ESP/IESP
Registration Information Session
Registration Information Session

- Getting to know ESP/IESP
- ESP/IESP to Degree
- Choosing courses
- Registration
- Summer Prep Courses
- Student Orientation
- Individual help
As ESP & IESP students this year, you are:

✔ Qualifying for admission
✔ Registering in 3 credits
✔ Benefitting from workshop support
✔ In a full-time program

Your registration

✔ Will be done by us once you submit your Course selection form
3 First-year Courses:  

First Year Seminar  
(1.0 credit)  
Taught by CIE faculty.

Elective course  
(1.0 credit)  
Taught by faculty

Elective course  
(1.0 credit)  
Taught by faculty

Supported by:  

Mentors

Workshop  
Led by facilitators

Workshop  
Led by facilitators

Plus:  

Student Advising

Academic Advantage Coaching

Note: Students in the Business stream will also take a summer credit.
First Year Seminars

- Most 1st year students take one
- Regular credit course
- Small classes that offer a preview of 3rd & 4th year seminars
- Counts as “complementary studies” elective for Engineering
- Practice academic skills through a variety of topics
  - Academic writing, reading and research
- IESP: Indigenous Studies FYSM

- Our FYSM Seminars are supported by peer mentors
Elective Courses

✓ Elective courses are introductory courses designed to give you an overview of the discipline

✓ Enroll in 2 elective courses:
  - Large first-year credit courses
  - In class with non-ESP students
Workshops

• Students registered in an elective, will attend the weekly course lecture & a weekly ESP/IESP workshop.

• Workshops are led by Facilitators who attend the course.

• Workshops will help you navigate these courses by:
  ✓ reviewing & reinforcing course material 3 hours/week
  ✓ guiding you in formulating effective study, test-taking and essay writing strategies
  ✓ engaging you actively in group learning
  ✓ introducing you to the discipline’s expectations
Attendance works!

✓ Each year 80-90% of students who have good workshop & FYSM attendance get into a degree.

✓ Only 40-50% of those with poor attendance succeed in getting into a degree.
Academic Advantage Coaching

Students can meet with a coach to work on:

- Essays
- Managing time
- Staying organized
- Learning to read, think and write critically for university

Coaching is free!

ESP/IESP Student Advising

- program planning
- course change requests
- course addition requests
- withdrawals
- referrals to services
- book appointments online
- regular Advising Bulletins
- text advising reminders

Appointments, book online starting in September: carleton.ca/esp
Completion of ESP/IESP with the required average earns you admission to a program.

**Required ESP/IESP averages**

Arts = C+ for most programs
  - Criminology = B-/B
  - Geomatics = B
Criminology = B
Communication & Media Studies = C+
Global & International Studies = C+
Humanities = B+
Journalism = in the A range
Music = C+
Public Affairs and Policy Management = A-
Social Work = C+ plus portfolio

Note: Program completion means finishing the year with no dropped courses (dropping courses affects required entrance averages)
Requirements to qualify for degree

Business = B (overall, plus core C+/B-, plus additional credit in summer)

Computer Science = min B- (overall, plus min. C- in each MATH and COMP 1006)

Engineering = min B- (overall, plus core, plus 4U Physics, higher for some programs)

Science = C+ for General (overall, plus core)  
B- for Honours (overall, plus core, plus additional 4U Science)

Health Science = A- (overall, plus core B, plus additional 4U Science)
Carleton’s Grade Point Scale

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>F</th>
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<tbody>
<tr>
<td>% grade</td>
<td>90-100</td>
<td>85-90</td>
<td>80-84</td>
<td>77-79</td>
<td>73-76</td>
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<td>67-69</td>
<td>63-66</td>
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<td>50-52</td>
<td>0-49</td>
</tr>
<tr>
<td>Grade point*</td>
<td>12</td>
<td>11</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Plus good attendance = earn a scholarship

Engineering, Science and Comp Sci

Arts & Social Science, Science general

Business

Carleton’s Grade Point Scale
Know what you need to do to qualify for your program of interest

Are you looking for a way to qualify for university admission? Interested in improving your academic skills and habits? Seeking support with the transition to university-level study?

The Enriched Support Program and the Aboriginal Enriched Support Program are programs designed to help you start university now while bridging to degree admission. These full-time programs offer the opportunity to:

- start first-year university studies
- earn admission to a degree program
- build excellent academic skills and habits

Explore

Student Guide
Registration and student handbook
The B.A. programs listed below require higher than a C+ average for admission:
- Criminology and Criminal Justice (usually require 15-30%)
- Sociology (usually require 80%)
- Philosophy (usually require 80%)

Bachelor of Cognitive Science
An average of B (8.0) across 3.0 successfully completed courses in the ESP/IEESP is normally required.

Bachelor of Communication & Media Studies
A minimum average of C+ (6.0) across 3.0 successfully completed courses in the ESP/IEESP is normally required.

