



**Carleton**  
UNIVERSITY

Canada's Capital University

# New Student Registration



## Getting Ready

- ✓ Dates and Deadlines
- ✓ Registration Tools
- ✓ University Lingo

## Planning Your Timetable and Registration

- ✓ How to use the Worksheet Planning Tool
- ✓ Manage Unavailable Times
- ✓ First-Year Seminars
- ✓ Breadth Requirement
- ✓ How to Register
- ✓ Registration Override Request
- ✓ Waitlisting
- ✓ Checking Your Account Summary
- ✓ Student Registration Assistance





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# Part 1: Getting Ready



# Registration Dates and Deadlines

## ✓ **May 25, 2016**

- Registration Worksheet Planning Tool opens.
- Fall/Winter Class Schedule is posted.
- Getting Started – Step 1 of registration opens.

## **June 3, 6 & 7, 2016 Registration Time-tickets** *(your assigned time to begin registration)*

- June 3 & 6 new first year undergraduates with entrance scholarships and new first year varsity athletes.
- June 7 – new first year undergraduates.

## ✓ **September 20, 2016**

- Registration Deadline - last day to **ADD** or **CHANGE** a course for Fall term or Fall/Winter two-term courses (winter registration continues until January 18, 2017).

## ✓ **September 30, 2016**

- Registration Deadline - last day to **WITHDRAW** from a Fall course or Fall/Winter two-term course with a full financial adjustment.

**For full details on Registration Dates and Deadlines please visit**

**<http://carleton.ca/registrar/registration/dates-and-deadlines/>**



- ✓ **My Carleton One Account** (Provides access to Carleton Central, wireless network, on-campus computers, Carleton email and cuLearn)  
[carleton.ca/ccs/all-services/accounts-and-passwords/student-computing-account/](http://carleton.ca/ccs/all-services/accounts-and-passwords/student-computing-account/)
- ✓ **New Undergraduate Checklist** (A visual checklist of all steps that need to be completed from accepting your offer until the start of classes).  
<http://carleton.ca/registrar/registration/registration-information/new-undergraduates/>
- ✓ **First Year Course Selection Guide** (Degree specific registration information)  
<http://carleton.ca/registrar/registration/degree-guides/>
- ✓ **Registration Website** (General Registration Information)  
<http://carleton.ca/registration/>
- ✓ **Carleton Central** (All planning and registration is completed here)  
<http://central.carleton.ca/> or via the MyCarleton Portal at <https://students.carleton.ca/>
- ✓ **Student Registration Assistance Team** (Complete support for all registration issues/questions)  
[www.carleton.ca/sra](http://www.carleton.ca/sra)
- ✓ **"How To Videos"** (Tutorial videos for a variety Carleton Central functions including registration)  
<http://carleton.ca/registrar/registration/carleton-central-how-to-videos/>
- ✓ **Undergraduate Calendar** (for course descriptions, prerequisites, and preclusions)  
<http://calendar.carleton.ca/undergrad/>

Visit <http://carleton.ca/registration/registration-information/new-undergraduates>

- ✓ **Prerequisite** - requirements you must have completed BEFORE you are permitted to register in a course. \**Example: ECON 1000 is a prerequisite for ECON 2001*
- ✓ **Preclusion** – two courses so similar that you can't earn credit for both  
\**Example: FYSM 1004 and ENGL 1000*
- ✓ **Sections** – there are several sections offered for many courses. Course sections are identifiable by a letter at the end of a course code *Example: ECON 1000 A*. They are essentially the same course so pick the section that works best for your schedule!  
\**Note: V, T and R sections are online sections, not on campus.*
- ✓ **Linked Components** – labs, discussion groups, or tutorials that are required components of your courses. They are listed after the lecture in the Class Search and have 0.0 credit value. \**Example: ECON 1000 A04*
  - Tutorials and discussion groups break larger courses into smaller groups of students in order to review material from the lectures, complete practice problems, or discuss readings related to the course and
  - They are generally led by Teaching Assistants and you are expected to attend.



