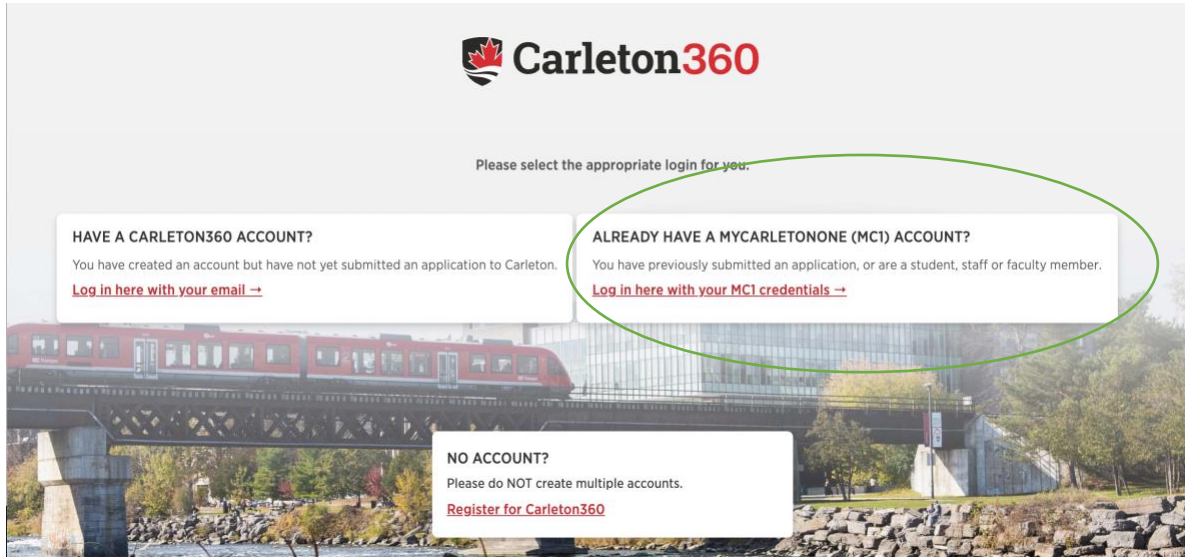


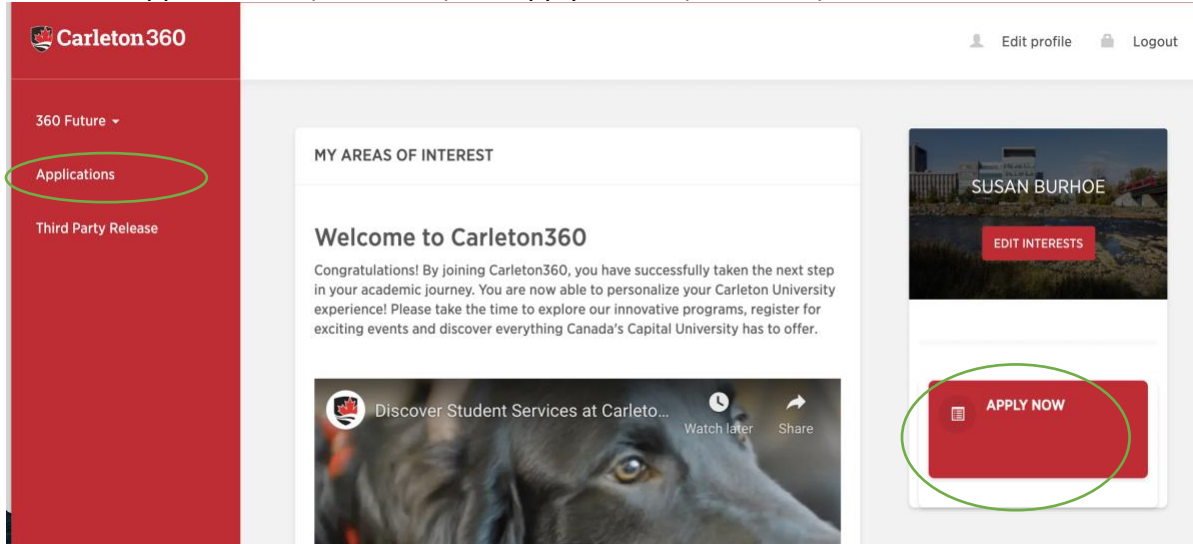
## Applying to a degree

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

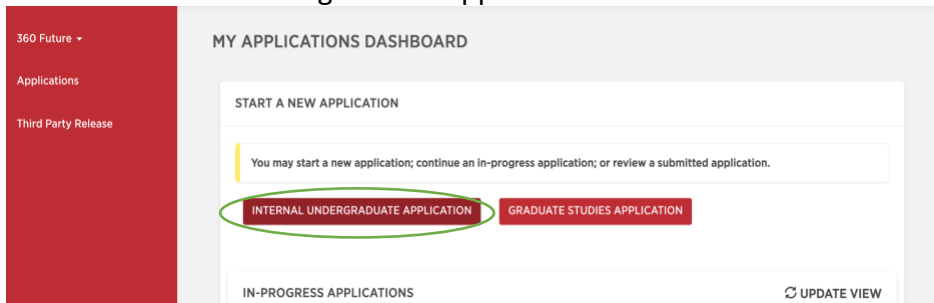
Click “ALREADY HAVE A MYCARLETONONE (MC1) ACCOUNT”:



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 the header is a red banner with the text "YOUR APPLICATION". Underneath the banner, there are three tabs: "Name" (Susan Burhoe), "Term", and "Program".

