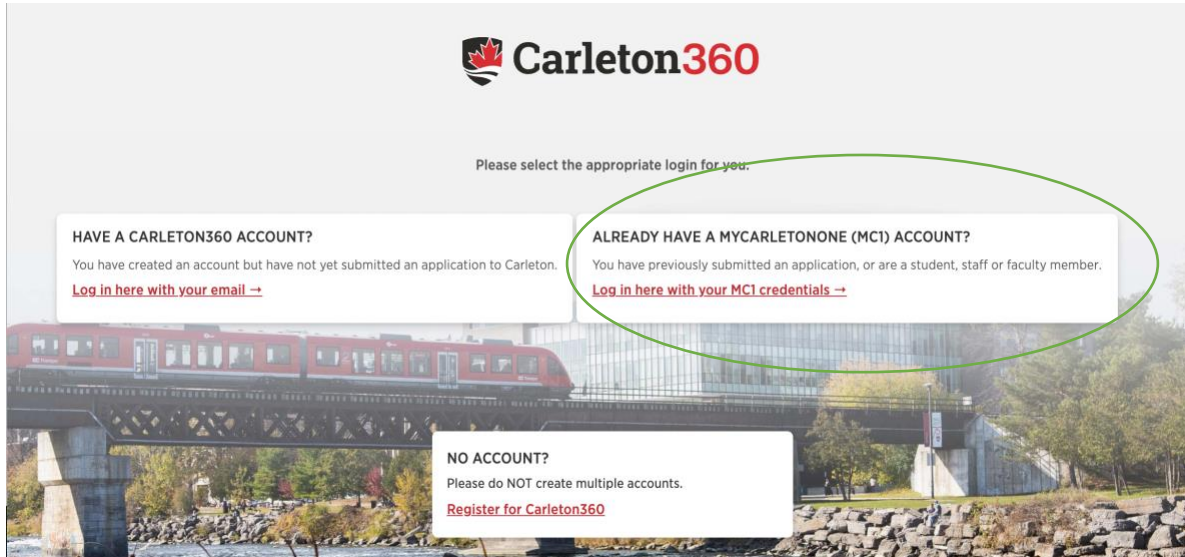


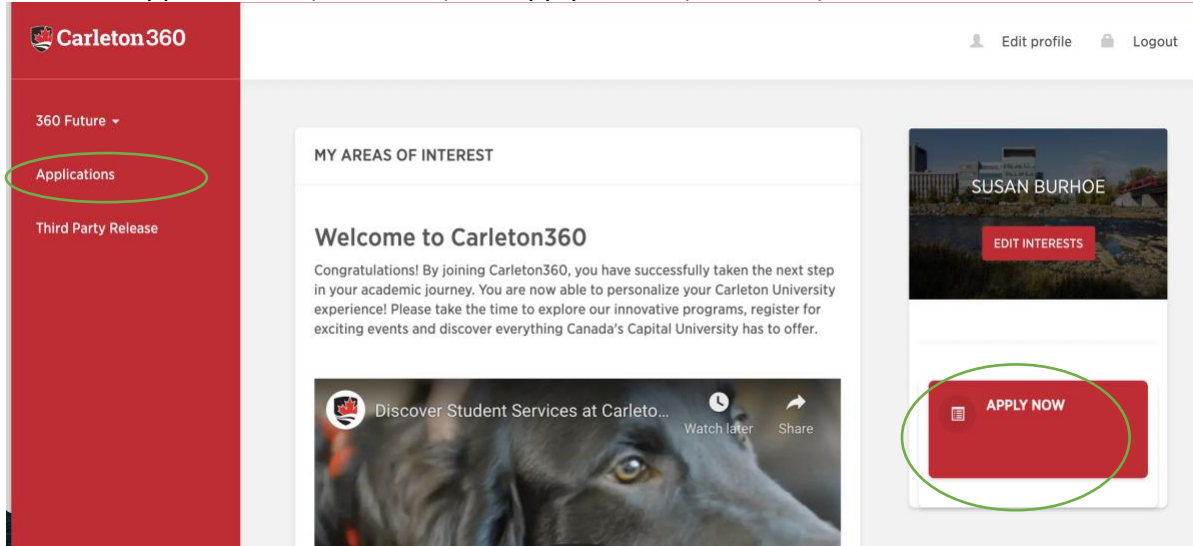
## Applying to a degree

Login to Carleton 360 <http://360.carleton.ca>

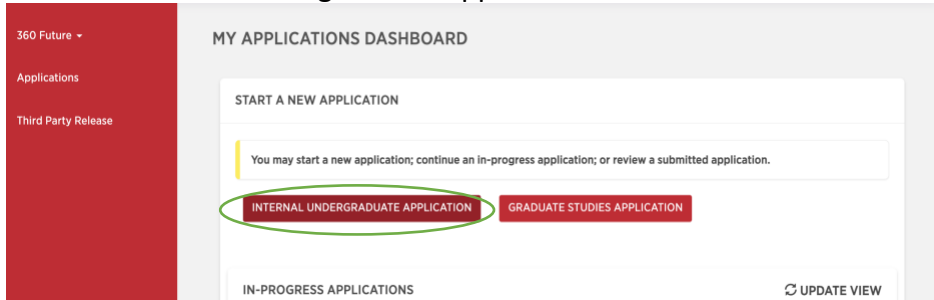
Click “ALREADY HAVE A MYCARLETONONE (MC1) ACCOUNT”:



Click on “Applications” (left menu) or “Apply NOW” (left menu):



Click on “Internal Undergraduate Application”



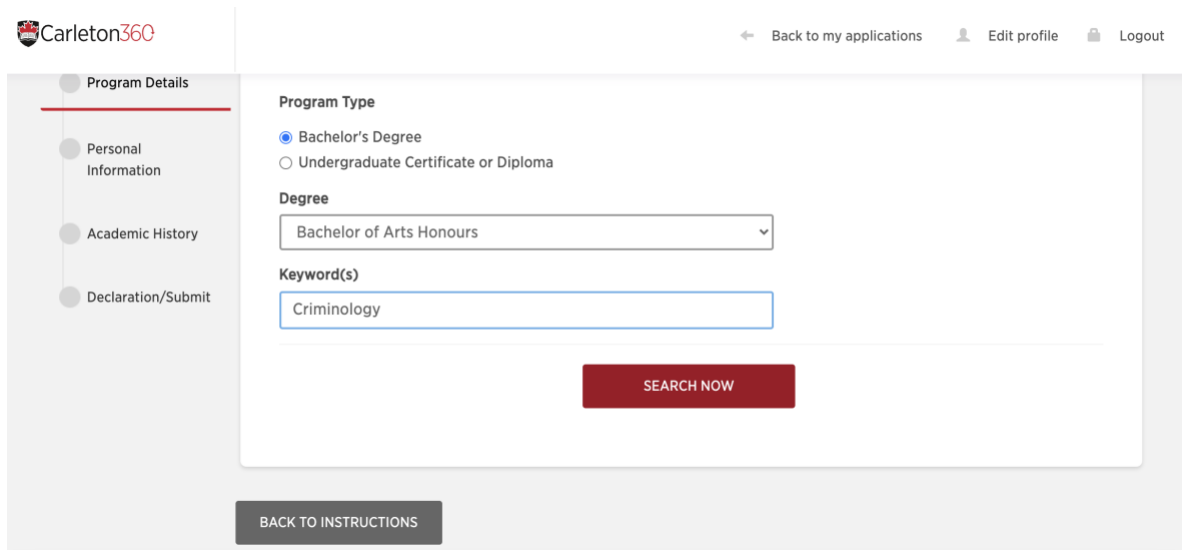
Click to agree that you've read and understood, then click "Save and continue".

The screenshot shows the Carleton360 application interface. At the top, the Carleton360 logo is on the left, and navigation links for "Back to my applications", "Edit profile", and "Logout" are on the right. Below this is a red header bar titled "YOUR APPLICATION" containing user information: Name (Susan Burhoe), Term, and Program. A sidebar on the left lists application steps: Instructions (highlighted), Program Details, Personal Information Program details, Personal Information, Academic History, and Declaration/Submit. The main content area is titled "INSTRUCTIONS" and contains "IMPORTANT INFORMATION" and "BEFORE YOU CONTINUE" sections. The "BEFORE YOU CONTINUE" section lists requirements and includes a checked checkbox "I have read and understood the above\*" which is circled in green. A "Save and continue" button is also circled in green at the bottom right.

Search for your Bachelor's degree program:

The screenshot shows the Carleton360 program search interface. At the top, the Carleton360 logo is on the left, and navigation links for "Back to my applications", "Edit profile", and "Logout" are on the right. The sidebar on the left lists application steps: Program Details (highlighted), Personal Information, Academic History, and Declaration/Submit. The main content area is titled "CARLETON PROGRAM" and shows "Most recent program" as "Doctor of Philosophy". Below is the "PROGRAM SEARCH" section with a search prompt and a "Program Type" dropdown menu. The "Program Type" dropdown is set to "Bachelor's Degree" and is open, showing a list of degree options: Bachelor of Architectural Studies (highlighted), Bachelor of Arts, Bachelor of Arts Honours, and Bachelor of Cognitive Science. A text box on the right contains the text: "Want to know the difference between a degree and an honours degree or a major or double-major or what's involved in earning a minor. Visit [this page](#) or talk to an [advisor](#)."

