Instructions to change into the new Bachelor of Economics (Honours) or (General) for students currently in a program at Carleton.

1) Internal Applicant Form

   https://central.carleton.ca/prod/cu_dev.webadmit.instructions

   Read the webpage. When you are finished click the ‘yes’ button:

   ![Image of the webpage with instructions]

   Instructions:

   1. All applicants or Special Students who have studied at another post secondary institution must arrange to have all official transcripts sent directly from the institution to Admissions Services. All transcripts become the property of Carleton University.
      - Carleton University transcripts are not required to be submitted.
      - Unofficial Grade Reports or student copies of transcripts are unacceptable.
   2. To amend the program or the term for a submitted application, contact Admissions Services using the Application Amendment form.
   3. Amendments to your phone number and/or address must be made through Carleton Central. To make any changes, additions or deletions to other information, you must present supporting documents to the Registrar’s Office.
   4. An application may include up to two choices of program, but you may submit only one application per term.
   5. You may save your application to work on it later. To retrieve an application in progress, return to the "Application for Carleton Students" on the Admissions "How to Apply" page.
   6. Review and ensure that your application is complete before submitting it.
   7. You may track the progress of your submitted application by logging on to Carleton Central.
   8. Please read the privacy statement and the refund statement before continuing.

   Have you completed Carleton University Courses or ESL Courses?

   - Yes
   - No

   [Print View]
2) Note the Deadline to make this request for Fall 2017 will be June 15th:

**DEADLINES FOR SEPTEMBER ENTRY**

**Note**

The following programs have earlier application deadlines and additional requirements for admission. See below for details.

- Architectural Studies
- Humanities
- Industrial Design
- Information Technology - Interactive Multimedia and Design
- Journalism
- Music
- Social Work

**April 1:**

Applicants who are required to submit documents originating **outside of Canada and the United States**

**June 1:**

Applicants who are required to submit documents originating **in Canada or the United States**

**June 15:**

Students registered in a degree program at Carleton University applying to transfer to another degree program.

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**DEADLINE FOR JANUARY ENTRY**

**November 14:** Deadline for January entry

Please note that not all degree programs are available in January.

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3) Secure Login to the application using your Carleton Central credentials (student number and PIN):

Secure Login to the application using your Carleton Central credentials (student number and PIN):

For your first login only, your PIN is your date of birth (YYMMDD format). You will then be asked to select a new 6-digit PIN number. Do not use letters or special characters.

To change your PIN, login and click “Change your Carleton Central PIN” under the “Personal Information” menu.

User ID: [ ]
PIN: [ ]
Login  Forgot PIN?

4) Select Term For Application – Fall 2017

Select Term For Application – Fall 2017

Note: if you do not recall your PIN, select “Forgot PIN?” and proceed with security question. Once reset you will be taken into the application.

Note: program begins in Fall 2017, not Summer.
5) Choose program: Honours or General

<table>
<thead>
<tr>
<th>Program Selection - Fall 2017 (September-December)</th>
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<tbody>
<tr>
<td>Degree:</td>
</tr>
<tr>
<td>* Bachelor of Economics Honours</td>
</tr>
<tr>
<td>Bachelor of Architectural Studies</td>
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<tr>
<td>Bachelor of Arts General</td>
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<tr>
<td>Bachelor of Arts Honours</td>
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<tr>
<td>Bachelor of Cognitive Science General</td>
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<tr>
<td>Bachelor of Cognitive Science Honours</td>
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<tr>
<td>Bachelor of Commerce</td>
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<tr>
<td>Bachelor of Communication and Media Studies Honour</td>
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<tr>
<td>Bachelor of Computer Science</td>
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<tr>
<td>Bachelor of Computer Science Major</td>
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<tr>
<td>Bachelor of Economics General</td>
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<tr>
<td>Bachelor of Economics Honours</td>
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<tr>
<td>Bachelor of Engineering</td>
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<tr>
<td>Bachelor of Global and International Studies Honour</td>
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<tr>
<td>Bachelor of Health Sciences Honours</td>
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<td>Bachelor of Humanities</td>
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<td>Bachelor of Industrial Design</td>
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<td>Bachelor of Information Technology</td>
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<tr>
<td>Bachelor of International Business</td>
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<tr>
<td>Bachelor of Journalism</td>
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</tbody>
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Note: To change to the Bachelor of Economics Honours you need to be in good standing. Good standing is dependent upon the amount of credits you have earned. You can see the chart for Minimum CGPA Requirements for Good Standing Status here: [http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv7/#7.4](http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv7/#7.4)
6) Selection of Bachelor of Economics Honours without a concentration (major Economics):

Note: If you wish to choose a concentration you may. You may add an additional concentration if you wish, after you have been admitted through the change of program elements form at a later date.

If you do not wish to choose a concentration, select “Economics” as illustrated above.

NOTE 2: for B. Econ General select “.” From the major. There are no concentrations for the General program.
7) Adding/maintain your current minor:

Note: if you are in a minor in Business which you previously were admitted to, **but your cgpa has fallen below the requirement to re-enter the minor (overall cgpa of 7.0 or higher)** you may want to speak with Admissions regarding an exception to be eligible to remain in your minor.

If you do not wish to select a minor, choose “No minor”
8) Co-op option: If you wish to maintain your co-op option or add co-op (Honours only) you may do so in this step.

Note that the eligibility for Co-op requires that you have not completed more than 15 credits and that you have a minimum overall cgpa of 8.5 or higher.
9) Second program choice: In the event you are not eligible to change to Honours (because you are not in good standing at the time of your request) you should select Bachelor of Economics General as your secondary choice. If Bachelor of Economics General is your first choice, you do not have to make a second choice.

Note: If both applications are rejected you will remain in the BA program you are currently in and should speak with the Undergraduate Administrator or the Student Academic Success Center about your academic standing.
10) Selections Complete: select the ‘continue’ button:

11) From final page submit Application