- ✓ **Course Load** - most first-year students register in **2.5 credits per term** (5.0 credits over the full academic session)
- ✓ **Half Credit Courses** (worth 0.5 credits) run for **one term**; either Fall (Sept –Dec) **or** Winter (Jan-Apr)
- ✓ **Full Session Courses** (worth 1.0 credits) run for **two terms** from September to April. By registering in the Fall section of these courses, you will be **automatically registered** in the winter section. These courses will be identified as 1<sup>st</sup> half, or 2<sup>nd</sup> half, of two term course under “Full Session Info” when searching for courses.  
*\*Note: You must check your schedule to ensure you can remain in the same section of the course in both fall and winter terms as you will be unable to change this section.*

Visit the registration website for more info [www.carleton.ca/registration](http://www.carleton.ca/registration)



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# **Part 2: Planning Your Timetable and Registration**

## Main Menu

Last web access on Apr 11, 2016 at 11:25 am



### 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](#)
- **Student Accounts:** [Calculate amount to pay](#), [View student account](#), [Optout Undergrad Insurance](#), [Print tax receipts \(T2202A, RL-8, UPass Receipt\)](#)

On May 25<sup>th</sup>, all new 1<sup>st</sup> year students will be able to check their “Student Status” before registration opens. Click on **Getting Started** in the **Registration** section of Carleton Central

*\*Note: you will also be able to view your time-ticket assignment here starting on May 25<sup>th</sup>*

## Registration: Getting Started!

This page displays various items which may prevent your registration or restrict the courses you will be permitted to select. If you have any questions regarding the information below, please contact the [Registrar's Office](#) (Undergraduate & Special Students) or [Graduate Studies](#) (Graduate Students).

- Your interactive audit can assist you with your class search
- Click [here](#) to plan your course selection using your audit, which displays your current program requirements

### Your registration time ticket begins on

Date	Begin Time
Jun 24, 2015	03:30 pm

Your Class for registration purposes is [Third Year Undergraduate](#).

### Curriculum Information

#### Current Program

Bachelor of Arts General

**Level:** Undergraduate

**Program:** Political Science

**Admit Term:** Fall 2012 (September-December)

**Admit Type:** Current Ontario High School

**Catalog Term:** Fall 2012 (September-December)

**College:** Faculty:Public Affairs

**Campus:** Main Campus

**Major:** Political Science

**Minor:** Minor in History

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing permits registration.
- ✓ Your Student Status permits registration.

Your **Time-Ticket** assignment will appear with the date and time you will be able to begin your registration

Your **Program** and **Class** will also appear on this page as well as whether you have any holds or statuses that prevent registration.

*\*Note if you have a hold or status that prevents registration please click Administrative Holds at the bottom of the page to view the originator of the hold and contact them for further information.*

- ⚠ **You have Holds which will prevent registration.**
- ✓ Your Academic Standing permits registration.
- ✓ Your Student Status permits registration.

- ✓ **First-year seminar (FYSM)** courses are smaller classes designed to give students the opportunity to discuss and research topics of interest in a core subject area.
- ✓ Only **Bachelor of Arts, Bachelor of Cognitive Science, Bachelor of Communication and Media Studies and Bachelor of Global and International Studies** students are permitted to register in an FYSM course.
- ✓ Bachelor of Arts, Bachelor of Cognitive Science, Bachelor of Communication and Media Studies and Bachelor of Global and International Studies students are strongly encouraged to include a FYSM in their first 4.0 credits of registration.
- ✓ Students can only take **one credit (1.0)** in FYSM courses (one 1.0, or two 0.5) .
- ✓ Most FYSM courses are **Full Session Courses** running from Sept to Apr but a few are 0.5 credit courses in one term.

Visit <http://www.carleton.ca/first-year-seminars/> for more information.

## Breadth Requirements:

**Bachelor of Arts (BA) students** should choose their electives knowing that they will need to complete their breadth requirements before graduation.

**Bachelor of Arts (BA) students** NEED at least **1.0 credit** in **3 of the 4** following categories:

- ✓ Culture and Communication
- ✓ Science, Engineering, and Design
- ✓ Social Sciences
- ✓ Humanities

Visit <http://calendar.carleton.ca/undergrad/> “Academic Regulations for Further details on Breadth Requirements” for the Bachelor of Arts Degree

- ✓ Planning your timetable and registering for courses is done through Carleton Central under Registration; **Build Your Timetable/Registration**.