Once you select the degree, the list of possible majors will appear:

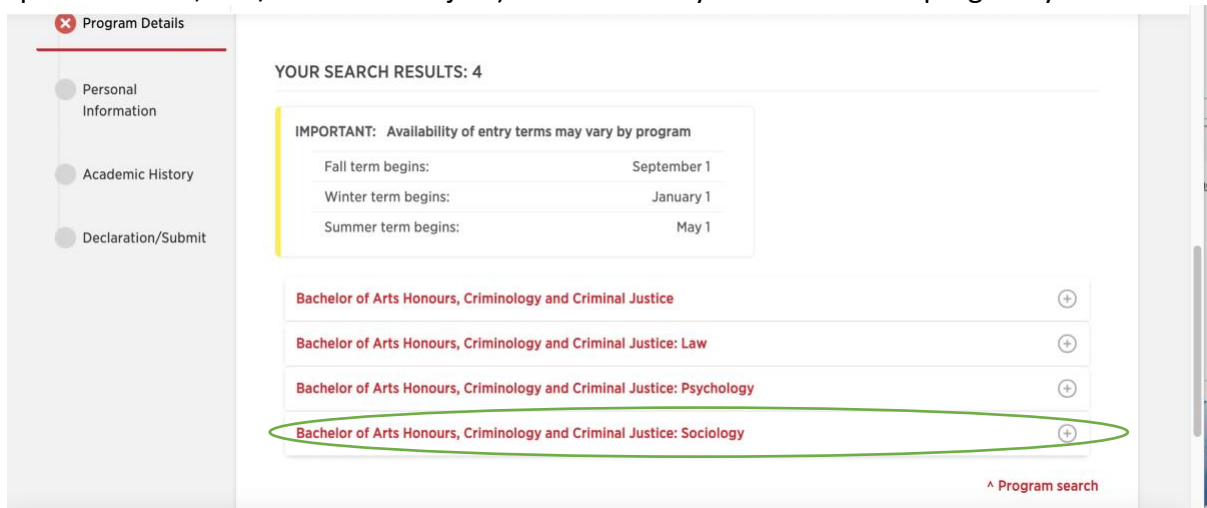


The screenshot shows the Carleton360 application interface. On the left is a navigation menu with 'Program Details' selected. The main area contains a search form with the following fields:

- Program Type:** Radio buttons for 'Bachelor's Degree' (selected) and 'Undergraduate Certificate or Diploma'.
- Degree:** A dropdown menu showing 'Bachelor of Arts Honours'.
- Keyword(s):** A text input field containing 'Criminology'.
- SEARCH NOW:** A red button.

At the bottom of the form area is a 'BACK TO INSTRUCTIONS' button.

Then the various options for that major will be listed (such as majors with concentrations or specializations, and/or double-majors). Select the + symbol to add the program you want.



The screenshot shows the search results page. The left navigation menu has 'Program Details' with a red 'x' icon. The main content area is titled 'YOUR SEARCH RESULTS: 4' and includes an 'IMPORTANT' notice about entry terms. Below this is a table of search results:

Term	Start Date
Fall term begins:	September 1
Winter term begins:	January 1
Summer term begins:	May 1

Bachelor of Arts Honours, Criminology and Criminal Justice	+
Bachelor of Arts Honours, Criminology and Criminal Justice: Law	+
Bachelor of Arts Honours, Criminology and Criminal Justice: Psychology	+
Bachelor of Arts Honours, Criminology and Criminal Justice: Sociology	+

A green oval highlights the 'Bachelor of Arts Honours, Criminology and Criminal Justice: Sociology' option. At the bottom right, there is an '^ Program search' link.

Then it will ask what term you're applying for. Most programs offer Fall admission. This also gives you flexibility in case you need summer courses in order to qualify for admission. Choose the term you're applying for:

Look for Fall 2024

Term	Apply
Fall 2021	This program is closed for applications
Fall 2022	<input type="button" value="APPLY"/>
Winter 2022	<input type="button" value="APPLY"/>
Summer 2022	<input type="button" value="APPLY"/>

Then you will be offered the option of adding a minor if you wish:

**Program Details**

**Related Major**  
Criminology and Criminal Justice: Psychology

**Minor (optional)**  
Minor in Environmental and Climate Humanities

**Optional:** You may indicate an alternate program to be considered should your first choice not be offered/available.

**Second Degree Choice**

- Bachelor of Architectural Studies
- Bachelor of Arts
- Bachelor of Arts Honours
- Bachelor of Cognitive Science
- Bachelor of Cognitive Science Honours

Then you can add a second degree choice to your application. Repeat the same steps to find your program and minor (optional).

