

Registration Guide & Student Handbook

2016/17



ESP & AESP Contacts

All offices are located on the 15th floor of Dunton Tower. Come up and visit!

Role	Name	Tel.	Email
CIE Admissions and Registrarial Assistant	Natalie McInnis	613-520-2804	esp@carleton.ca
Student Advisor	Stephanie Wagar Susan Burhoe Allan Blunt	613-520-2600 x. 4089 613-520-2600 x. 2545 613-520-2600 x. 3398	stephanie.wagar@carleton.ca susan.burhoe@carleton.ca allan.blunt@carleton.ca
ESP Coordinator & Student Advisor			
FYS Instructor & Student Advisor			
FYSM Instructors	Allan Blunt	613-520-2600 x. 3398	allan.blunt@carleton.ca
	Jennifer Gilbert	613-520-2600 x. 1365	jennifer.gilbert@carleton.ca
	Beth Hughes	613-520-2600 x. 2465	beth.hughes@carleton.ca
	Rodney Nelson	613-520-2600 x. 8158	rodney.nelson@carleton.ca
	Petra-Watzlawik-Li	613-520-2600 x. 3740	petra.watzlawikli@carleton.ca
Aboriginal ESP Coordinator	Rodney Nelson	613-520-2600 x. 8092	rodney.nelson@carleton.ca
Coordinator, Academic Support Programs - questions about workshops	Rachelle Thibodeau	613-520-260 0x. 1024	rachelle.thibodeau@carleton.ca
Coordinator, Academic Advantage Coaching - connect with coaching for time management, writing, research and academic skills	Beth Hughes	613-520-2600 x. 2465	beth.hughes@carleton.ca academic.coaching@carleton.ca
Assistant Coordinator, Academic Advantage Coaching	Alison Boucher	613-520-2600 x. 2975	alisonboucher@carleton.ca academic.coaching@carleton.ca
FYS Mentor Coordinator	Jennifer Gilbert	613-520-2600 x. 1365	jennifer.gilbert@carleton.ca
CIE Associate Director	Petra-Watzlawik-Li	613-520-2600 x. 3740	petra.watzlawikli@carleton.ca
CIE Director	Dr. Tim Pychyl	613-520-2600 x. 1729	tim.pychyl@carleton.ca www.procrastination.ca

ESP/AESP

2016/17

Registration Guide & Student Handbook

Welcome to the Enriched Support Program and Aboriginal Enriched Support Program! The first year of university is a new experience, and you may have many questions during this transition. As an ESP or AESP student some things, including registration, work a little differently. Please use this guide to help you with your course selection, registration and to prepare for the Fall!

Section One: Registration Guide

Your guide for how to:

- [Choose your courses](#)
- [Register](#)
- [View your schedule](#)
- [Pay your fees](#)
- [Set up your Carleton account & email](#)
- [Get a locker, parking, bus pass](#)
- [Sign up for Orientation](#)

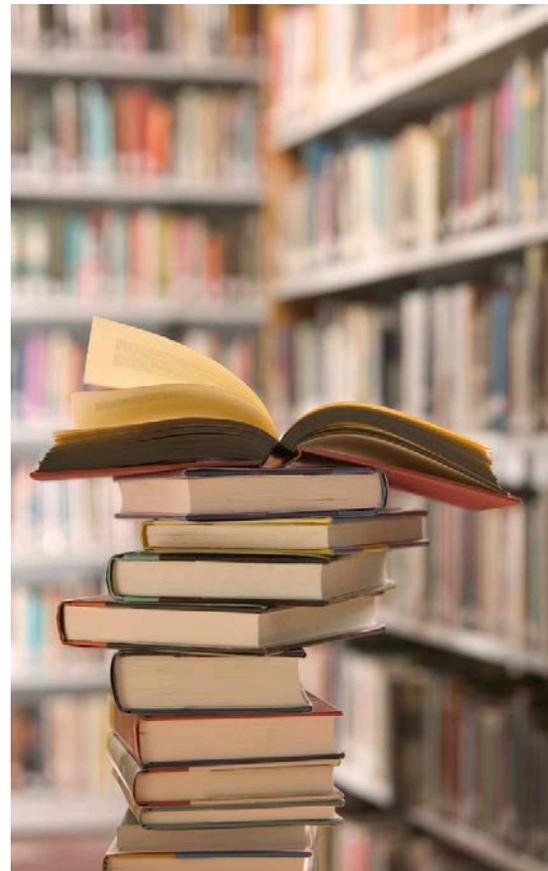
Section Two: Student Handbook

General student FAQs:

- [CU Programs](#)
- [Your student status](#)
- [Students with Disabilities](#)
- [Money](#)

Program Guide:

- [Your schedule](#)
- [Your courses \(& how to get more!\)](#)
- [First Year Seminars](#)
- [Workshops](#)
- [Academic Advantage Coaching](#)
- [Advising in ESP/AESP](#)
- [Moving from ESP/AESP to a Degree](#)
- [Grades](#)



Section One: Registration Guide

Course Selection

Which courses can I take?

ESP/AESP students are eligible to register in 3 full credits:

- One First-Year Seminar, a FYSM, (see [below](#) for more about the FYSM)
- Two Elective Courses
 - o supported by two ESP/AESP workshops (see [Section Two](#) for more about workshops)

See the courses available for your stream of ESP/AESP on the *Course Selection Form* available on our [website](#). These courses are described on the *Course Descriptions* sheets available on our [website](#).

ESP/AESP students can take a maximum of three credits in total from the available courses. In general, one credit is equivalent to one course running from September to April. Some courses are worth 0.5 credits; these run either from September to December or from January to April.

What courses should I take for the major I'm considering?

Most degrees in arts and social science fields have a lot of room to take electives, so explore interests by taking subjects you are curious about. Science, Engineering and Business programs have less flexibility, so your *elective courses* have been chosen for you on the *Course Selection Form* available on our [website](#).

Possible Major	Course(s) recommended
Arts & Social Sciences (majors listed below)	
African Studies	Courses we offer count as electives
Anthropology	ANTH 1001/1002 (FYSM 1900B)
Canadian Studies	INDG 1000
Child Studies	CHST 1000/1002, SOCI 1001/1002, PSYC 1001/1002
Cognitive Science	CGSC 1001/PHIL 1301, PSYC 1001/1002
Communication Studies	(FILM 1000)
Criminology/Criminal Justice	CRIM1001/PSYC 1001, SOCI 1001/1002, PSYC 1001/1002, LAWS 1000
Choose from this list:	
Economics/Applied Economics	ECON 1000
English	Courses we offer count as electives
Environmental Studies	Courses we offer count as electives
European & Russian Studies	HIST 1002
Film Studies	FILM 1000
Geography or Geomatics	Courses we offer count as electives
Global & International Studies (courses for major will depend of specialization)	ANTH1001/1002, ECON 1000, HIST 1002, HUMR 1001, LAWS 1000; PSCI 1100/1200
Choose from this list:	
Greek and Roman Studies	(HIST 1002)
History	HIST 1002
Human Rights	HUMR 1001
Indigenous studies	INDG 1000 (FYSM 1900E)
Law	LAWS 1000
Linguistics & Discourse Studies	(FYSM 1900 A/C/D/F/G/H)
Music	Courses we offer count as electives
Philosophy	(CGSC 1001/PHIL 1301)
Political Science	PSCI 1100/1200
Psychology	PSYC 1001/1002 (FYSM 1 & J)
Public Affairs & Policy Mgt	ECON 1000 (PSCI 1100/1200)
Religion	Courses we offer count as electives
Social Work	SOWK 1000
Sociology	SOCI 1001/1002
Women's & Gender Studies	(HUMR 1001)
Computer Science	MATH 1007, MATH 1107
Information Technology	MATH 1007, MATH 1107
Business	ECON 1000, MATH 1009, MATH 1119
Engineering	CHEM 1001/1002, MATH 1004, MATH 1104
Science	CHEM 1001/1002, MATH 1007, MATH 1107

