Get ready! Get started!

You’re almost there!! Now that you have been accepted to ESP/IESP here is a checklist to help keep track of your next steps and get you ready. So get started!

1) RETURN THE FORMS
Return your signed acceptance and consent forms. If you were conditionally admitted, please provide the necessary documents once available.

2) KNOW YOUR STUDENT NUMBER
You need this number to sign into Carleton’s student portal. Don't know it? Applying for OSAP/Residence? Contact us and we’ll help!

3) APPLY FOR STUDENT LOAN
Use the following link to apply for OSAP:
- [www.osap.gov.on.ca](http://www.osap.gov.on.ca)
- Your program: ESP
- Your course load: 100%
*All communication will be sent to your Carleton email.

4) SET UP YOUR CARLETON EMAIL AND MYCARLETON ONE ACCOUNT
Your Carleton Email will be the university’s official means of communicating with you. Your MyCarleton ONE account will be the username and password that you use to access Carleton’s IT resources. Go to [www.central.carleton.ca](http://www.central.carleton.ca) to set it up today.

5) READ OVER YOUR REGISTRATION PACKAGE
You will receive a registration email by mid-July. Registration information is posted to our website: [www.carleton.ca/esp/registration](http://www.carleton.ca/esp/registration).

6) ATTEND A REGISTRATION INFO SESSION
Register & attend an information session for course registration where you can meet an academic advisor who will help you choose courses suited to your degree goals.
*Dates and locations are posted on our website.

7) CHECK YOUR TIMETABLE
Check your timetable on Carleton Central ([www.central.carleton.ca](http://www.central.carleton.ca)) approximately 5 days after submitting your course selection form.

8) SIGN UP FOR SUMMER ORIENTATION
Summer Orientation is a one-day program for new students. Each session focuses on promoting student academic success and personal development. For more information or to register go to: [www.carleton.ca/seo/orientation](http://www.carleton.ca/seo/orientation).
9) KEEP TRACK OF DEADLINES
Pay special attention to academic deadlines at www.carleton.ca/registration/dates. You will be receiving regular Advising Bulletins to your Carleton email that will have important information about deadlines.

10) GET YOUR CAMPUS CARD AND UPASS
The campus card gives you access to the library, athletic facilities, residence meal plans and more.
*Please note ESP/IESP students must be registered in their courses and able to view their timetable on Carleton Central before being eligible to receive cards.

11) PAY TUITION FEES
The deadline to pay your tuition without incurring late fees is August 25th. For fee payment instructions please consult the Registration Guide and Student Handbook. For information on how to pay go to www.carleton.ca/fee-payment/payment-methods.

12) MANDATORY ESP ORIENTATION
Carleton's Academic Orientation Day takes place on September 4th, 2018 and is mandatory for all new students. Come out and be part of the action! Meet your ESP/IESP instructor, workshop facilitators, mentors, coaches, and classmates.

13) KNOW THE RULES
To have success at the university level, it is crucial that you understand and follow the rules and regulations of ESP/IESP and the university as a whole. The ESP/IESP Student Handbook and Registration Guide highlight all you need to know. This will be available on our registration website by the end of July.

14) ASK FOR HELP IF YOU NEED IT
If you have completed this checklist and still have questions, contact our ESP/IESP office at: 613-520-2804, or email us at esp@carleton.ca.

REGISTRATION CONTACTS

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<tr>
<th>Student Registration Assistance</th>
<th>Student Account Inquiries</th>
<th>Awards and Financial Assistance</th>
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<tbody>
<tr>
<td>ESP/IESP Office</td>
<td>Business Office</td>
<td>Loan Inquiries</td>
</tr>
<tr>
<td>1516 Dunton Tower</td>
<td>301 Robertson Hall</td>
<td>202 Robertson Hall</td>
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<td>Monday - Friday</td>
<td>Monday – Friday</td>
<td>Monday – Friday</td>
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<td>8:30am – 4:30pm (Closed 12-1pm)</td>
<td>8:30am – 4:30pm</td>
<td>8:30am – 4:30pm</td>
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<tr>
<td>Tel: 613-520-2804</td>
<td>Tel: 613-520-3626</td>
<td>Tel: 613-520-3600</td>
</tr>
<tr>
<td>Fax: 613-520-2515</td>
<td>Fax: 613-520-3987</td>
<td>Fax: 613-520-3560</td>
</tr>
<tr>
<td>Email: <a href="mailto:esp@carleton.ca">esp@carleton.ca</a></td>
<td>Email: <a href="mailto:student_accounts@carleton.ca">student_accounts@carleton.ca</a></td>
<td>Email: <a href="mailto:awards@carleton.ca">awards@carleton.ca</a></td>
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