## Registration

- **Registration:** [Getting Started](#), [Build Your Timetable/Registration](#), [Student Timetable](#), [Display Holds](#), [Registration Override Requests](#)

- ✓ Build your timetable prior to your initial registration.  
*\*Note: registration does not permit conflicts so ensure your timetable is conflict free*
- ✓ In the worksheet planning tool, you can manage your unavailable time, search all the courses and sections, select the courses you want and add them or remove them from your timetable worksheet and save your draft timetable worksheet(s).
- ✓ Once your registration time-ticket (your assigned time to begin registration) has opened you can simply recall your draft timetable (worksheet) and **“Proceed to Registration”** in Carleton Central, and click **“Submit”** to finalize your registration.

**Be sure to plan your Fall and Winter timetable at the same time and register for both terms.**

## Main M

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### Registration

- **Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, Registration Override Requests
- **Other:** Add/Drop Classes, French Placement Test, Purchase Books
- **Student Accounts:** Calculate amount to pay, View student account, Optout Undergrad Insurance, Print tax receipts (T2202A, RL-8, UPass Receipt)

Go to the **Build Your Timetable/Registration** selection under Registration

[Personal Information](#)[Student Services](#)[Employee Services](#)

## Select Term

Select the appropriate Term to search for classes and  
**Proceed to Search**

Remember to build your draft timetable worksheet  
for both **Fall 2016** and **Winter 2017** terms.

Select a term from the drop-down menu.

Select Term:  ▼

**Note:** If you are in a program with Block Registration (Engineering, Architecture, Industrial Design, or Information Technology), on this page you will be prompted to view your block. You must register for the courses set within your block, and fill in electives around your mandatory courses. You will see the following:

Select a term from the drop-down menu.

Select Term:  ▼



View your worksheet to see your mandatory preselected courses.

[Proceed to Search](#)

[View Worksheet](#)

## Search For Courses

[HOW-TO VIDEO](#)[USER GUIDE](#)[UNDERGRAD CALENDAR](#)[GRADUATE CALENDAR](#)

Registration Term: Summer 2016 (May-August)

**IMPORTANT:** The University strives to limit changes to the schedule, however it is important that you continue to check the schedule since the dates and times of some classes **may change**.

COURSE LEVEL:

SUBJECT:

  
  
  
  
  
**NOTE:** Select at least one subject from the list. Select multiple subjects by holding the CTRL key on your keyboard for Windows and the Command key for MAC's.

COURSE NUMBER:

**NOTE:** Search the course number in whole or in part. Example: to search all 1st year courses in a particular subject, enter 1 in the course number field.

SEARCH BY CRN:

**NOTE:** If you know the CRN (5 digit course reference number) enter it here.

SPECIAL CRITERIA:

  
  
  
**NOTE:** "Show courses that are open for registration" will **NOT** include courses that have an open waitlist.[Click here for advanced search options](#)

Select the search criteria that will best help you search for courses – such as **Course Level** and **Subject**.

*\*Example: Economics (ECON)*

Course number allows you to search for a specific 4 digit course number or search by year level

*\*Example: 1000 or 1 for all 1<sup>st</sup> year courses*

**Special Criteria** allows you to specify particular parameters.

*\*Note: that "show courses that are open for registration" will only work once your time-ticket has opened, during the timetable planning period all courses will display as available*

**Manage Unavailable Times** allows you to set up time in your draft timetable worksheet(s) for when you are unavailable when searching for courses.



## My Course Worksheet

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:			Save As				
Remove	Status	CRN	Course	Title	Meeting Time	Credits	Warnings
<input type="checkbox"/>	On Your Worksheet	20252	ECON 1000 A	<a href="#">Introduction to Economics</a>	Mon Wed 18:05 to 20:55	1.00	
<input type="checkbox"/>	On Your Worksheet	20253	ECON 1000 A01	<a href="#">Introduction to Economics</a>	Mon Wed 16:35 to 17:25	0.00	
<b>Total Credits:</b>						1.00	

If your draft timetable worksheet is complete and no conflicts exist you can **"Save Worksheet"** to be retrieved once your registration time-ticket opens.

