



Checklist for M.A. Economics Carleton University Students Registering in Courses at the University of Ottawa

Carleton University graduate students can register in elective courses at the University of Ottawa only when all the following conditions apply:

1. the elective course is not offered at the student's home university,
 2. the elective course counts towards the requirements of the student's current degree program,
 3. the student has received written consent from their home university (see below).
- Please note that this agreement only applies to courses taken for credit (i.e., visiting students cannot audit courses).

For general rules and regulations please check the following webpages:

<https://carleton.ca/registrar/university-ottawa/>

Registration process for Carleton students studying at uOttawa:

1. Complete the [Carleton University Graduate Student Exchange Form](#)
(Make sure to include the specific course title, course number and section letter.)
 - This information is available by checking the course schedule and course description in the [uOttawa timetable](#).
 - Normally, students must provide transcripts to prove they have completed the prerequisite(s).
 - Please include your uOttawa student ID, if you do not have a uOttawa student ID, please leave that field blank.
 - If someone else is registering for you, you must complete a [Third Party Authorization Form](#).
 - Please note that this form approves participation in the exchange program but does not guarantee space in the course(s).
 - You are responsible for sorting out any potential scheduling conflicts caused by participating in the exchange program. No special considerations or accommodations will be made if you choose to register in a course that results in a scheduling conflict.



2. Email the completed form with your signature to the MA Administrator, Renee Lortie at reneelortie@cunet.carleton.ca for approval, then to Carleton's Graduate Studies at graduatestudies@cunet.carleton.ca. The form should then be emailed to the Department of Economics at the University of Ottawa for their approval at econ@uottawa.ca

3. Once you have successfully registered in the course(s), you must send a completed copy of the exchange form to Carleton's Faculty of Graduate and Post Doctoral Affairs at maureen.varette@carleton.ca.

uOttawa email account:

All correspondence from uOttawa is sent to uOttawa.ca email accounts. Within 48 hours of registration, you will receive an email from uOttawa stating your uoAccess ID, which is the short name before your @uOttawa.ca email address (e.g., jsmit000), along with a temporary password. This email will also provide instructions on how to log into [uoZone](#), the uOttawa student portal, and how to activate your uOttawa email account.

If you have not received a password, or if you have trouble logging in, call the **technical helpline at 613-562-5800, extension 6555**. It is your responsibility to check your uOttawa email account regularly.

uOttawa student ID card:

Once you have had your course(s) approved, go to [InfoService](#) in Tabaret Hall, room 129 ([map](#)) to get a student ID card. You must bring photo identification with you. You can also apply for your first uOttawa card online. See details on this website <https://www.uottawa.ca/uottawacard/get-a-card/order-uottawa-cardonline>. If you already have a uOttawa ID number and have taken courses at uOttawa in the past, your ID is still active. Your ID card is good for the duration of your studies at uOttawa. It will be activated automatically once the faculty approves your course selection.

Virtual Campus (Brightspace):

At uOttawa, a Virtual Campus (Brightspace) provides access to online course information as well as other learning resources. Virtual Campus is one of the many applications that you will find in your [uoZone](#).

Exams:

You must check the exam schedules at both institutions as soon as possible to avoid exam conflicts. Exam conflicts must be resolved at the home institution (Carleton University).



Academic withdrawal:

- Carleton students who wish to withdraw from courses at uOttawa must do so by email at the faculty where course registration took place within the withdrawal deadlines of the host university (uOttawa). The dates and deadlines for both “Financial Withdrawal” (last day to withdraw with a fee adjustment) and “Academic Withdrawal” (last day to withdraw with no academic penalty) are listed below.

TERM	DATE	FINANCIAL WITHDRAWAL	ACADEMIC WITHDRAWAL	EXAMS
FALL 2023	September 6 to December 6	September 29	November 17	December 8 to December 21
Winter 2024	January 8 to April 9 or 10 (if Saturday classes)	February 2	March 29	April 12 to April 25

For all **term dates and deadlines**, including academic withdrawal deadlines and exam dates, check the [uOttawa important academic dates and deadlines](#) website.

- If you are entitled to a **financial reimbursement**, the home university (Carleton University) will make the necessary adjustments. The uOttawa Registrar’s Office will provide the necessary documents to the Registrar’s Office at Carleton University to update your academic and financial files.
- If you wish to lodge an appeal that concerns a course taken on an exchange (i.e., a missed deadline or application of university rules and regulations), you must follow the process of the host institution (uOttawa). The results of any such appeals, which could affect your academic or financial status, will be sent to the home institution (Carleton University).