In the table, courses in the **Course(s) recommended** column will count toward that degree's "major requirements". Courses listed in *(brackets and italics)* are not required, but have related content, so you may want to consider them. Almost every degree has room for electives, so even if you take courses that are not in your future major, they will likely count toward your degree anyway (as electives).

How do I register for my courses?

ESP/AESP students have a different registration method than other Carleton students. Instead of registering for courses online, you follow these **FIVE STEPS**:

STEP ONE: Preparation

- Return your acceptance forms to ESP/AESP
- Decide on your courses
- Use the blank template on our [website](#) to build a sample schedule using the Course Descriptions and Class Schedules on our [website](#).
- Rank your choices on your *Course Selection Form* (read the instructions on the form carefully)

STEP TWO: Attend an ESP/AESP Registration Info Session

See below for dates and times.

These sessions offer:

- ✓ assistance in course selection
- ✓ registration guidance
- ✓ program planning advice
- ✓ information on important regulations and procedures
- ✓ an introduction to making the transition to university
- ✓ guidance from an ESP/AESP advisor.

Campus Tours

Campus tours are held at 10:00 am and 2:00 pm Mon-Sat. You may wish to book a tour (comes with free lunch!) on the day you attend your *Registration Info Session*. Tours are not booked through ESP/AESP.

To book a tour, visit this website: www.carleton.ca/tours
Call 613-520-3663
Email tours@carleton.ca

Registration Information Sessions

All sessions begin at 1:30 pm and are approximately 2 hours in length.

- Monday, July 18th
- Wednesday, July 20th
- Monday, July 25th
- Wednesday, July 27th
- Tuesday, August 2nd
- Friday, August 5th

Register: To register for a Registration Information

Session, please call us at 613-520-2804 or email:

esp@carleton.ca. Can't make it to a session? The slides will be posted after the first session.

Can't attend? While we strongly encourage you to attend a session to get advice about course selection and degree planning, these are not mandatory sessions.

STEP THREE: Return your Course Selection Form

See the form for details about how to return it. The ESP Office will assign and register you for your courses. We will do our best to accommodate your top choices, but limited enrolment and

scheduling conflicts may prevent that. We will begin registration in late July.

STEP FOUR: Confirm your Schedule & Fees

Approximately one week after you submit your form, check the “Carleton Central” website, central.carleton.ca, to view your registration & assigned courses. (You can check on Carleton Central at any time after submitting your *Course Selection Form*, but in general it takes us about one week to process your form due to the high volume of requests.)

Follow the steps outlined below:

- Log on to Carleton Central: central.carleton.ca. See the site for instructions on how to log on. You will need your student number.
- Once you have logged on to Carleton Central, you will be on the **Main Menu**
- Click on **Registration**
- Skip **Steps 1 & 2** in the Registration menu. These instructions do not apply to students in ESP/AESP.
- Click on **Step 3: Student Timetable**. Here you will see the courses to which you have been assigned. In the “Go to” field enter the date “2016/09/12” (the first full week of classes). Your Courses and Workshops will appear on the website schedule (the course code for workshops is ESPW 1000).
- Click on **Step 4: Calculate Amount to Pay** button to calculate what you need to pay.
- Click on the **Review your Student Account Summary**, which provides an overview of charges based on your registration activity and any payments made to date.
- Fees are due August 25th**. We will register you by this date, provided your *Course Selection Form* has been received

On Carleton Central, you can expect to see the following charges. *Please use the amount you view on Carleton Central to pay your fees (it is the most accurate fee information).*

Costs for Canadian Citizens, Permanent Residents	
Course	Cost
#1 Carleton University credit course	\$ 1,363.07
#1 ESP/AESP Workshop	\$ 950.00
#2 Carleton University credit course	\$ 1,363.07
#2 ESP/AESP Workshop	\$ 950.00
# 3 First Year Seminar (credit course)	\$ 1,363.07
U-Pass (bus pass, mandatory fee) See carleton.ca/upass for details.	\$ 399.36
Total	\$6,388.57

Costs for International Students	
Course	Cost
#1 Carleton University credit course	\$5,284.07
#1 ESP/AESP Workshop	\$ 950.00
#2 Carleton University credit course	\$5,284.07
#2 ESP/AESP Workshop	\$ 950.00
# 3 First Year Seminar (credit course)	\$5,284.07
U-Pass (bus pass, mandatory fee) See carleton.ca/upass for details.	\$ 399.36
UHIP (mandatory health insurance) See www.uhip.ca for details.	\$ 612.00
Total	\$18,763.57

STEP FIVE: Pay your Fees

Payment Deadline

Payment for your Fall Term is due by **August 25, 2016** and your Winter Term fees are due **November 25, 2016** to avoid additional charges. If you are receiving funding from a Government Student Aid Program such as OSAP, you may be eligible to defer fee payment beyond the payment deadline. See the OSAP information on the next page for more details.

What if I don't pay by the deadline?

Students who have not made arrangements to have their fall term fees paid by **September 30, 2016 will be deregistered from all courses** for the fall and winter terms. Detailed payment information can be found on the Student Accounts website: carleton.ca/fees.

If you expect your fees to be delayed, please contact our student accounts office to discuss your circumstances: student_accounts@carleton.ca or 613-520-3626.

Late Payment Charge

If you pay your fees late, you will be subject to a Late Payment Charge based on the outstanding balance as of the last working day of each month starting in September.

Make sure you are aware of the [late](#) and [interest](#) charge penalties for late payment, as well as the [financial hold policy](#).

Budgeting

Please visit the Awards office website for more information about how to calculate your expenses and fund your studies carleton.ca/awards/budgeting/.

How to pay: carleton.ca/fees

- **Electronic Banking (most common method)**

Use “Carleton University” as the billing company name and your *student number* as the *account number*. Payments will be applied to the student number specified by the bank transactions.

Your payment may take up to three days to be processed and recorded. Registration is not considered complete until the Business Office has recorded the remittance on your student account.

