2016 (May-August)

- Add a course to your **draft** worksheet by selecting the checkbox next to the course you want, then scroll to the bottom of the page and s
- Additional course information (i.e. course description, restrictions and prerequisites) can be viewed by clicking on the [blue](#) CRN, Subject d

Select	Status	CRN	Subject	Section	Title	Credits	Schedule	Prereqs?
<input type="checkbox"/>	Open	20701	WGST 1808	A	Intro Women's & Gender Studies	1	Lecture	No
Meeting Date: May 02, 2016 to Aug 16, 2016 Days: Mon Wed Time: 18:05 - 20:55								
Section Information: Introduction to Women's and Gender Studies								
<input checked="" type="checkbox"/>	Open	21106	WGST 2801	A	Activism Feminisms & Soci Justic	.5	Lecture	No
Meeting Date: May 02, 2016 to Jun 14, 2016 Days: Tue Thu Time: 18:05 - 20:55								
Section Information: Activism, Feminisms and Social Justice Prerequisite: Second Year Standing								
<input type="checkbox"/>	Open	21107	WGST 3812	A	Sel Top: Women & Gender Studies	.5	Lecture	No
Meeting Date: May 02, 2016 to Jun 14, 2016 Days: Tue Thu Time: 18:05 - 20:55								
Section Information: Selected Topic: Gender, Sexuality & Pornography Third-year Standing Required								
<input type="checkbox"/>	Open	21402	WGST 4812	A	Sel Top: Women's & Gender Studi	.5	Seminar	No
Meeting Date: Jul 04, 2016 to Aug 16, 2016 Days: Mon Wed Time: 18:05 - 20:55								
Section Information: Selected Topic:Troubling Space(s): Geographies of Sexual and Gender Identities Fourth-year Standing AND Required								

Proceed to Worksheet
Return to Search
Change Term

☞ Many First Year classes have a mandatory Tutorial Group, if you are registering in one of these classes you **MUST** select a Tutorial Group before clicking Proceed to Worksheet.

STEP 6: **Save** your Worksheet. If this is the first Worksheet you have made, you must give it a name, then click **Save As**. You can make multiple Worksheets.

WORKSHEET

Current Worksheet: NEW worksheet Save Worksheet Delete Worksheet Estimate Fees

Save As: Summer2016 Save As

STEP 7: By clicking **Return to Search** or **Change Term** you can repeat STEP 5 and STEP 6 until you have added all the courses you wish to register in. You will be able to officially register for these classes at the time and date indicated by your Time-Ticket. Registration will stay closed until your designated time; you will then be able to click **Proceed to Registration**.

☞ It is important that you register as soon as it becomes available so that you can ensure you get a seat in the class!

HOW-TO VIDEO
USER GUIDE
UNDERGRAD CALENDAR
GRADUATE CALENDAR

Registration Term: Summer 2016 (May-August)

My Course Worksheet displays your **draft** timetable(s). Check the **Warnings** column for any [registration warnings](#) that you may encounter (such as restrictions and prerequisites).

- **If you are planning your timetable before your time-ticket opens, make sure you:**
 1. Save your worksheet
 2. Create multiple worksheets – courses can fill up by the time you register!
 3. Continue to check the “**Warnings**” column for any new messages (i.e. The course is full)
 4. **Make sure** you add the 2nd half of any full session courses if you are planning your worksheet in the Winter term
- **If you are planning your timetable when registration is open:**
 1. Complete your registration by clicking the “Proceed to Registration” button AND
 2. Follow the instructions at the top of the next page.

Adding a course to your worksheet **does not** reserve a seat in the class. **Make sure** you register for your classes when your registration time ticket opens.

WORKSHEET

Current Worksheet: NEW worksheet Save Worksheet Delete Worksheet Estimate Fees

Save As: Summer2016 Save As

Remove	Status	CRN	Course	Title	Meeting Time	Credits	Warnings
<input type="checkbox"/>	On Your Worksheet	21106	WGST 2801 A	Activism Feminisms&Soci Justic	Tue Thu 18:05 to 20:55	0.50	
Total Credits:						0.50	

To add courses to your worksheet directly, enter CRN(s) or course subject, number and section (e.g. BUSI 2003 A)

Add Course(s)
Remove Course(s)
Return to Search
Change Term
Manage Unavailable Times

REGISTRATION

⚠ Registration is not currently open.

For registration dates and time-ticket schedules visit www.carleton.ca/registration/dates (Fall/Winter information) or <http://www.carleton.ca/summer/dates> (Summer information)

PROCEED TO REGISTRATION