Enriched Support Program
Aboriginal Enriched Support Program

Registration Guide &
Student Handbook

Winter 2017

carleton.ca/esp
carleton.ca/aesp
ESP & AESP Contacts

All offices are located on the 15th floor of Dunton Tower. Come up and visit! Check out the student lounge in 1521 Dunton.

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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 term!

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
- 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?
As an ESP/AESP student, beginning in the January session, you are eligible to study part-time or full-time.

ESP/AESP students who enroll **full-time** will choose:

- **One** first-year core course (0.5 credit)
  - CIED 1001 Selected Topics in Popular Culture

- **Two** first-year elective courses, chosen from (0.5 credit each):
  - ANTH 1002: Introduction to Issues in Anthropology
  - CRCJ 1000: Introduction to Criminology
  - PHIL 1301: Philosophy, Mind World & Knowledge
  - PSCI 1200: World Politics
  - PSYC 1001: Intro to Psychology I
  - MATH 1107: Linear Algebra

- **Two** non-credit workshops designed to build the skills needed to excel in university studies (non-credit).

Part-time ESP/AESP students will normally enroll in:
- CIED 1001 Selected Topics in Popular Culture
And may also add one elective plus workshop, if interested.

ESP/AESP students can take a maximum of three half credit courses or 1.5 credits in total from the available courses.

In general, one credit courses run from September to April. Because the courses listed above begin in January, they are weighted at 0.5 credits (running from January to April).

How do I register for my courses?
ESP/AESP students have a different registration method than other Carleton students. Instead of registering for courses on-line, you follow these 5 steps:

**STEP ONE: Preparation**
- Apply to ESP/AESP and rank your course choices as part of the application
- Apply for OSAP or other funding, if required

**STEP TWO: Return your Acceptance Forms**
The ESP/AESP 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 as soon as you have been accepted to the program, and returned your signed Acceptance Forms to our office.

**STEP THREE: Confirm your Schedule & Fees**
Approximately one week after you have returned your Acceptance Forms, check the "Carleton Central" website, central.carleton.ca, to view your registration & assigned courses.

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 see 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 “2017/01/09” (the first full week of classes). Your Courses and Workshops will appear on the website schedule. The course code for workshops is ESPW 1000 (see the website to see which workshop supports which course).
- 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 November 25th.** If you are not registered until after this date, you may apply for an extension to this payment deadline. Please contact us to request this at esp@carleton.ca or 613-520-2804. (Note: our office will be closed from December 24-January 1st, inclusive.)

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 domestic students, enrolled full-time, January 2017:

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Note: part-time students will be charge the credit course fee ($680.98) for each course they take and the workshop fee ($475.00) for each workshop. Part-time students are not normally eligible for the U-Pass and will not be charged that fee.
STEP FOUR: Pay your Fees

Payment Deadline
Payment is due by November 25, 2016. If you are not registered until after this date, you may apply for a 5-day extension to this payment deadline. Please contact us to request this at esp@carleton.ca or 613-520-2804.

If you are receiving funding from a Government Student Aid Program such as OSAP, you may be eligible to defer fee payment beyond the November payment deadline.

You can’t pay your fees at the university - please see the next section for info on how to pay. Most students pay online.

What if I don’t pay by the deadline?
You will be charged a late payment charge of approximately $10.00 per course. Interest charges will build on the unpaid balance, starting on January 1st. If you are receiving OSAP and have your documents in on time, you will be eligible to defer your payment to January 12 without penalty (see the OSAP section in the next column for more info).

If you expect your fees to be delayed, please contact our student accounts office to discuss your circumstances: awards@carleton.ca or 613-520-3626. Detailed payment information can be found on the Student Accounts website: carleton.ca/fees.

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: see Carleton’s Fees website for details

- 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 and should be mailed to the following address:

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

Be sure to include your student number, name, and the detail of what the payment is for (eg. 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. Cash is not an acceptable method of payment.

- 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).
Carleton’s Awards Office will send you (to your Carleton email account) 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 and the Awards and Financial Information section of Carleton Central for updates on your OSAP application.

If you are receiving funding from a Government Student Aid Program such as OSAP, you will be able to pay after the payment due date if the following conditions are met by November 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 the tuition fee payment due date, your payment deadline will be extended to January 12. This will happen automatically (no need to request it).

