

Registration Information Session

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Hello and welcome to Carleton University. Thank you for taking the time to watch our Registration Information Presentation. This presentation has been developed by the Registrar's Office to help you prepare for your first year here at Carleton. Today we're going to start by reviewing important Dates and Deadlines, Registration Tools, and University Lingo. We'll then move on and look at how to use the Worksheet Planning Tool, and some features within this tool, such as managing your unavailable times. We'll discuss First Year Seminars and the Breadth requirement, and most importantly, we'll explain to you how to register for courses and what to do when you're not able to register in a specific course. Lastly, we'll review how to check your account summary, and we'll provide you with contact details for our Student Registration Assistance Team. So let's begin:

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On May 25th, the Fall and Winter class schedule will be posted in Carleton Central. From this day forward, you will be able to begin the first step of the registration process, which is building a Draft Timetable using our Worksheet Planning Tool. We'll talk more about this later in the presentation. All students are assigned a specific date and time to register. This is referred to as a "Time Ticket." June 3rd and 6th is for new First Year undergraduates with an entrance scholarship and new First Year varsity athletes. On June 7th, all other new first year undergraduates may begin registration. September 20th is the last day to add or change a course for the Fall term or a Fall/ Winter two-term course. Winter registration will continue until the 18th of January. September 30th is the last day to withdraw from a Fall course or Fall/ Winter two-term course and be eligible for a full financial adjustment. For full details on dates and deadlines, please refer to the link at the bottom of the screen.

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The university offers a number of tools to help you with registration. Your MyCarletonOne account provides you with access to Carleton Central, the wireless network, on-campus computers, your Carleton email, and CULearn. We encourage you to set up your account as soon as possible and to spend some time familiarizing yourself with the services offered through your account. It's also important for you to check your Carleton email regularly, as this will be the main method of communication between you and the University. Undergraduate students can review our checklist which provides you with all the steps that need to be completed from accepting your offer until you begin classes in September. We strongly encourage you to review the First Year Course Selection Guide. This provides you with degree-specific registration information. You can find general registration information on the main Registration website. Carleton Central is where you'll complete all of your planning and where you'll finalize registration. It can be accessed at central.carleton.ca or through your MyCarletonOne Account. Our Student Registration Assistance team is available all summer to support you with any registration issue or question you may have. I'll provide you with their contact details at the end of the presentation. You can watch our How-To Videos to find more information on many of the functions available in Carleton Central. The Undergraduate Calendar explains the university's Academic Rules and Regulations, Program Requirements, and includes course descriptions.

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University Lingo:

A Prerequisite refers to a requirement you must complete before you are permitted register in a course. So for example, Economics 1000 must be completed before you can register in Economics 2001. You will find many upper-year level courses require a 1000 or 2000 level prerequisite.

A preclusion refers to two courses which are so similar in content, you can't earn credit for both. So for example, if you complete the First Year Seminar 1004, you may not receive credit for English 1000.

Sections: Many of our courses are quite popular, so we offer more than one section. Course sections are identifiable by a letter at the end of the course code. So for example, if you're looking to take Economics 1000, you may see in the Course search: Economics 1000A, 1000B, and so on. Essentially it's the same course, but it may be taught by a different instructor, and it may take place on a different day at time. The most important thing when deciding which section to register in is that you find one that best fits your schedule. Some sections are online courses. So for example, Section R courses are offered completely online, there's no on-campus lecture component. Sections V and T are normally a recording of an on-campus lecture, and may require you to attend and on-campus tutorial or lab.

Linked components: So in addition to registering in a lecture, many of our courses require that you register in a lab, discussion group, or tutorial. They are listed after the lecture in the class search, and have no credit value. So for example, if you register in Economics 1000A, you may also be required to register in a discussion group, such as A04. Tutorials and discussion groups break larger classes into small groups of students in order to review material from the lecture, complete practice problems, or discuss readings related to the course. They are generally lead by our teaching assistants, and you are expected to attend.

Course load: Most first year students register in 2.5 credits per term, which equals 5 credits over the full academic year. Half credit courses are worth 0.5 credits, and they run for one term, either the Fall or Winter. Full session courses are worth one credit, and they run for two terms, from September to April. By registering in the Fall section of a full-session course, you will be automatically registered in the Winter Section. These courses will be identified as the first half or second half of a two-term course under the "Full Session Info" when searching for courses in Carleton Central.