▪ **By Mail**

Payments may be made by cheque, certified cheque, money order or bank draft (not cash) and should be mailed to the following address:

Carleton University
c/o T27547
P.O. Box 4275, Postal Station "A"
Toronto, ON, M5W 5V8 CANADA

Be sure to include your student number, name, and the detail of what the payment is for (e.g. tuition, residence, UHIP, etc.) on the front of the cheque. The University does not accept postdated cheques. Cheques must have a current date in order to be processed.

▪ **Assign OSAP to the payment of fees**

This section applies to students who have applied for Ontario Student Assistance Program (OSAP) loans (osap.gov.on.ca).

If you are receiving funding from a Government Student Aid Program such as OSAP and intend to pay your fees with it, you will be able to pay after the payment due date if the following conditions are met by August 25:

Deferral Conditions for Ontario Students (OSAP):

- OSAP status on Carleton Central is APPROVED
- Master Student Financial Assistance Agreement (MSFAA) has been received by the National Student Loan Service Centre
- All supporting documentation has been provided to and processed by the Awards & Financial Aid Office
- Funding Summary of your OSAP account (osap.gov.on.ca) shows funding is scheduled to be released.

If all four conditions are met on or before August 25, 2016, your tuition fee *payment due date will be deferred* until after the start of the term so that it aligns with the OSAP disbursement date. **This will happen automatically.**

Deferral Dates for Ontario Students (OSAP)

- For the fall term, the deferral is valid until **September 14, 2016**, allowing time for your first OSAP installment to be disbursed.
- For the winter term, the deferral is valid until **January 12, 2017**, allowing time for your second OSAP installment to be disbursed.

Carleton's Awards Office will send you (to your Carleton email account) more detailed instructions on how to process, pick up and complete arrangements for your OSAP funding. *It is critical to read all correspondence sent to your Carleton email account.*

Monitor your application on the OSAP website the **Awards and Financial Information** section of Carleton Central for information on your OSAP application.

If you require more assistance with your OSAP or other provincial loan, contact the Awards office at 613-520-3600 or awards@carleton.ca.

▪ **HigherEdPoints.com program**

Students can now fund their school fees by converting Aeroplan® Miles through HigherEdPoints.com. 35,000 Aeroplan® Miles can be converted into \$250 worth of credits at Carleton University. Students can also convert the Aeroplan® Miles of family members and friends to help pay for their tuition. For more information and to set up an account, please visit: www.higheredpoints.com/.

▪ **Students sponsored by an agency/band (some AESP students)**

Ensure that you have mailed or faxed your letter of sponsorship to our Student Accounts office before the deadline. Their fax number is: 613-520-3987.

Address: Student Accounts, 301 Robertson Hall, 1125 Colonel By Drive Ottawa, ON K1S 5B6

See this [website](#) for more information.

▪ **International Currency Transfer (International students only)**

The University's preferred method for the receipt of fee payment from outside of the country is GlobalPay for Students. Carleton University has partnered with Western Union Business solutions to provide a fast, easy and affordable way to pay tuition and other fee costs in a student's local currency. The Western Union GlobalPay for Students platform allows you to pay locally from your home bank, saving money on exchange rates and banking fees and also ensuring the full value of your payment reaches Carleton University.

GlobalPay for Students also offers convenient payment options for those paying from China and India.

Simply login to Carleton Central and navigate to Registration, then Student Accounts and click on the International Currency Transfer link to be redirected to the GlobalPay for Students pay to set up your payment. See [this site](#) for a video and [this site](#) for step-by-step instructions.

Refund and Withdrawal Policies

Please note that once you have submitted your Course Selection Form and we register you in your courses, these policies come into effect.

Withdrawal

In order to withdraw from the program or a course, you must contact the ESP/AESP office. **You will not be able to withdraw on the Carleton Central registration system.**

Please note the deadlines for withdrawal:

- **September 30:** Last day to receive a refund of your *tuition* fees when withdrawing from fall term or two-

term courses. Withdrawals after this date will mean no refund of *fall term* fees.

- **December 9:** Last day for academic withdrawal from fall term courses.
- **January 31:** Last day for entire fee adjustment when withdrawing from winter term or winter portion of two-term courses. Withdrawals after this date will mean no refund of *winter term* fees.
- **April 7:** Last day for academic withdrawal from winter term courses.

Refunds

You will receive a refund of fall fees if you [contact us](#) to withdraw before September 30. After September 30th, you will not be eligible for a refund of *fall term* fees.

You will receive a refund of winter term fees if you [contact us](#) to withdraw before January 31.

After January 31st, you will not be eligible for a refund of any winter term fees.

How can I get a student card, U-Pass, locker or parking pass?

See www.carleton.ca/campuscard/ for information on how to obtain a student card.

See www.carleton.ca/upass for information on how to obtain a U-Pass (your student bus pass).

Please note that you must be registered in your courses and able to view your timetable through Carleton Central before you can obtain your campus card or U-Pass.

See carleton.ca/parking to register for a parking space and/or to reserve a [locker](#) on campus. Yes, parking also gives out lockers (weird, eh?).



What is a U-Pass?

The student associations at both Carleton University and the University of Ottawa negotiated with the City of Ottawa for a Universal Transit Pass for full-time students at both universities. The result is the U-Pass: A bus pass offered at a discounted rate. The pass costs \$399.36 and is a *mandatory cost* for all full-time students (it will automatically be added to your student account and most students cannot opt-out).

The U-Pass will be effective from September 1, 2016 to April 30, 2017 and is valid on all [OC Transpo](#) vehicles

providing regular, express, rural express or (non-rural) Para Transpo services, as well as the O-Train. See the U-Pass website www.carleton.ca/upass for more details.

Am I eligible for the Student Drug/ Accident Insurance and Student Dental Plan?

Because Carleton doesn't charge ESP/AESP students full-time student fees, you are not automatically enrolled in the school's drug/accident and dental insurance plans. You may opt into either or both of the plans. To enroll, you must complete an "[enrolment form](#)" between September 7 - 30, and pay your fees (Approx. \$160 for health & dental coverage) at the Carleton University Student's Association (CUSA) office in 401 Unicentre by the end of **September**. Check the CUSA website for online opt-in forms, fees and deadlines: [CUSA Health plan](#). Questions? Contact CUSA Email: cusa@cusaonline.ca Phone: 613-520-6688.

The plan covers approximately 80% of prescription drug and dental costs (to specified limits).

Do I need a Carleton email account?

Yes! Every Carleton student *must* use their Carleton email account when communicating with the university-- that way we can be sure your information is kept confidential.

How do I set up my Carleton Email Account?

Go to [Carleton Central](#) and follow the link to "Login using your Carleton ID Number). Follow the instructions "For your first login". Once you have successfully logged into Carleton Central you will be prompted to activate your new **MyCarletonOne** account. Follow the steps provided to create your new Carleton email account.



When you have your university email account set up, your mail can be forwarded to your preferred email address.

Use your MyCarletonOne account to access:

- Carleton's wireless network
- Computer labs on campus
- MyCarleton Portal: to see course details (cuLearn), Carleton email, and personalized campus announcements
- 30 MB of storage accessible from anywhere on the campus network (G-drive space)
- Carleton Central: review your course schedule, fees owing, OSAP info, change your address, view your student record, and more.