Deferral Dates for Ontario Students (OSAP):
- The deferral is valid until January 12, 2017, allowing time for your OSAP installment to be disbursed.

What if I don’t meet the requirements by the fee payment deadline?
You will not receive a deferral and will be subject to the standard late charges.

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

- 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
Sponsored students can click **here** for more information.

- **HigherEdPoints.com program**

Students can now fund their school fees by converting Aeroplan® Miles through HigherEdPoints.com. For more information and to set up an account, please visit: [www.higheredpoints.com](http://www.higheredpoints.com/).

- **International students**

To transfer funds to the University from an international bank account, there is a feature in Carleton Central that allows you to arrange online payment. Please click **here** and scroll down to “International Currency Transfer” for more information on how to arrange payment as an international student.

**Refund and Withdrawal Policies**

*Please note that once you sign your Acceptance 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:

**January 31:** Last day for fee adjustment when withdrawing from Winter term courses. Withdrawals after this date will mean no refund of Winter term fees.

**April 7:** Last day to withdraw from Winter term classes. (No fees will be refunded for withdrawals made between February 1st and April 7th).

### Refunds

You will receive a refund of winter term fees if you contact us to withdraw before January 31.

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

Visit the [campus card website](http://campuscard.carleton.ca) for information on how to obtain a student card.

See the [U-PASS website](http://www.carleton.ca/library/ugrad/U-PASS/) 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.

Visit the [Parking Services website](http://www.carleton.ca/parking/) to register for a parking space and/or to reserve a locker on campus.

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**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 $197.52 (winter term) 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). Part-time students are not eligible for the U-Pass.

The winter term U-Pass will be effective from January 1 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](http://www.carleton.ca/parking/) 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](http://www.carleton.ca/insurance/).

You may opt into either or both of the plans. The combined cost for an individual is $105.33 (health + dental coverage).

**To enroll:** complete an “enrolment form” between January 6-29 (available online early January).

- **Deadline:** The completed form and payment must be received by January 29th.
- **Payment:** By cheque or money order, payable to “Studentcare”, print your student number in the “Memo” section of the cheque or money order.
- **Mail Form and Payment to:**
  1200 McGill College Avenue, Suite 2200, Montreal, QC H3B 4G7.

**Questions?** Contact the Carleton University Students Association, [CUSA](http://www.carleton.ca/students/association), Phone: 613-520-6688.

**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 central.carleton.ca and follow the steps to login as a new user. 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: carleton.ca/cumobile/
See your schedule, access your courses, your grades and more.

How do I sign up for Orientation?
You have two Orientation sessions available to you.

1) ESP/AESP Orientation
   Wednesday, January 4th at 1:00 pm (location TBD).
   Come out and ask questions, learn more about the program and options going forward. We’ll help you get your student card, find your classes, get your bus pass and answer your questions.

2) The Student Experience Office at Carleton University offers some Winter Orientation activities that are fun and engaging. You can check out these activities here. ESP/AESP students are eligible to participate in any orientation activities open to new students. (Just keep in mind that your registration information will be different than those starting a degree.)

Get a head start with Orientation.

Section Two: Student Handbook

Student FAQs

How do I find out more about programs and courses at Carleton?
The Undergraduate Calendar is available on-line at 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 in future.

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 term – 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?
If you applied to ESP/AESP as a full-time student, you are enrolled in 1.5 credits per term. Therefore, 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). If you have chosen to study part-time (anything less than 1.5 credits in a term), then you are considered a part-time student.

Everyone enrolled in 1.5 credits should consider themselves a full-time student when making 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 before the semester begins or early in the term. See their website for details about registration, including important registration deadlines: carleton.ca/pmc.

In the ESP and AESP, we are committed to working with all students. Our 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: osap.gov.on.ca. Our Awards office website has an OSAP FAQ section and info on how to collect your loans carleton.ca/awards.
If you’re planning to apply, do so now—don’t delay!

Bursaries
The winter term bursary application deadline was October 30th. If you are accepted to ESP/AESP before that date, you can complete the online application in Carleton Central. If you are accepted after that date, please contact us to request that the form be opened to you. As long there are bursary funds remaining, we will be able to manually open the application to you after the October deadline.