The main content area is titled "INSTRUCTIONS". It contains a section for "IMPORTANT INFORMATION" which explains the purpose of the application and lists conditions for use. It also includes a checklist of mandatory fields, with a red 'X' indicating an issue and a green checkmark indicating completion. Below this is a "BEFORE YOU CONTINUE" section with a list of requirements. At the bottom of the instructions, there is a checkbox labeled "I have read and understood the above\*" which is checked and circled in green. To the right of the instructions, there is a "Save and continue" button, also circled in green.

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. Below the header is a red banner with the text "YOUR APPLICATION". Underneath the banner, there are three tabs: "Name" (Susan Burhoe), "Term", and "Program".

The main content area is titled "CARLETON PROGRAM". It contains a section for "Most recent program" which lists "Doctor of Philosophy". Below this is a "PROGRAM SEARCH" section with a search bar and a dropdown menu for "Program Type". The "Program Type" dropdown is set to "Bachelor's Degree". Below this is a "Degree" dropdown menu which is open, showing a list of degree programs: "Bachelor of Architectural Studies", "Bachelor of Arts", "Bachelor of Arts Honours", and "Bachelor of Cognitive Science".

A blue box with white text is overlaid on the right side of the page, containing 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 four items: Program Details (highlighted), Personal Information, Academic History, and Declaration/Submit. The main content area is titled "Program Type" and contains the following fields:

- Program Type:** Radio buttons for "Bachelor's Degree" (selected) and "Undergraduate Certificate or Diploma".
- Degree:** A dropdown menu with "Bachelor of Arts Honours" selected.
- 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 is the same as in the previous image. The main content area is titled "YOUR SEARCH RESULTS: 4" and includes:

- IMPORTANT:** Availability of entry terms may vary by program
- Term Dates:**

Fall term begins:	September 1
Winter term begins:	January 1
Summer term begins:	May 1
- Search Results List:**
  - 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 (+)** (highlighted with a green oval)

At the bottom right of the results area is a link: [^ Program search](#)

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:

The screenshot shows a web application interface. On the left is a sidebar with navigation links: 'Personal Information', 'Academic History', and 'Declaration/Submit'. The main content area displays a list of program options for a 'Bachelor of Arts Honours, Criminology and Criminal Justice' degree. The options are: 'Criminology and Criminal Justice', 'Criminology and Criminal Justice: Law', 'Criminology and Criminal Justice: Psychology', and 'Criminology and Criminal Justice: Sociology'. Below these is a table with columns 'Term' and 'Apply'. The 'Apply' column contains 'This program is closed for applications' for Fall 2021 and 'APPLY' buttons for Fall 2022, Winter 2022, and Summer 2022. A callout box with a black border and white text says 'This year it will be Fall 2023 :-)' and has an arrow pointing to the 'Fall 2022' row, which is circled in green.

Term	Apply
Fall 2021	This program is closed for applications
Fall 2022	APPLY
Winter 2022	APPLY
Summer 2022	APPLY

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

The screenshot shows the 'Minor (optional)' section of an application form. The sidebar on the left has 'Program Details' selected. The main content area shows 'Related Major' as 'Criminology and Criminal Justice: Psychology'. The 'Minor (optional)' dropdown menu is open, showing a list of options: 'Bachelor of Architectural Studies', 'Bachelor of Arts', 'Bachelor of Arts Honours', 'Bachelor of Cognitive Science', and 'Bachelor of Cognitive Science Honours'. An information icon and text below the dropdown state: 'Optional: You may indicate an alternate program to be considered should your first choice not be offered/available.'

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 four items: Program Details (highlighted with a red line), Personal Information, Academic History, and Declaration/Submit. The main content area is titled "Bachelor of Arts Honours" and includes the following sections:

- Related Major:** Criminology and Criminal Justice: Psychology
- Minor (optional):** A dropdown menu showing "Minor in Environmental and Climate Humanities".
- Information:** A grey box with an information icon and text: "Optional: You may indicate an alternate program to be considered should your first choice not be offered/available."
- Second Degree Choice:** A dropdown menu showing "Bachelor of Social Work".
- Minor (optional):** A dropdown menu showing "Minor in Community Engagement".

At the top right of the page are links for "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 Carleton360 application interface for contact information. The navigation menu on the left has "Program Details" checked with a green checkmark. The main content area is titled "27" and includes the following sections:

- Home Phone:** A redacted field.
- Cell Phone:** Not held
- Alternative Phone:** Not held
- Campus Email:** susanburhoe@gmail.carleton.ca
- Personal Email\*:** An empty text input field.

At the bottom of the page are three buttons: "BACK TO INSTRUCTIONS", "Save", and "Save and continue". At the top right are links for "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