The screenshot shows the Carleton360 application interface. On the left is a navigation menu with 'Program Details' selected. The main content area is titled 'Bachelor of Arts Honours'. It includes a 'Related Major' dropdown set to 'Criminology and Criminal Justice: Psychology'. Below that is a 'Minor (optional)' dropdown set to 'Minor in Environmental and Climate Humanities'. A grey informational box states: 'Optional: You may indicate an alternate program to be considered should your first choice not be offered/available.' Further down is a 'Second Degree Choice' dropdown set to 'Bachelor of Social Work'. At the bottom is another 'Minor (optional)' dropdown set to 'Minor in Community Engagement'. Navigation links at the top right include 'Back to my applications', 'Edit profile', and 'Logout'.

You will then be shown your current contact info and asked to add a personal email. You can't edit your phone number here. If you want to update your number, you'll need to do so in Carleton Central after submitting your application.

The screenshot shows the contact information section of the Carleton360 application. The navigation menu on the left has 'Personal Information' selected. The main content area shows the number '27' at the top. It contains three phone number fields: 'Home Phone' (redacted), 'Cell Phone' (Not held), and 'Alternative Phone' (Not held). Below these is the 'Campus Email' field with the address 'susanburhoe@gmail.carleton.ca'. A 'Personal Email\*' field is shown as an empty text box. At the bottom are three buttons: 'BACK TO INSTRUCTIONS', 'Save', and 'Save and continue'. Navigation links at the top right include 'Back to my applications', 'Edit profile', and 'Logout'.

The next section asks for your college or university academic history.

- No need to add your ESP studies, they'll have access to those.
- If you studied at another university or at college, and you applied to a degree at Carleton in the past, they should have those studies listed as well.
  - If you applied directly to ESP and not to a degree, you'll need to add your college and/or other university studies.
  - This means you'll be charged a fee to assess those studies for possible transfer credit. You can pay it now or later through a link provided in Carleton 360.
  - If you provided ESP with an original transcript, then you don't need to provide another. We'll scan it into the system so admissions can access it.

Program Details

Personal Information

Academic History

Declaration/Submit

Have you attended any post-secondary institutions not listed above?\*

Yes  No

ACTIVITIES AND EMPLOYMENT

Have you always been a full-time student?\*

Yes  No

BACK TO INSTRUCTIONS Save Save and continue

See notes above re: answering this question

Program Details

Personal Information

Academic History

Declaration/Submit

Personal Information

Academic History

Declaration/Submit

ACTIVITIES AND EMPLOYMENT

Have you always been a full-time student?\*

Yes  No

**i** Indicate the activities you participated in when you were not attending school entries below.

Start date\*

January 2018

End date\*

August 2020

Description/Employer\*

Worked part-time and travelled

SAVE NEW RECORD

If you came to ESP from high school or college without any breaks in study, answer "yes". If not, select "no" and provide dates and activities. They don't need a lot of detail, just a general idea of what you did.

Finally, read the Declaration, click that you understood and either Save (if you don't want to submit it yet) or Submit (this sends it to admissions) your application:

Carleton360

← Back to my applications Edit profile

Program Details

Personal Information

Academic History

Declaration/Submit

and of the methods by which applicants are chosen.

I authorize Carleton University to verify any information provided as part of this application including, but not limited to, contacting institutions attended and references (academic and professional) if applicable.

I agree that if I knowingly or carelessly provide untrue, fraudulent, incomplete or plagiarized information with this application, then Carleton University may in its sole discretion do any or all of the following: (a) request further documentation; (b) cancel my application; (c) withdraw any offer of admission, whether accepted or not; (d) require me to withdraw from Carleton University; (e) subject me to academic discipline; (f) share the information I provided with other post-secondary institutions, other third parties and in the case of international admissions with Immigration, Refugees and Citizenship Canada.

I agree, if admitted to Carleton University, to comply with the rules and regulations of the University.

You will not be able to change this application once you have submitted it. You will receive an acknowledgement email confirm the submission of this application.

I have read, understood and agree to the above statement\*

BACK TO INSTRUCTIONS Save Submit