Courses & Schedules

What do I take as an ESP/AESP student?
ESP/AESP students are eligible to register in three courses and receive support in the form of weekly workshops, plus mentoring, advising and coaching.

Will I be “behind” if I only take 3 courses?
The ESP/AESP offers the chance to get a head start on your degree. The courses you take will transfer into many programs either as “electives” or toward your “major”.

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. Essentially, 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 12-15 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.

What can I expect from my classes in the first week?
That will depend on the 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 or “syllabus” (discussed in the first lecture of each class).

**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. Meet with an ESP/AESP Advisor to review your options.

The university deadline for changing courses is January 18, 2017 (4:00 pm). Please come to our office as soon as possible to inquire about 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.

- **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 January 31st)

**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 textbooks 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 learning from 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 course material
- practicing study strategies that work for the course

**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.

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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Students who attended over 70% of workshops % admitted to degree</th>
<th>Students who attended less than 69% workshops % admitted to degree</th>
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<tr>
<td>2011-12</td>
<td>81%</td>
<td>43%</td>
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<tr>
<td>2010-11</td>
<td>89%</td>
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<td>85%</td>
<td>51%</td>
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<td>36%</td>
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<tr>
<td>2003-04</td>
<td>88%</td>
<td>44%</td>
</tr>
<tr>
<td>2002-03</td>
<td>85%</td>
<td>50%</td>
</tr>
<tr>
<td>2001-02</td>
<td>91%</td>
<td>51%</td>
</tr>
<tr>
<td><strong>Avg.</strong></td>
<td><strong>86%</strong></td>
<td><strong>48%</strong></td>
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As of July 2013

Earn a scholarship. Students who participate in workshops and earn excellent grades may be eligible for scholarships after ESP/AESP.

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 on continue in ESP/AESP. 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.

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**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 January to determine first-hand how coaching can help you!

**Need more information?**

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

**How do I book an appointment with a coach?**

Visit our website: carleton.ca/esp and click on “Book an Appointment” 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, Allan Blunt and Susan Burhoe 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. 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. Visit our website carleton.ca/esp (click “Book an Appointment”) to choose a time.

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 may have different requirements. These students should consult with an ESP/AESP Student Advisor for details.

Admission to a B.A. after ESP/AESP
Students in our January program can earn up to 1.5 credits (because they are enrolling in 3 half-credit courses and two non-credit workshops).

In general, ESP/AESP students (unless they qualify as a mature applicants) must complete at least 2.0 credits, before being admitted to a degree program.

This means, that you will be continuing ESP/AESP
- in the summer term
- or fall/winter terms before you are eligible to enter a degree program.

You will qualify for degree entry once you have met the following criteria.

Entrance criteria:

- After successful completion of 2.0 credits, you may be admitted to a B.A. program with a B average (8.0 on Carleton's 12 point scale)
- After successful completion of 2.5 credits, you may be admitted to a B.A. program with a B- average (7.0 on Carleton's 12 point scale)
- After successful completion of 3.0 credits, you may be admitted to a B.A. program with a C+ average (6.0 on Carleton's 12 point scale)
- After successful completion of 4.0 or more credits, you may be admitted to a B.A. program as long as you would be in good standing

Students who meet the criteria above are eligible for admission to most of Carleton’s Bachelor of Arts Programs. Please note that some B.A. programs may require a higher average (for example, BA Geomatics or Criminology), or have prerequisite subjects for high school (e.g. BA Biology, BA Economics), or require more than 2.0 credits before they will consider you for admission (B. Hum., B. Cog. Sc.).

Meeting with an Advisor early in the term is the best way to be sure that you know what you will require to get in to your program of choice. Also, be sure to read the ESP/AESP Advising Bulletins sent by our Advisors each month for information about dates and deadlines.
Mature Students

Mature students may qualify for admission to a B.A. program after having completed a minimum of 1.0 credit with at least a C- or better standing in the first attempt, provided they meet the university’s formal definition of a “Mature” applicant; that is he/she:

- is a Canadian citizen or permanent resident of Canada;
- has not attended a college or university as full-time student;
- has been away from full-time studies for at least two calendar years;
- does not meet the normal admission requirements (as published in the Undergraduate Calendar);
- has completed any required prerequisite subject (for example: an applicant to a BA Economics must have completed grade 12 Advanced Functions with a minimum of 65%).