Does Carleton have a nifty student app?

You bet! Download one of Carleton's mobile apps here: www.carleton.ca/cumobile/
See your schedule, courses, view your grades and more.

How do I sign up for Orientation?

The Student Experience Office at Carleton University offers a wide variety of *Summer Orientation* and *Fall Orientation* (“frosh week”) activities. You can check out these activities at www.carleton.ca/orientation. ESP/AESP students are eligible to participate in any summer orientation activities open to new students. While ESP/AESP students can’t participate in the program specific orientations offered by Sprout and Engineering, all other activities are open to you.

It is important to note that any *Summer Orientation* information about **registration procedures** do *not* apply to ESP/AESP students. We offer our own *ESP/AESP Registration Information Sessions* beginning July 18th.



Are there mandatory orientation activities?

Yes, just one: *Carleton University's Academic Orientation Day* takes place on **September 6** and is mandatory for all new students. You will take part in the *ESP/AESP departmental orientation* that offers opportunity to meet your Instructors, classmates and mentors. For more information about this day, take a look at the *Academic Orientation Day* information on our [Registration website](#).

Section Two: Student Handbook

Student FAQs

How do I find out more about programs and courses at Carleton?

The Undergraduate Calendar is available online at www.carleton.ca/cuuc. It contains a lot of information that will be important to you as a student. It lists all the undergraduate courses offered at Carleton.

Although you can only choose from a limited number of courses this year, you may want to look through the Calendar to see which courses you might like to take in the future, which discipline you might like to choose as your major, and which courses may be important prerequisites for your future program.

The Calendar also contains important rules and regulations about the University. It is each student’s responsibility to be aware of academic rules and regulations. Pay special

attention to the sections *Academic Regulations for Special Students*, *Registration and Course Evaluation*, *Admission to a Degree Program from Special Student Status*, and *Student Conduct*.

Do I need to choose a “major” right away?

Not just yet. A “major” is the discipline or field in which a degree student specializes. Since ESP/AESP students are not yet registered in a degree program, they do not select a major. During your year with ESP/AESP, you will take a variety of courses, which may be applied to the degree you choose to pursue later. Talk to your ESP/AESP Advisor about how to plan your academic studies.

Although you don’t have to choose a major right away, you may want to spend some time looking through the Undergraduate Calendar to familiarize yourself with the options available to you next year.

Why am I called a “Special Student”?

Any Carleton student who is not registered in a degree program (e.g., Bachelor of Arts, Bachelor of Science) is given the designation “special student”. These students may be in the process of qualifying for admission, taking credits to transfer to another university, or just taking classes out of personal or professional interest. Special students are normally restricted to two credits per academic year – acceptance to ESP/AESP gives you the opportunity to earn three credits in the same time frame while participating in the campus community.

Am I a full-time or part-time student?

Since you are enrolled in 1.5 credit per term (for a total of 3.0 credits), the university considers you full-time for the purposes of confirming enrolment for any outside agencies who may require it, and for the purposes of receiving a U-Pass (see below).

But, because you are in less than 2.0 credits per term, you will not be charged full-time *student fees* or automatically enrolled in [Carleton's Health and Drug Plan](#).

You should consider yourself a full-time student when you make decisions about other time commitments.

I have a learning or physical disability. Will ESP/AESP help me with that?

If you have a learning disability or any other disability, you should register with the [Paul Menton Centre](#). Staff at the PMC will help you to put appropriate supports and accommodations in place to level the playing field at university. The best time to register is in the summer before the semester begins. See their website for details about registration, including important registration deadlines: www.carleton.ca/pmc.

Check out **PMC Intro:** Orientation activities for new students with disabilities at www.carleton.ca/orientation

In the ESP and AESP, we are committed to working with all students. Our First-Year Seminars and workshops are designed for a wide range of learning styles.

I need money. Am I eligible for bursaries, loans or scholarships?

Loans

Ontario residents can apply online at the Ontario Student Assistance Program website: www.osap.gov.on.ca. Our Awards office website has an OSAP FAQ section and info on how to collect your loans carleton.ca/awards.

Bursaries

[Bursaries](#) are monetary awards based on financial need. If you would like to apply for a bursary, see Carleton Central (central.carleton.ca) for the online application.

In the fall we will provide more information about applying for these monetary awards (you apply in the fall for bursaries that will be awarded in January)



Awards

Students who complete ESP/AESP with an A- average (or higher) and who have excellent attendance may be eligible for an [ESP/AESP Academic Excellence Award](#). Details will be announced in the Fall.

Courses & Schedules

What do I take as an ESP/AESP student?

ESP/AESP students are eligible to register in three full credit courses and receive support in the form of weekly workshops, plus mentoring, advising and coaching.



Will I be “behind” if I only take 3 credits?

The ESP/AESP offers the chance to get a head start on your degree. Depending on the program you go into, you may be able to start your second year next fall (if you enroll in summer courses) or take a mix of first and second year courses. This is not unusual as many students who begin the year registered in 5 credits end up dropping courses, or choose to take reduced course loads while at university.

Also, students who demonstrate good academic standing (a B- average and excellent attendance) can apply to add a half-credit course in the second semester. Discuss this option with an ESP/AESP Student Advisor.

What if my preferred courses are full? Can I just attend another section of the same course?

Unfortunately not, ESP/AESP only supports *certain course sections* and we have a limited number of spaces reserved in each course.

If you look at the class schedule on the Carleton Central web site, you will notice that some courses have more than one section (denoted by letters A, B, C, etc.). ESP/AESP students will be registered only in the sections listed on the *Course Selection Form*. This is because each section of a course is taught by a different professor and may cover different material. The ESP/AESP workshop is linked only with one section of the course and the workshop facilitator will attend lectures and read course materials only for that section.

What will my final schedule be?

Classes at Carleton are held anywhere between **8:30 am and 9:00 pm, Monday to Friday**. Your classes and workshops will be held during these hours. Contrary to popular belief, it's pretty likely you will have classes Friday! And maybe evening classes too. Most ESP/AESP students are in classes and workshops for a minimum of 15 hours each week. You may also have an occasional exam scheduled on a Saturday or Sunday.

In mid-August you should login to Carleton Central (central.carleton.ca) and confirm your final course schedule.

How many hours per week will I have to study?

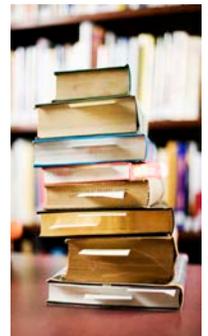
In high school, most of the time students spend on a course is spent in the classroom, with the teacher. High school teachers have time to go slowly, repeat things, and give examples or practice questions.

In university, much of the responsibility for learning shifts to the students, who are expected to do *most of their learning outside the classroom*.