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Moving on to Part Two: Planning your Timetable and Registration

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As I mentioned earlier, you may log into Carleton Central and view the Class Schedule and your assigned Time Ticket from May 25th. Once you have logged in, click on "Getting Started" under the Registration menu. Here you will see your assigned time ticket, and you will also find information related to your Student Status. So for example, your program, year standing, and major, etc. If for some reason you have a Hold on your account which prevents registration, you may click on the "Administrative Hold" link at the bottom of the page to view the originator of the Hold. If you have any questions, you may contact them directly for further information. In most cases, this will not apply to you as a first year student.

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Before we discuss building your draft timetable, let's go over some course selection information. The university offers First Year Seminars. These are smaller classes designed to give students the opportunity to discuss and research topics of interest in a course subject area. Only those students registered in a Bachelor of Arts, Cognitive Science, Communication and Media Studies, and Global and International Studies are permitted to register in a First Year Seminar. The university does strongly encourage these students to select a First Year Seminar when registering for courses in their first year. Students are only permitted to take one credit in a FYSM course. Most are offered over the full academic year, from September to April, and they're worth one credit, but you will find a few offered in either the Fall or Winter term. For more information, visit the link at the bottom of the screen.

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The Breadth requirement applies to students in a Bachelor of Arts program, and it helps to ensure students are well-rounded, and graduate with expertise in multiple areas of study outside their major. When choosing your electives, it's important to be mindful that you must complete one credit in 3 of the 4 following categories: Culture and Communication, Science, Engineering and Design, Social Sciences and Humanities. The Undergraduate Calendar lists which courses fall within each category to help you with your planning. And in a few minutes we'll also go over how you can use the search function in Carleton Central to find courses in a specific breadth category. If you're unsure whether the breadth category applies to you, you can check the undergraduate calendar using the link at the bottom of the screen.

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So now we're ready to build your draft timetable. We recommend you use the worksheet planning tool in Carleton Central to build multiple draft timetables before your time ticket opens. It's very important when planning your timetable to ensure you do not have any conflicts. Students are not permitted to register in two courses that take place at the same time.

Building your draft timetable helps to simplify the registration process. You can simply recall your draft timetable and click proceed to registration and followed by submit to finalize your registration.

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To access the worksheet planning tool select build your timetable/registration under the registration menu. The first step in building your draft timetable is selecting a term. Choose fall or winter from the drop down menu and click proceed to search. Remember to build a draft time table for both the fall and winter term. Students enrolled in a bachelor of engineering, architecture, industrial design or information technology program will be assigned block registration. We recommend these students watch the video targeted specifically at those individuals with block registration. You can find this video on the registration website.

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When searching for courses there are many different options you can use. You should try to leave your search as broad as possible with minimal special criteria as the more detailed your search becomes the fewer courses you will be able to see. Most students simply select undergraduate as the course level and then choose a subject area of interest.

If you would like to manage unavailable times you can use this feature available at the bottom of the screen. This will allow you to identify times that you have a commitment beside university.

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So this is what your search results will look like. You can click on any blue link to find out more information about the course or its requirements. To add a course to your worksheet, simply select the box and then click proceed to worksheet. Remember to also add any linked components, such as the lab or tutorial to your worksheet.

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Once you have completed your worksheet, you will see a list of all the courses you have added. If you have a registration warning message, please click on the link in the last column to find out more. So for example, if you have added a 4th year level course to your timetable, you will likely receive a warning message telling you that you do not have the required year standing and prerequisite to register in the course. In this case you should remove the course from your timetable and find another one to replace it. Once you are satisfied with your worksheet select save worksheet so you can retrieve it when registration opens.

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This is how your worksheet will appear in a weekly timetable format. If you decided to use the feature “manage unavailable times” you will see all of these times identified in grey and any conflicts in red. If you have a conflict please resolve it before time tickets open as students are not allowed to register in a conflicts

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Earlier we discussed breadth requirement if you are enrolled in a Bachelor of Arts program with a breadth requirement you may use the search function to select one of the four categories and you may also add a year level.

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The work sheet tool will then filter courses that fit the breadth criteria. This search provides you with options only we always recommend students review their course selections to ensure it meets the requirements of their program. To add one of these courses to your worksheet again simply check the box and click proceed to worksheet.

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So once you've saved your worksheet and your time ticket is open, so it's now either the 3 6 or 7 of June, the first step you should take is to log in Carleton central and again select build your timetable/registration from the registration menu. You're then going to select the term which you wish to register for so either the fall or winter and click on the "proceed to search" button. You can now retrieve your saved worksheet by clicking on view worksheet or you can follow the same steps covered earlier in the presentation to create a new draft timetable.

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So once you've retrieved your worksheet please review it to make sure that all of the information in correct and there are no conflict. When you're ready to go ahead and register you must hit the button below that says "proceed to registration".