*\*Note: It is recommended that you build and save multiple draft timetable worksheets in the event that some courses are unavailable when you attempt to register*

All course information is listed here for courses added to your draft timetable worksheet. **Scroll down to see a visual representation of your worksheet.**

*\*Note: If there are any [registration warnings](#) that will not allow registration, you will see ["Click here to view registration warnings"](#) in the last column. Click the link and read the warnings carefully as this will explain why you will be unable to register.*

DRAFT TIMETABLE

- Full Summer classes begin on 02-MAY-16 and end on 16-AUG-16.
- Early Summer classes begin on 02-MAY-16 and end on 14-JUN-16.
- Late Summer classes begin on 04-JUL-16 and end on 16-AUG-16.
- Courses that have scheduling conflicts will appear in red. University Regulations prohibit time conflicts.
- Allowed scheduling conflicts with TV or VOD (online) courses will appear in green
- If you added "Unavailable Times" for this term, they will be displayed with a line pattern

For the week starting:  Number of Weeks:  Show Unavailable Times:

▲ NOTE: Classes on Friday, August 14th will follow a "Monday" schedule.

Classes on Friday, September 4th will follow a "Monday" schedule.

On September 1st AOD welcomes you to Carleton and helps prepare you for your first-year studies. The day includes Faculty Orientation, Departmental Open Houses and a Student Services Fair to get to know your faculty and support staff. Every student will receive a free t-shirt. No registration necessary.

Week Starting: May 01, 2016

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00		ECON 1000 A01		ECON 1000 A01			
18:00		ECON 1000 A		ECON 1000 A			
19:00		ECON 1000 A		ECON 1000 A			
20:00		ECON 1000 A		ECON 1000 A			
21:00		ECON 1000 A		ECON 1000 A			

Your **“course information”** is displayed in a timetable format (weekly) any **“unavailable time”** that you have identified will be greyed out and any **“conflicts”** will show in red  
*\*Note: Conflicts will not be permitted when you move to the registration system so must be resolved in the draft timetable worksheet*

## Search Criteria for "Breadth Areas" available to Bachelor of Arts (BA) students only (Honours or General)

**NOTE:** Select at least one subject from the list. Select multiple subjects by holding the CTRL key on your keyboard for Windows and the Command key for MAC's.

**COURSE NUMBER:**

**NOTE:** Search the course number in whole or in part. Example: to search all 1st year courses in a particular subject, enter 1 in the course number field.

**SEARCH BY BREADTH:**

- None
- Culture & Communication
- Humanities
- Science, Engineering & Design
- Social Sciences



**NOTE:** Students in the B.A. General and Honours degrees **may** be required to include breadth credits. Click [here](#) for more program specific information. **DO NOT** select a Subject if you are searching by breadth area.

**SEARCH BY CRN:**

**NOTE:** If you know the CRN (5 digit course reference number) enter it here.

**SPECIAL CRITERIA:**

- Show All
- Show courses that are open for registration
- Show courses that do not conflict with my unavailable times
- Show online courses

**NOTE:** "Show courses that are open for registration" will **NOT** include courses that have an open waitlist.

[Click here for advanced search options](#)

In the "**Search For Courses**" page, Bachelor of Arts students can select:

- ✓ A breadth area
- ✓ A year level to concentrate the search on Example: 1 for 1<sup>st</sup> year courses



*Note: this tool will return possible options to satisfy breadth requirements however, students are recommended to ensure that courses fit their program.*

- ✓ The work sheet tool then filters courses that fit the **breadth area** criteria

## Search Results

[HOW-TO VIDEO](#)
[USER GUIDE](#)
[UNDERGRAD CALENDAR](#)
[GRADUATE CALENDAR](#)

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 select "Proceed to Worksheet".
- Additional course information (i.e. course description, restrictions and prerequisites) can be viewed by clicking on the [blue](#) CRN, Subject or Course Title.

