

## Checklist for MA ECON Carleton University Students Registering in Courses at the University of Ottawa

**At the moment, in-person services are not available at the University of Ottawa and Carleton University. All requests will have to be sent by email.**

Students can register in elective courses at Ottawa University only when all 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).

***Please follow the steps outlined below if you are interested in registering in courses offered at the University of Ottawa:***

1. Complete the **Carleton University Graduate Student Exchange Form** (available below). Make sure to include the specific course and course code on the form (both the course number and section letter) for registration purposes. This information is available by checking the course schedule and course description in the [uOttawa timetable](#). Please include your uOttawa student ID, if you do not have a uOttawa student ID, please leave that field blank. Please make sure to check if the specific course requires prerequisites.

<https://gradstudents.carleton.ca/wp-content/uploads/EXUO-Application.pdf>

2. Send the completed signed form to the MA Administrator (Najia Haneefi at [Najia.Haneefi@carleton.ca](mailto:Najia.Haneefi@carleton.ca)) via email for approval.
3. Once the request is approved by the MA Economics Supervisor at Carleton University and Ottawa University, you will receive an email confirming enrollment.

**Please note that this form approves participation in the exchange program but does not guarantee access to the requested course(s). Access is based on eligibility (prerequisites) and space in the course. Please register early.**

***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.

***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**.

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. You must check the exam schedules at both institutions as soon as possible to avoid exam conflicts.

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

For general rules and regulations please check

<https://carleton.ca/registrar/exchanges/u-of-ottawa-exchange/>

<https://carleton.ca/registrar/registration/wp-content/uploads/CU-at-OU-checklist.pdf>