Most university classes meet for only 3 hours per week, but for *each hour* students spend in class, the professor expects that you'll do about *2 hours worth* of reading, preparation, review, research, studying and so on. This amounts to 6 hours of independent study time *per course* per week. And more when assignments are due!

In addition, ESP/AESP students have a weekly 3-hour workshop for each elective course.

In other words, you should consider your 15 class hours per week to be roughly equivalent to a full-time work week.



I need to work part time during the school year. How many hours will I be able to manage?

Most students taking 3 credits and 2 workshops overestimate the amount of free time they will have. In the past, students who have worked more than 12 to 15 hours per week have usually seen a negative impact on their studies and grade point average.

A flexible work schedule is also important. You should be able to devote extra time to your studies when major assignments are due and during exam periods.

Can I take courses through Carleton University Online (CUOL)?

Some Carleton courses are provided to both on- and off-campus students.

Although as an ESP/AESP student you are not registered in the CUOL section of any course, you may be able to benefit from extra viewing of broadcast lectures if one or more of your courses have a CUOL section. To find out, look up your courses on the Carleton Central web site. If there is a section "T" or a section "V" that corresponds to your course, you may be able to view lectures online at carleton.ca/cuol.



What can I expect from my classes during the first week?

That will depend on the specific courses you're taking. Some instructors give students a bit of time to settle in, while others assign a heavy workload on the first day. The best approach is to attend your lectures and pay close attention to your course outline (found on CuLearn).

What if I don't like one of my courses - can I switch?

Probably not, since the spaces we have reserved in courses are limited. However, if you are having serious problems with one of your courses, first talk to the professor or ESP/AESP Student Advisor. Sometimes a misunderstanding about expectations or course content can be quickly cleared up. If you're still unhappy, you may be able to add your name to a waitlist for another course.

If you do receive permission to switch courses, you will have to switch into another course that is supported by an ESP/AESP workshop. Your ability to switch into another course will depend on which courses are full and which courses fit into your schedule.

The university deadline for changing courses is September 20, 2016. Please come to our office no later than **September 16, 2016** to request any changes.

What if I have to drop a course or withdraw?

If you have reason to believe that you will not pass a course, it is much better to withdraw from ("drop") the course. If you need to withdraw from a course during the year, please note the deadlines below. There are two deadlines for each term; the first is the deadline for dropping the course and receiving a refund of fees, the second is the final withdrawal date for the term.

Important: To withdraw from courses, you must contact an ESP/AESP Student Advisor before 4:00 pm on the drop-date. **You cannot drop courses online.**

- **September 30, 2016:** Last day to withdraw from Fall courses and receive a refund
- **December 9, 2016:** Last day to withdraw from Fall courses (no refund of fall term fees if you withdraw after Sept. 30th).
- **January 31, 2017:** Last day to withdraw from Winter courses and receive a refund.
- **April 7, 2017:** Last day to withdraw from Winter courses (no refund of winter term fees after Jan. 31st)

Can I take more than 3 credits during my year with ESP/AESP?

Yes! If you do well first term (a B- average and excellent attendance), you can apply to add a half-credit course in the second semester. Discuss this option with an ESP/AESP Student Advisor.

The Centre offers [CIED 1001: Selected Topics in Popular Culture](#) (Wed 2:35-5:25 PM) or you may also select a course of your choosing (space permitting).

First-Year Seminars

What is a First-Year Seminar?

University seminar courses are small classes designed to give students the opportunity to discuss and research topics of interest in a core subject area. Most university students are in their third or fourth year of study before they have the opportunity to take seminar courses. At Carleton, you are provided with this experience at the first-year level in your first-year seminar course (FYSM).

The small class setting of seminars allows you to develop and explore a subject in depth while developing a mentoring relationship with an instructor.

Otherwise, the seminar is a regular full-credit course. The grade from your FYSM course will be averaged with your other classes in determining your eligibility for a degree at the end of ESP/AESP.

Why is there a mandatory First-Year Seminar for ESP/AESP students?

All first-year Bachelor of Arts students at Carleton are advised to take a FYSM. Students in other disciplines may be able to use the seminar as an elective course. As an ESP student, you may choose from the First-Year Seminar courses listed on the *Course Description* sheets enclosed in this Registration package. AESP students enrol in the Aboriginal Topics FYSM.

Many FYSM courses are also offered to non-ESP/AESP students, but the particular sections (e.g. A, B, C, etc.) included in your Registration Package are just for ESP & AESP students.

Apart from the fact that your classmates will all be ESP or AESP students, this course is just like any other First-Year Seminar – a small first-year class with a lot of writing, reading, research and group work.

FYSM Instructors

First-Year Seminar Instructors are committed to teaching and mentoring first-year students as they make the transition into university life. FYSM Instructors incorporate their own academic expertise into the course material.

Who are the ESP/AESP Mentors?

The ESP/AESP Mentors are former ESP/AESP students who have gone on to study in degree programs. Because they have already been through the program, they are excellent resources for you as you begin your academic career.

How can the mentors help you?

Mentors are assigned to your First-Year Seminar classes and will play an active role in class activities. Their job is to

- help orient you to the university
- share their stories about how they survived first year
- direct you to ESP/AESP and campus resources that you might not know about
- offer a sympathetic listening ear
- help ease your transition into university by being friendly, accessible and knowledgeable!

Workshops

What are workshops for?

With each elective course, you will take a weekly 3-hour ESP/AESP workshop that serves as a study session. Workshops help you to do your best in your elective courses, while you develop academic skills that will help throughout your studies.

Although you attend the same lectures, labs and tutorials as regularly admitted Carleton students, the ESP/AESP

workshops are restricted to ESP/AESP students taking a given course. You meet as a group (of about 30 students) each week to review the course lectures, prepare for tests and assignments, and work through the material. A trained facilitator leads the group in activities designed to help you master the course material through active practice. A key element of the workshops is that facilitators do not teach the material to you—that is what your professors and text books do. Instead, facilitators provide tools for you to work with others to understand and study the course material.

What actually happens in workshops?

Each workshop will be a little different, depending on which courses you are taking. What they all have in common is that you will actively participate in small groups with other ESP/AESP students, doing activities designed to help you get the best grade you can in the course. Working with all of the other students gives you a chance to be exposed to a variety of perspectives and approaches to learning.



Here are some examples of workshop activities:

- reviewing, organizing, and summarizing your lecture notes and course readings
- practicing techniques for reading and taking notes on course readings
- making up and taking sample quizzes to test your progress
- learning writing strategies that apply to your course
- debating or discussing course topics
- playing educational games based on the course material to help reinforce what you are studying
- filling in worksheets that help you organize the material learned in lectures and course readings
- practicing study strategies that work for the course
- presenting the results of these activities to other students in the workshop

What if I have a disability or other reason that makes it difficult for me to work in small groups with others?

Working in small groups with other students is a central component of workshops. On occasion, minor accommodations may be made for students who are willing and able to work hard at improving their ability to work in groups. Talk to an ESP/AESP Student Advisor if you are concerned about working in groups.

What if my learning style doesn't match with the workshop activities?