Select	Status	CRN	Subject	Section	Title	Credits	Schedule	Prereqs?	Restrictions?	Full Session Info	Instructor
<input type="checkbox"/>	Open	<a href="#">20711</a>	<a href="#">AFRI 1001</a>	A	<a href="#">Intro to African Studies</a>	.5	Lecture	No	No		
<b>Meeting Date:</b> May 02, 2016 to Jun 14, 2016 <b>Days:</b> Mon Wed <b>Time:</b> 11:35 - 14:25											
<input type="checkbox"/>	Open	<a href="#">21114</a>	<a href="#">AFRI 1002</a>	A	<a href="#">Intro to African Studies II</a>	.5	Lecture	No	No		
<b>Meeting Date:</b> Jul 04, 2016 to Aug 16, 2016 <b>Days:</b> Tue Thu <b>Time:</b> 18:05 - 20:55											
<input type="checkbox"/>	Open	<a href="#">20719</a>	<a href="#">ALDS 1001</a>	A	<a href="#">Language Matters: Intro. ALDS</a>	.5	Lecture	No	No		
<b>Meeting Date:</b> May 02, 2016 to Jun 14, 2016 <b>Days:</b> Tue Thu <b>Time:</b> 13:05 - 15:55											
<b>Section Information:</b> Precludes additional credit for LALS 1000 and LALS 1002 (no longer offered).											
<input type="checkbox"/>	Open	<a href="#">20773</a>	<a href="#">CDNS 1001</a>	R	<a href="#">Studying Canada</a>	.5	Lecture	No	No		TBD
<b>Meeting Date:</b> May 02, 2016 to Jun 14, 2016 <b>Days:</b> <b>Time:</b>											
<b>Section Information:</b> Online Course. No on-campus classroom component. Precludes additional credit for CDNS 1000. <a href="#">CUOL</a>											
<input type="checkbox"/>	Open	<a href="#">21163</a>	<a href="#">CDNS 1101</a>	A	<a href="#">Ottawa: Explore National Instit</a>	.5	Lecture	No	No		TBD
<b>Meeting Date:</b> Jul 04, 2016 to Aug 16, 2016 <b>Days:</b> Tue Thu <b>Time:</b> 11:35 - 14:25											

[Proceed to Worksheet](#)
[Return to Search](#)
[Change Term](#)

The search provides “options” only, students must ensure the course selections meet the requirements of their program

- ✓ Once your time-ticket has opened you can follow the steps already covered to enter Carleton Central and choose **Build Your Timetable/Registration** from the **Registration** menu.
- ✓ Select the term that you wish to register for (**Fall 2016** or **Winter 2017**) and click on **Proceed to Search**. You can now follow the same steps covered in **Building Your Draft Timetable** to create a NEW draft timetable worksheet or you can retrieve your saved worksheet(s) by clicking on “View Worksheet”

- ✓ You can select the drop down menu under **Current Worksheet**. Your options will be to create a NEW worksheet or select one of your saved worksheets.

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		<input type="button" value="Save Worksheet"/>		<input type="button" value="Delete Worksheet"/>		<input type="button" value="Estimate Fees"/>	
Save As: <input type="text"/>		<input type="button" value="Save As"/>					
Remove	Status	CRN	Course	Title	Meeting Time	Credits	Warnings
<input type="checkbox"/>	On Your Worksheet	20244	ECON 1000 A	Introduction to Economics	Mon Wed 18:05 to 20:55	1.00	
<input type="checkbox"/>	On Your Worksheet	20245	ECON 1000 A01	Introduction to Economics	Mon Wed 17:05 to 17:55	0.00	
<b>Total Credits:</b>						1.00	

To add courses to your worksheet directly, enter CRN(s) or course subject, number and section (e.g. BUS1 2003 A)

Once you either retrieve a Saved Worksheet or Build a NEW Worksheet you should:

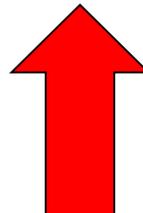
- ✓ Confirm your draft timetable is correct
- ✓ Ensure there are no conflicts
- ✓ Register

You **MUST** hit the button below that says **Proceed to Registration**

## REGISTRATION

⚠ You are NOT registered until you proceed to registration **AND** click the Submit button on the next page.