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All of the 5 digit CRNs which stands for Course Registration Number of the courses that were in your draft worksheet will now be populated at the bottom of the screen. To finalize registration you must click submit.

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If your registration you will see registered on with the month day and year under the status column as seen on the screen. If you see a registration error message in this column, you have not successfully registered in that course. Review the error to determine your next step. Once you've completed your registration for fall return to the beginning and repeat these steps to complete your registration for the winter term.

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Waitlisting

If a course is full but has a waitlist you will see the option to join the waitlist after attempting to register. You must meet all of the requirements to be eligible to join the waitlist. It is important to note that not all courses do offer a waitlist and that the waitlist might be full by the time you try to register in the course. To join the waitlist simply select waitlist from the action button. You will then see a note confirming the date in which you added yourself to the waitlist.

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You will also receive a confirmation email to confirm you have successfully joined the waitlist. A second email will only be sent if your name comes up on the waitlist and there's a space available in the course. You will then have 24 hours from the time you received the email to log on to Carleton Central and register in the course. If you miss the 24 hours mark your place will be given to the next student on the list and your name will be removed. If you wish to be put back on the waitlist you will need to rejoin the list following the steps outlined in the previous slides. At any time you can check your position on the waitlist by selecting detailed schedule from within your student timetable. For more information on how the waitlist operates please visit the link at the bottom of the screen.

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If you're unable to register in a course due to registration error you may be eligible to submit a registration override request. You must have a legitimate reason as to why you need to access the course. If the course you are attempting to register in is full please do not submit a registration override request but instead continue monitoring Carleton Central to see if a spot opens up. Many of our students do make changes to their timetables so it possible that a spot could become available. When you're ready to submit a registration override request you will find this option on Carleton Central under registration. Please select a term and then hit continue.

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This page outlines important reminders about the registration override request form. Your request will be sent to the department offering the course, they will review it and you will received a response to your Carleton cmail account once a decision has been reached. Request are normally responded to in a timely manner, but during the busy registration period delays can be expected.

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The registration override request form will ask you to outline the specific course section and any linked components you would like to register in. you must also chose your reason for requesting to register in the course. If you select other please elaborate with the justification as to why you would like to register in this course. Note that submitting an override request does not guarantee you access to the course. The academic department will send you an email with their decision. If your request is approved you must return to Carleton central to register in the course.

Slide 26: Dropping courses

We understand that sometimes register in a course and you later decide that you would like to drop it. Provided it's within the published registration deadlines this is permitted. After you log in to Carleton Central, select the add drop option under registration. If it is before the financial drop deadline select drop (financial) and if it is after this deadline select drop (academic). Click submit when you're ready to drop the course. We do recommend that if you're thinking of dropping a course after classes have started that you first meet with an academic advisor in your department to discuss your options.

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Once your registration is complete you can review your student account by selecting calculate amount to pay in the student account section of registration. Fall term fees are due by August 25 and Winter term by November 25. Payment inquiry should be directed to the student accounts office via your Carleton email: student_accounts@carleton.ca Payment can be made through online or telephone banking or by mailing a check. The university does not accept payment on campus. You can visit the link at the bottom of the screen to find more information on tuition fees.

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A few registration dates and deadlines to be aware of: September 30 is the last day to drop a Fall term course and a Fall/Winter two term course with a full fee readjustment. January 31 is the 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 that dropping from 2.5 to 2.0 credits does not result in a fee re-assessment. Students pay the same tuition fees whether in 2.0 or 2.5 credits. Dropping below 2.0 credits will result in a fee re-assessment if completed before these deadlines. December 9 is the last day to drop a fall term course with no academic penalty. April 7 is the last day to drop a winter term and fall/winter two term course with no academic penalty. Again you can find all of our registration dates and deadlines by visiting the link at the bottom of the screen.

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Now I know we've covered quite a bit of information in this presentation. So to recap please remember when preparing for registration to consult your first year course selection guide in order to best prepare a draft timetable. Once your time ticket is open log in to Carleton Central to complete your registration. And always remember when adding, changing or dropping courses stick to the posted deadlines.

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If you have any questions about registration you're welcome to contact our Student Registration Assistance Team. They are available from the 24th of May through until September 20. You can visit them in person just outside the Registrar's office or you can contact them by phone or email. Please ensure you do contact us from your Carleton email account. If you have any questions in the meantime please don't hesitate to contact the Registrar's office we would be happy to help you.

Thank you for taking the time to watch this presentation. I hope you feel a little more prepared to embark on the next step of your academic career. We hope you have a wonderful day and we look forward to seeing you in September.