You may have been told that you are an "auditory learner," "visual learner," or have some other type of learning style. This means that you find it easier or more enjoyable to learn in certain ways.

Although it's important to be aware of your strengths, it's also important to strengthen your ability to learn in other ways. In university, it is particularly important to develop strong skills in reading, listening, writing, note-taking, presenting, and academic collaboration. You will practice all of these in workshops.

How do I prepare for my ESP/AESP workshops each week?

Although there is no additional homework for the workshops, you are expected to come prepared each week. Being prepared includes attending that week's course lecture and taking notes, and doing the required readings and/or homework for the course. Bring your lecture notes and textbook to your workshop each week. You will need to refer to the information when you participate in workshop activities. Being prepared will ensure that you get the full benefit of ESP/AESP workshops.

Why won't the facilitators just give me the answer?

Because it won't really help you learn how to learn. Professors, teaching assistants, and course readings provide the information you need. The facilitator is there to guide you in how to process the information, study from it, get answers you need, and develop your full potential as a university student.

Facilitators will ask you questions, encourage you to discuss with other students and teach you to use your notes and readings effectively. Research demonstrates that when you go through this process of active learning, the material is easier to understand and remember than when someone just gives you answers. *Don't worry—the facilitator won't let you leave with wrong answers. It's just that you'll have to work to get the right ones.*

Who are my workshop facilitators?

All ESP/AESP workshop facilitators are specialists in their fields. Most of them are upper year undergraduates or studying toward graduate degrees (M.A., Ph.D.). All facilitators receive extensive training and supervision to ensure that they correctly implement the active- and collaborative-learning techniques used in workshops. You'll have a chance to meet your facilitators on *Academic Orientation Day*.

How often do I attend my workshops?

Your workshop will meet for three hours weekly. In general, you will have one workshop for every lecture of a given course.

Do I have to attend my workshops?

Yes, attendance at workshops is an essential component of your year with ESP/AESP.

What are the benefits of attending workshops?

Learn more and earn better grades in your elective courses. You can see from the following table that students who attend regularly have a much better chance of earning the grades they need to be admitted into a degree program.

Year	Students who attended 70% to 100% of workshops % admitted to degree*	Students who attended 0% to 69% workshops % admitted to degree*
2011-12	86%	45%
2010-11	89%	49%
2009-10	87%	50%
2008-09	85%	51%
2007-08	84%	36%
2006-07	80%	58%
2005-06	84%	44%
2004-05	89%	52%
2003-04	88%	44%
2002-03	85%	50%
2001-02	91%	51%
Avg.	86%	48%

Earn a scholarship. Students who participate in workshops and earn excellent grades may be eligible for scholarships after ESP/AESP. We will make announcements about these ESP/AESP Awards in the Fall.



Improve your job prospects. A number of excellent student jobs are available at the Centre for Initiatives in Education, in ESP/AESP and other programs. Students with excellent workshop attendance and participation have an advantage if they decide to apply for these jobs after their year with ESP/AESP.

Improve your eligibility for 2nd-year ESP. For those students who don't meet the minimum average required for promotion to a degree program, good attendance and participation can improve your eligibility to attend a second year of ESP/AESP.

What should I do if I have to miss a workshop?

It is polite but not mandatory to tell your facilitator if you are going to miss a workshop for any reason. However, if you are ill and would like the attendance record to reflect that you were absent for medical reasons (e.g., prolonged illness, surgery), you will have to provide medical documentation, just as you would for missed lectures or exams. If you miss a workshop for any reason, it's a good idea to contact your facilitator as soon as possible to find out what you have missed.

The facilitator takes attendance each week and hands in a copy to the Student Advisors. If you miss a few workshops, you can expect to receive a friendly email or phone call from us checking to make sure you're doing okay and encouraging you to attend.

What's the difference between my ESP/AESP workshops and my course discussion group, tutorial, or lab?

Some of your courses may have a weekly discussion group, tutorial, or lab. These are usually led by a Teaching Assistant who works with all students enrolled in that elective course. In contrast, workshop facilitators are dedicated to supporting only the 20 to 30 ESP/AESP students enrolled in that elective course.

Tutorials and discussion groups are intended to give students a chance to explore ideas raised by the course in a small group setting. You may also have assignments to do for your tutorial or discussion group, and these are usually marked by the Teaching Assistant. In fact, Teaching Assistants usually do most of the marking in the elective classes you'll be taking. It's a good idea to get to know them and ask their advice.

The focus of ESP/AESP workshops, on the other hand, is to help you develop and practice the skills you need to succeed in the courses you are taking.

Finally, workshops have no extra homework assignments or graded tests. Since your ESP/AESP facilitators are not responsible for grading your work, you may feel more comfortable going to them with questions.



Can I attend my workshop instead of my lecture/tutorial/discussion group?

Workshops are not a substitute for going to class, doing your readings, or attending other required sessions. Workshops are like a study group that helps you work through material you have already learned. You cannot participate effectively in workshops if you have not already been exposed to that week's material.

Academic Advantage Coaching

What is Academic Advantage Coaching?

Academic Coaching is additional support offered to students who are enrolled in ESP/AESP. One of the best things about coaching is that it is *free*. You do not need to pay additional fees. The coaches work one-on-one with ESP/AESP students to help them develop skills in reading

and writing as well as in other areas such as time management, organization, making a study plan, setting goals and staying focused. They help students learn how to think, read and write critically for their university courses.

The coaches are able to focus on individual students and support their learning in the context of their studies.

Who are the academic coaches?

Academic coaches are students who are in their fourth year of an undergraduate program or in graduate studies at Carleton who care about learning. They have been hired to help students in their transition to first year university. Some coaches will be attending first year seminars regularly or delivering work-shops in your classes, but they are all available to book individual coaching sessions.

Why should you visit an academic coach?

Academic coaches are a great way to improve your writing, reading, or general skills in a focused, one-on-one setting.

They can help you work on:

- written assignments
- research
- reading assignments
- study skills
- time management
- test taking and, generally
- learning how to learn.



Coaches can help you balance the demands of school with the rest of your life. The coaching room is a safe and confidential environment that is open to all students in the program.

Should you see a coach only when you have difficulties?

No. You can see a coach at any time – there's always something to learn. Your coach will help you meet your goals for university and your specific needs. Students who schedule regular appointments with a coach generally obtain better marks. Meet with a coach in September to determine first-hand how coaching can help you!

Need more information?

If you have questions or need help, please email academic.coaching@carleton.ca or visit the coaching office at 1510 Dunton Tower.

How do I book an appointment with a coach?

Beginning in September, visit our website: carleton.ca/esp for a link to our online booking system.

Advising

When you need a hand negotiating all this, come see one of your Advisors.

Who are the Advisors in ESP/AESP?

Stephanie Wagar, Susan Burhoe and Allan Blunt are the ESP/AESP Advisors you can meet with when you need help planning your studies, setting and reviewing your academic goals, talking about programs and majors and dealing with the administrative side of university matters.

We will check in with you throughout the year to check in on your progress and offer help when needed. If your attendance falls off, we'll send an email to invite you in to discuss what's happening. We're here to help you achieve the goals you have set for yourself this year.