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

Yes. After all, you are enrolled in first-year credit 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

- African Studies
- Anthropology
- Applied Economics (Advanced Functions is required)
- Applied Linguistics and Discourse Studies
- Art History
- Biology (4U Chemistry is required)
- Canadian Studies
- Child Studies
- Directed Interdisciplinary Studies (create your own major!)
- Economics (4U Advanced Functions is required)
- English
- Environmental Studies
- European and Russian Studies
- Film Studies
- French
- Geography
- Global and International Studies
- Greek and Roman Studies
- History
- History and Theory of Architecture
- Human Rights
- Law
- Linguistics
- Music
- Philosophy
- Political Science
- Psychology
- Religion
- Sociology
- Women’s and Gender Studies

The B.A. programs listed below require higher averages for admission:

- Criminology and Criminal Justice (usually requires B/B- avg across at least 3.0 credits)
- Geomatics (Usually requires B avg across at least 3.0 credits)

Bachelor of Cognitive Science

Requires a higher GPA of B+ (9.0) across 3.0 successfully completed credits in the ESP/AESP is normally required.

Bachelor of Communication & Media Studies

The requirements for the Bachelor of Arts would apply.

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) 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

The requirements for the Bachelor of Arts would apply. And students must pass an audition. Consult an ESP/AESP Student Advisor for details.

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

The entrance criteria listed above will generally satisfy the academic requirement for admission. However, Social Work is a limited enrolment program that also bases admission on a portfolio and volunteer experience. Consult an ESP/AESP Student Advisor for details.

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 Orientation on Wednesday, January 4th at 1:00 pm (location TBD);
- Make an Advising appointment once term begins (carleton.ca/esp click on “Book an Appointment”.)
Grades

How is my average 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:

- 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 each half credit course, you are awarded half the grade points listed above.

For example, if a student achieved the following grades:

- ANTH 1002 grade C = 2.5 grade points (because winter term courses are half credit courses, the student gets half of the 5.0).
- CIED 1001 grade B+ = 4.5 grade points
- PSYC 1001 grade A- = 5.0 grade points

This would add up to 12 grade points in total, then you would divide by the number of credits (1.5 in this case since each course is 0.5 credits). So 12 divided by 1.5 is 8.0 or a B average on the 12.0 scale.

During your Advising appointment, your Advisor will help you to calculate your GPA and set targets for achieving your goals.
**Dates & Deadlines: Winter 2017**

**December 25 to January 1**  
University closed

**January 5**  
Winter-term classes begin.

**January 12**  
ESP Workshops (classes starting with the course code ESPW 1000) 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](https://carleton.ca/registrar/registration/dates-and-deadlines), Exam Accommodation Forms for April exams.

**March (date TBA)**  
Summer course registration begins.

**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.

**May-Mid-June**  
Early summer term. Full credit courses will normally run through both early and late summer terms.

**July to Mid-August**  
Late summer term.

The Registrar's Office maintains a site with important deadlines at [carleton.ca/registrar/registration/dates-and-deadlines/](https://carleton.ca/registrar/registration/dates-and-deadlines/)
## Carleton Contacts

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<tr>
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<th>Telephone</th>
<th>Office</th>
<th>Email</th>
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<td><strong>Student Accounts</strong></td>
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<tr>
<td>- fee inquiries</td>
<td>613-520-3626</td>
<td>301 Robertson Hall</td>
<td><a href="mailto:student.accounts@carleton.ca">student.accounts@carleton.ca</a></td>
<td>carleton.ca/fees</td>
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<td>2600 Technology &amp; Training Centre</td>
<td><a href="mailto:hcs@carleton.ca">hcs@carleton.ca</a></td>
<td>carleton.ca/health</td>
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<td>- exam deferrals</td>
<td>613-520-3500</td>
<td>300 Tory Building</td>
<td><a href="mailto:registrar@carleton.ca">registrar@carleton.ca</a></td>
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<td>613-520-7595</td>
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<td><a href="mailto:seo@carleton.ca">seo@carleton.ca</a></td>
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<td>- Learning Support Services 4th floor</td>
<td>613-520-2735</td>
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<td><strong>Bookstore</strong></td>
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<td>First floor Unicentre</td>
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