PROCEED TO REGISTRATION



## Add or Drop Classes

- To add a class, enter either the Course Reference Number (CRN) or the Course Subject/Number/Section (e.g. PSYC1001A) in the Add Classes section.
- To drop a class, use the options available in the Action pull-down list.
- Courses from your draft worksheet will already be added at the bottom.
- After all changes have been made, press the Submit button.
- For additional help with your registration, refer to the [registration website](#).
- **Be sure to review your timetable after any registration changes to ensure that the changes have in fact taken effect.**

## Add Classes Worksheet

CRNs (or SubjCrseSecs, e.g. ENGL1234A)

20244

- ⚠ **Drop (Financial):** Fee re-assessment applies.
- Drop (Academic):** Fee re-assessment does not apply.

NOTE: Course Add or Drop will result in an automatic re-assessment of fees prior to the financial drop deadline <http://carleton.ca/studentaccounts/dates-deadlines/>. Full-time fees apply to 2.0 or more credits per term for undergraduate students. Course Add or Drop may also impact eligibility for student funding (scholarships/bursaries, grants and loans), UHIP, residence, student status (full-time/part-time), immigration status (study VISAs and off campus work permits) and academic requirements.

The 5 digit CRN's (course registration numbers) of the courses you selected in your draft timetable worksheet will populate at the bottom of this screen.

In order to register you **MUST** click **“Submit”** or you will not be registered.

- ✓ Once you have pressed **Submit**, the page will refresh.
- ✓ If registration was successful, you will see “Registered on Mth/Day/Year” under the status column as seen below.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 01, 2015	None	20244	ECON	1000	A	Undergraduate	1.000	Standard	Letter	Grade Introduction to Economics
Registered on Apr 01, 2015	None	20245	ECON	1000	A01	Undergraduate	0.000	Standard	Letter	Grade Introduction to Economics

Total Credit Hours: 1.000

Billing Hours: 1.000

Minimum Hours: 0.000

Maximum Hours: 1.000

Date: Apr 01, 2015 09:54 am

- ✓ You may also have received a **Registration Error** under status. You will need to review the error in order to determine what action to take.



**Once you have completed your registration for Fall 2016, return to the beginning and complete your Winter 2017 registration.**

If a course is full but has a \*waitlist, you will see an option to **join the waitlist** after attempting to register (provided you meet all the requirements to allow access to the course and the waitlist is not also full). To join the waitlist, you must add the course to your worksheet, and press “Submit”. You will see the following message:

*\*note not all courses have a waitlist*

## Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level
The course is full, but you may join the waitlist	None ▼	30646	BUSI	3103	A	Undergraduate

**Action**

None ▼

None

Waitlist

✓ Under the “Action” drop down menu, select **“Waitlist”** and then press **Submit** once again.

✓ The course will then appear as “Waitlisted on...”:

Waitlist on Oct 10, 2013    None ▼    30646 BUSI 3103 A    Undergraduate

- ✓ A **confirmation email** is sent to your Carleton cmail email address when you successfully join a waitlist.
- ✓ A second email is sent if your name comes up next on the waitlist and there is a space available in the course. You then have **24 hours** to register for the course from the **time you receive that email**. If you miss the 24 hour deadline your place in the course will be given to the next student on the waitlist and your name will be removed. Should you wish to be put back on the waitlist you will need to rejoin the list via the steps above.
- ✓ You can check your position on the waitlist by selecting “Detail Schedule” in your Student Timetable.

Foundations of Information Systems - BUSI 2400 - H	
Associated Term:	Winter 2013 (January-April)
CRN:	13921
Status:	Waitlist on Feb 06, 2013
Waitlist Position:	1
Notification Expires:	
Assigned Instructor:	Robert Riordan
Grade Mode:	Standard Letter Grade
Credits:	0.000
Level:	Undergraduate

For more information on WAITLISTING please visit:

[www.carleton.ca/registration/waitlisting/](http://www.carleton.ca/registration/waitlisting/)

If you are unable to register for a course due to a registration error being displayed you can submit a **Registration Override Request** provided you have a \*legitimate reason as to why you need access to the course. If the course you are attempting to register in is full you should continue to try and register as course registration changes constantly. Click on **Registration Override Requests** in the **Registration** menu.