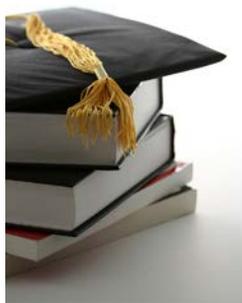
Why should you visit an Advisor?

Advisors are here to help you plan your studies, get help when you need it and guide you through the rules and regulations that apply to you. Contact them when you want to:

- talk about your academic goals and plans
- explore options for majors
- get advice on applying to a degree program
- get help with academic or personal difficulties
- get help in deciphering academic rules and regulations
- know more about course prerequisites
- add a course
- change a course
- withdraw from a course
- get help locating the right person, service, or resource in the university
- ask questions!

How do I book an appointment with an advisor?

Drop by the 15th floor to see an advisor for quick questions. For meetings about your goals, course planning or other issues, please book an appointment. Advisors will be visiting your First Year Seminar classes in the Fall to invite you to sign up for an appointment. And in September, we'll post information on our website carleton.ca/esp on how to book an appointment.



ESP/AESP to Degree

Where can ESP/AESP lead?

We can help you qualify for a number of degree programs. *Please note that students with college or university experience prior to ESP/AESP will have different*

requirements. Second year ESP/AESP will also have different requirements.

→ *These students should consult with an ESP/AESP Student Advisor for details.*

What are the requirements to go from ESP/AESP into a degree program?

The requirements will vary by program. See below for more information. Please note that requirements will change if you enrol in less than 3.0 credits, if you have previous university studies, or if you drop or fail a course. Meeting with an Advisor in the fall is the best way to be sure that you know what you will require to get in to your program of choice. Advisors will visit your Seminar course and invite you to sign up for an appointment. Also read the ESP/AESP Advising Bulletins sent by our Advisors each month.

Will my credits from ESP/AESP transfer over to my degree?

In most cases, the answer is yes. After all, you are enrolled in first-year credit courses. There are a few exceptions, for example, a couple streams in Engineering only require 0.5 credits in *Complimentary Studies Electives*, so a FYSM course may only count for a 0.5 instead of a 1.0 credit. The BIT program also has very few spots for elective courses. Consult with an Advisor in the fall to discuss your interests and see how your courses will count!

ESP/AESP Arts and Social Science Stream

Bachelor of Arts Programs

An average of C+ (6.0) across 3.0 *successfully completed* credits in the ESP/AESP will earn you admission to most Bachelor of Arts programs at Carleton, including:

- African Studies
- Anthropology
- Applied Economics (65% in 4U Advanced Functions also required)
- Applied Linguistics and Discourse Studies
- Art History
- Biology (4U Chemistry is also required)
- Canadian Studies
- Child Studies
- Economics (65% in 4U Advanced Functions is also required)
- English
- Environmental Studies
- European and Russian Studies
- Film Studies
- French
- Geography
- Global and International stud
- Greek and Roman Studies
- History
- History and Theory of Architecture
- Human Rights
- Indigenous Studies (coming soon!)
- Law
- Linguistics
- Music
- Philosophy
- Political Science

- Psychology
- Religion
- Sociology
- Women's and Gender Studies

The B.A. programs listed below require higher than a C+ average for admission:

- Criminology and Criminal Justice (Usually requires B/B- avg)
- Geomatics (Usually requires B avg)

Bachelor of Cognitive Science

An average of B+ (9.0) across 3.0 successfully completed credits in the ESP/AESP is normally required.

Bachelor of Communication & Media Studies

A minimum average of C+ (6.0) across 3.0 successfully completed credits in the ESP/AESP is normally required.

Bachelor of Global & International Studies

A minimum average of C+ (6.0) across 3.0 successfully completed credits in the ESP/AESP is normally required.

Bachelor of Humanities

A minimum average of B+ (9.0) across 3.0 successfully completed credits in the ESP/AESP is normally required.

Bachelor of Journalism

An average in the A range (10.0-12.0) across 3.0 successfully completed credits in the ESP/AESP is usually required. Journalism is a limited enrolment program and meeting the minimum requirement does not guarantee admission. Consult an ESP/AESP Student Advisor for details.

Bachelor of Music

A minimum average of C+ (6.0) across 3.0 successfully completed credits in the ESP/AESP and successful audition is normally required

Bachelor of Public Affairs and Policy Management

An average of 10.0 or A- (10.0) across 3.0 successfully completed credits in the ESP/AESP is usually required. Admissions average requirements for the BPAPM may vary from year to year.

Bachelor of Social Work

An average of C+ (6.0) across 3.0 successfully completed credits in the ESP/AESP will satisfy the minimum *academic requirement* for admission. But aim high because the Social Work is a limited enrolment program that also bases admission on grades, a portfolio and volunteer experience. Please consult with an Advisor for more information.

ESP/AESP Business Stream

Bachelor of Commerce/Bachelor of International Business

Students in our Business Stream enroll in first-year Math courses (4U Functions is the prerequisite for these courses) and a first-year Economics credit in their ESP/AESP course selections. In order to earn admission to a Business major, students must meet the following minimum requirements:

- Completion of 4.0 credits (normally 3.0 in fall/winter and 1.0 in early summer)
- An overall minimum average of B (8.0) with no failed courses
- A minimum average of C+/B- (6.5) in any courses included in the major (Math & Economics)

Please note that the Business program will not transfer courses where the student earns a D+ or lower.

ESP/AESP Science Stream

Bachelor of Science Programs

Students in the Science Stream enroll in first-year Math courses (4U Functions is the prerequisite for these courses) and a first-year Chemistry credit (4U Chemistry is the prerequisite course).

- To earn admission to a **B.Sc. General**: Students must successfully complete the ESP/AESP Science Stream with an overall minimum average of C+ (6.0) for admission to a general science degree (3-year program).
 - *And* must complete their core science and math courses (first-year Chemistry and Math courses) with a minimum of C+ (6.0).
- To earn admission to a **B.Sc. Honours**: Students applying to Honours (4-year) programs will need an overall ESP/AESP average of B- (7.0) and will also require one of: Grade 12 Advanced Biology, Chemistry, Earth and Space Science or Physics with a min. of 60%.
 - *And* must present an average of B- (7.0) across their core science and math courses (including first-year Chemistry and Math courses, plus the additional 4U science credit).

Bachelor of Computer Science

Students wishing to earn admission to computer science may include first-year Math courses in their ESP/AESP course selections (4U Functions is the prerequisite for these courses).

- Students must complete 3.0 credits in ESP/AESP with an overall minimum average of C+ (6.0).
- Prerequisites: One of Advanced Functions or Calculus and Vectors (min 70%).

Bachelor of Information Technology

Students wishing to earn admission to BIT programs should include first-year Math (MATH 1007/1107) as one of their elective course choices, (4U Functions is the prerequisite for these courses).