*\*Example: it is required for your program.*

This form is available on Carleton Central:



## Registration

- **Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Hold, **Registration Override Requests**
- **Other:** Add/Drop Classes, French Placement Test, Purchase Books
- **Student Accounts:** Calculate amount to pay, View student account, Optout Undergrad Insurance, Print tax receipts (T2202A, RL-8, UPass Receipt)

Select the **term** for which the course is being offered

## Term Select Page



Please select the registration term for which you wish to view Course Registration Overrides.

Select a Term:

Continue

This page contains important reminders about the **Registration Override Request Form**.

## Registration Override Requests

 Students seeking permission to register in a course for which they have received a restriction or prerequisite error may submit a Registration Override Request Form.

Please note:

1. Submitting a request does **not guarantee** a space in the course. **The department offering the course** will review requests and make a decision.
2. **If the course is closed (full)**, continue trying to register in the course or join the waitlist if available. Space **may** become available as students make registration changes.
3. We aim to process override requests within 3-5 business days; however, during peak registration periods, delays may occur due to the volume of requests. You are advised to check the status of your request via Carleton Central rather than to contact the department. Once a decision about your override request has been made, it will be **sent to your Carleton email address**.
4. If your request is approved you **must register before its expiry date**. If you do not use the override before it expires, you will have to submit a new request which may not be granted.
5. The Registration Override Request Form will **close 48 hours prior to the last day of registration**.
6. For general assistance contact **the Registrar's Office**. For all other inquiries contact **the Department of your request**. Please note we can only act on requests sent from your Carleton email account.

Continue

[Return to Menu](#)

Submitting an Override Request does **not** guarantee you access to a course. Your request will be sent to the department offering the course for review and you will receive a response to your Carleton “cmail” address once it has been reviewed. Normally requests are responded to in a timely manner but during the busy registration period delays can be expected.

The **Registration Override Request Form** will require you to outline the specific course section and any linked components.

## Submit Registration Override Requests

**i** To request access to a restricted course, or to submit a prerequisite waiver, please provide the required information using the form below. Note that submitting a request does not guarantee a space in offering the course will review requests within 5 business days\* and make a decision based on student need and space availability. To view the status of submitted requests, or to cancel a request, go to the Registration Override Request page.

\* due to high volumes during the peak time-ticket period, wait times may exceed 5 days.

Please note that the Registration Error Override Request System will close 2 days prior to the last day of registration. All requests for access must be received before this date/time (e.g. If the last day of registration is January 15, the Registration Error Override Request System will close at midnight on January 13).

Registration Term: Summer 2012 (May-August)

### Program Details

Current Degree: Special Student  
Major 1: .  
Year Standing: Class Not Required

### Course Override Request

Select a Course:  OR Enter a CRN:

All items marked with an asterisk (\*) are mandatory.

Course Description: Introduction to African studies, including history, geography, literature, and the arts.

Department Approval Required: No

Registration Error: No Error Available

\* Select a Reason From the List:

Comments and Explanations:

- I need this course to graduate this term
- The course is required in my program
- I am lacking a prerequisite
- This is the only section that fits in my schedule
- I would like to repeat the course to improve my grade
- I need this course as an elective
- The course fits my program requirements and schedule
- My request for change of major has yet to go through
- This course is required for my prospective graduate studies
- I am interested in this topic
- Other
- Departmental Permission Required
- Requested on behalf of the student

### Prerequisite Waiver:

If you selected the "I am lacking a prerequisite." reason above, please describe the prerequisite knowledge and/or equivalent course(s) you have completed.

Describe the prerequisite knowledge and/or equivalent course(s) you have completed. (500 characters max)

- ✓ Select **Course/CRN** and any linked section.
- ✓ Choose your **reason** for the request.
- ✓ If **"Other"**, type in description and/or justification for registration request.

## Add or Drop Classes



- To add a class, enter either the Course Reference Number (CRN) or the Course Subject/Number/Section (e.g. PSYC1001A) in the Add Classes section.
- To drop a class, use the options available in the Action pull-down list.
- Courses from your draft worksheet will already be added at the bottom.
- After all changes have been made, press the Submit button.
- For additional help with your registration, refer to the [registration website](#).
- **Be sure to review your timetable after any registration changes to ensure that the changes have in fact taken effect.**

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Mar 24, 2016	None	21044	PSYC	1001	R	Undergraduate	0.500	Standard Letter Grade	Introduction to Psychology I
Registered on Mar 24, 2016	None Drop (Financial)	21354	PSYC	1002	R	Undergraduate	0.500	Standard Letter Grade	Introduction to Psychology II

Total Credit Hours:	1.000	<b>Action</b>
Billing Hours:	1.000	None
Minimum Hours:	0.000	None
Maximum Hours:	1.000	Drop (Academic)
Date:	Mar 29, 2016 02:32 pm	

- ✓ To drop a course, use the drop down menu to select **Drop (Financial)** before the financial deadline or **Drop (Academic)** after the financial deadline.
- ✓ Click **Submit** to drop the course

**It is recommended that you speak to an Academic Advisor in your Academic Department before dropping a class after classes have begun.**

View **Calculate Amount to Pay** under the **Student Accounts** section of Registration within Carleton Central:

- ✓ Payment deadlines are **August 25** for Fall fees and **November 25** for Winter fees.
- ✓ Payment inquiries should be directed to Student Accounts via email to [student\\_accounts@carleton.ca](mailto:student_accounts@carleton.ca).
- ✓ Payment can be made through on-line banking, telephone banking or by mailing a cheque.

**PAYMENT IS NOT ACCEPTED ON CAMPUS.**



## 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)

Visit [www.carleton.ca/fees](http://www.carleton.ca/fees) for more information on payment options and fee deadlines.

## ✓ **Financial Drop Deadline**

- **September 30, 2016** – Last day to **DROP** a Fall term course **and** a Fall/Winter two-term course with a full fee reassessment.
- **January 31, 2017** – Last day to **DROP** a Winter term course and the Winter section of a Fall/Winter two-term course with a full fee reassessment.
- **PLEASE NOTE:** Dropping from 2.5 to 2.0 credits does not result in a fee reassessment. Dropping below 2.0 credits will result in a fee reassessment if completed before these deadlines.

## ✓ **Academic Drop Deadline (last day of classes)**

- **December 9, 2016** - Last day to **DROP** a Fall term course with no academic penalty.
- **April 7, 2017** – Last day to **DROP** a Winter term **and** a Fall/Winter two-term course with no academic penalty.

For full details on Registration Dates and Deadlines please visit  
<http://carleton.ca/registrar/registration/dates-and-deadlines/>

- When preparing for registration, **consult your First-Year Course Selection Guide** to ensure you are selecting the correct courses for your degree. Use this in conjunction with our Worksheet tool starting May 25<sup>th</sup>, to plan multiple worksheets for registration.
- Once your time-ticket is open, login to Carleton Central and register for courses by opening your worksheet, verifying that there are no warnings, clicking **“Proceed to Registration”** and **“Submit”**. You need to complete this step as building a worksheet does not save you a seat in the course
- When adding, **changing, or dropping courses**, ensure you **do so within the posted deadlines**.

**Consult your New Student Checklist to ensure you are meeting all steps before starting your courses in September:**

**<http://carleton.ca/registrar/registration/registration-information/new-undergraduates/>**.



**Student  
Registration  
Assistance**

**Contact Us:**

**From May 24<sup>th</sup> – September 20<sup>th</sup>**

Main Floor, 300 Tory Building

**Monday to Friday:**

8:30 am – 4:30 pm (walk in service)

**Tuesday & Wednesday Evenings**

4:30 pm – 6:00 pm (by appointment)

(613) 520 – 3500 [Option 1]

[registrar@carleton.ca](mailto:registrar@carleton.ca)

[www.carleton.ca/sra](http://www.carleton.ca/sra)