- Students must complete 3.0 credits in ESP/AESP with an overall minimum average of C+ (6.0).
- *Photonic and Laser Technology*: must also complete 4U Physics with a min. 70%.
- *Interactive Multimedia and Design*: must submit a portfolio and be selected by a committee.

Please note: not all ESP/AESP courses may transfer to a BIT program.

ESP/AESP Engineering Stream

Bachelor of Engineering Programs

Students in the Engineering stream enroll in first-year Math courses (4U Functions is the prerequisite for these courses) and a first-year Chemistry credit (4U Chemistry is the prerequisite course).

- Students must successfully complete the ESP/AESP Engineering Stream with an overall minimum average of B- (7.0).
- Must also complete 4U Advanced Physics with a minimum of 60%.
- And must present a Core average of B- (7.0) across their core science and math courses, including first-year Chemistry and Math courses, plus grade 12 Advanced Physics.
- Some majors in Engineering require a higher overall average, see the list below for details.

Bachelor of Engineering majors normally require the following averages (ESP average and Core average):

- Aerospace Engineering (A-)
- Architectural Conservation and Sustainability Engineering (B)
- Biomedical and Electrical Engineering (B-)
- Biomedical and Mechanical Engineering (A-)
- Civil Engineering (B+)
- Communications Engineering (B-)
- Computer Systems Engineering (B-)
- Electrical Engineering (B-)
- Engineering Physics (A-)
- Environmental Engineering (B-)
- Mechanical Engineering (A-)
- Software Engineering (B-)
- Sustainable and Renewable Energy Engineering (A-)

Please note that the Engineering program will not transfer courses if the student has earned a grade of D+ or less.

My program's not listed? What should I do?

Please consult with our ESP/AESP Student Advisor or with Admissions Services 613-520-3609.

How do I consult a Student Advisor?

You will have a number of opportunities to talk with an ESP/AESP Student Advisor:

- At *ESP/AESP Registration Info Sessions* hosted in late July/early August;
- You will be invited to a fall term advising appointment once term begins.

Grades

How will my ESP/AESP average be calculated?

The grades you earn at Carleton will be converted into Carleton's grade point scale. For each full credit, you would earn the following grade points:

Letter grade	Percent	Grade Point
A+	90-100%	12.0 points
A	85-89%	11.0 points
A-	80-84%	10.0 points
B+	77-79%	9.0 points
B	73-76%	8.0 points
B-	70-72%	7.0 points
C+	67-69%	6.0 points
C	63-66%	5.0 points
C-	60-62%	4.0 points
D+	57-59%	3.0 points
D	53-56%	2.0 points
D-	50-52%	1.0 points

For example, a student enrolled in the following courses with the following grades, would have a B- (7.3) average:

LAWS 1000: A- = 10.0 grade points
HUMR 1000: C = 5.0 grade points
FYSM 1900: B+ = 9.0 grade points

In total, this student has earned 24.0 grade points which would be divided by 3 (the number of credits taken) and therefore has an 8.0 (or B) GPA. This GPA would mean the student would earn admission to almost any B.A. program.

During your Advising appointments, your Advisor can help you to calculate your GPA at various points in the term and set targets for achieving your goals.

2016-2017 Dates and Deadlines

August 25

Fall payment deadline date. Click [here](#) for important payment information.

September 6

Academic Orientation. All students are expected to be on campus.

September 7

Fall and fall/winter classes begin.

September 12

ESP/AESP workshops (listed as "ESPW 1000" on your schedule) begin.

September 20

Last day to register in or change fall and fall/winter courses.

September 30

Last day to withdraw from Fall & Fall/Win courses with a **refund**. Withdrawals after this date will mean no refund of Fall fees.

October 10

Statutory holiday, University closed.

October 24 - 28

Fall break! No classes or workshops.

November 11

Last day to submit, to the [PMC for Students with Disabilities](#), Formal Examination Accommodation Forms for December exams.

November 25

Final Payment Deadline. Click [here](#) for important payment information. [Late charges](#) may be applied after this date.

December 9

Last day of fall-term classes. Last day for academic withdrawal from fall term courses.

December 10 - 22

Exam period. Examinations are normally held all seven days of the week.

December 25 to January 1

University closed

January 5

Winter-term classes begin.

January 18

Last day to register in or change winter term courses.

January 31

Last day for a refund when withdrawing from Winter term courses or the Winter portion of two-term courses. Withdrawals after this date will mean no refund of Winter term fees.

February 20 - 24

Winter Break! No classes or workshops. (February 20: Statutory holiday, University closed.)

March 10

Last day to submit to the [PMC for Students with Disabilities](#), Exam Accommodation Forms for April exams.

April 7

Last day of fall/winter and winter-term classes. Last day for academic withdrawal from fall/winter and winter-term courses.

April 10-25

Final exam period. Examinations are normally held all 7 days of the week.

April 14

Statutory holiday, University closed.

Carleton Contacts

Service	Telephone	Office	Email	Website
Student Accounts - fee inquiries	613-520-3626	301 Robertson Hall	student.accounts@carleton.ca	www.carleton.ca/fees
Awards - OSAP inquiries - Bursaries	613-520-3600	202 Robertson Hall	awards@carleton.ca	www.carleton.ca/awards
Health & Counselling Services On-campus drop-in clinic for: - medical appointments - flu shots -counselling appointments	613-520-6674	2600 Technology & Training Centre	hcs@carleton.ca	www.carleton.ca/health
Registrar -exam deferrals -transcripts -confirmation of enrolment	613-520-3500	300 Tory Building	registrar@carleton.ca	www.carleton.ca/registrar
Orientation -CUSA social orientation (frosh week) - Academic orientation	613-520-7595	430 Tory Building	seo@carleton.ca	www.carleton.ca/orientation
Paul Menton Centre for Students with Disabilities - accomodations - LD testing - assistive technology - transition support - Asperger's support	613-520-6608 613-520-3937 (TTY)	500 Unicentre	pmc@carleton.ca	www.carleton.ca/pmc
Centre for Aboriginal Culture and Education - Aboriginal student lounge - lectures, pow-wows, cultural events, social support, funding info Aboriginal Liaison Officers - Irvin Hill - Naomi Sarazin - Mallory Whiteduck	613-520-5622	Ojigkwanong (student lounge): 288 Paterson Hall Centre: 503 Robertson Hall	irvin.hill@carleton.ca naomi.sarazin@carleton.ca mallory.whiteduck@carleton.ca	Sign up for the newsletter at: www.carleton.ca/aboriginal/
Bill Ellis Centre for Mature Students	613-520-2754	314 Unicentre	becamps@cusaonline.com	www.cusaonline.ca/services/servicecentres/becamps/
Library - books (obviously!) - research help - Centre for Student Academic Support, 4 th floor	613-520-2735	MacOdrum Library	library.circulation@carleton.ca	www.carleton.ca/library www.carleton.ca/csas/
Bookstore -textbooks -online purchasing	613-520-3832	First floor Unicentre	carleton@bkstr.com	(online book ordering) www.bkstr.com/carletonstore
Campus Map	Includes all building codes			www.carleton.ca/campus/map