Bachelor of Economics
A minimum average of C+ (6.0) across 3.0 successfully completed courses in the ESP/IEESP, and an Advanced Functions grade of 70% is normally required.

Bachelor of Global & International Studies
A minimum average of C+ (6.0) across 3.0 successfully completed courses in the ESP/IEESP is normally required.

Bachelor of Humanities
A minimum average of B+ (9.0) across 3.0 successfully completed courses in the ESP/IEESP is normally required.

Bachelor of Journalism
An average in the A range (100-120) across 3.0 successfully completed courses in the ESP/IEESP is normally required. Journalism is a limited enrollment program and meeting the minimum requirement does not guarantee admission. Consult an ESP/IEESP Advisor for details.

Bachelor of Music
A minimum average of C+ (6.0) across 3.0 successfully completed courses in the ESP/IEESP is normally required. Meeting the minimum academic requirement does not guarantee admission. Music is a limited enrollment program and also bases admission on grades, a portfolio and volunteer experience. Please consult with an Advisor for more information.

Bachelor of Public Affairs and Policy Management
An average of 1.0 or A (100) across 3.0 successfully completed courses in the ESP/IEESP is normally required. Admissions averages requirement for the BPA/PM may vary from year to year.

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

ESP/IEESP Business Stream
Bachelor of Commerce/Bachelor of International Business
Students in our Business Stream enroll in first-year Math courses (40 Functions is the prerequisite for these courses) and a first-year Economics credit in their ESP/IEESP course. 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 full/summer and 1.0 in early summer)
- An overall minimum average of B (8.0) with no failed courses
- A minimum average of C+ in B+ (6.5) in any course included in the major (Math & Economics)
- Successful completion of MATH 1009 (Calc 1) with applications to Business

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

ESB/IEESP Computer Science Stream
Bachelor of Computer Science
Students in the Computer Science Stream enroll in first-year Math courses (MATH 1007/1107) and a first-year Seminar course.
- Students must complete 3.0 credits in ESP/IEESP with an overall minimum average of B (7.0)
- A minimum grade of C (6.0) is required in each Math course(s) and MATH 1007/1107 in ESP/IEESP.

ESP/IEESP Science Stream
Bachelor of Science Programs
Students in the Science Stream enroll in first-year Math courses (40 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.S. General: Students must successfully complete the ESP/IEESP Science Stream with an overall minimum average of C+ (6.0) for admission to a general science degree (3 year-program).
- To earn admission to a B.S. Honors: Students applying to Honours (4-year) programs will need an overall ESP/IEESP average of B+ (7.0) and will also require one of: Grade 12 Advanced Biology, Chemistry, Earth and Space Science or Physics with a mix 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 Health Sciences
Students wishing to earn admission to Health Sciences will enroll in first-year Math and Chemistry courses in their ESP/IEESP course. Students must meet the following minimum requirements:
- An overall ESP/IEESP average of A+ (10.0) and will also require one of: 4U Biology, Earth and Space Science or Physics with a minimum of 60% and

A core average of B (8.0) calculated across first-year Math and Chemistry courses plus the additional 4U science credit, with no grade lower than C+ (60%).

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, 40 Functions is the prerequisite for these courses.
- Students must complete 3.0 credits in ESP/IEESP with an overall minimum average of C+ (6.0)
- Interactive Multimedia and Design must submit a portfolio and be selected by a committee.

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

How do I consult a Student Advisor?
You will have a number of opportunities to talk with an ESP/IEESP Student Advisor:
- At ESP/IEESP Registration Info Sessions held in late July/early August
- You will be invited to a full term advising appointment once term begins.

Grades
How will my ESP/IEESP 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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>90-96%</td>
<td>3.50</td>
</tr>
<tr>
<td>A-</td>
<td>85-89%</td>
<td>3.00</td>
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<tr>
<td>B+</td>
<td>77-79%</td>
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<tr>
<td>B</td>
<td>70-72%</td>
<td>2.00</td>
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<tr>
<td>B-</td>
<td>63-69%</td>
<td>1.50</td>
</tr>
<tr>
<td>C+</td>
<td>57-59%</td>
<td>1.00</td>
</tr>
<tr>
<td>C</td>
<td>53-56%</td>
<td>0.50</td>
</tr>
<tr>
<td>C-</td>
<td>50-52%</td>
<td>0.00</td>
</tr>
</tbody>
</table>

For example, a student enrolled in the following courses with the following grades, would have a B (7.0) average:
- LWS 1000: A+ 10.0 grade points
- HON 1000: C+ 1.5 grade points
- KIDM 1000: B+ 9.0 grade points

In total, this student has earned 24.0 grade points which would be divided by 5 (the number of credits taken) and therefore have an G.0 (or 8.0) 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 GPAs at various points in the term and set targets for achieving your goals.

My program’s not listed? What should I do?
Please consult with our ESP/IEESP Student Advisor or with Admissions Services 613-520-3609.
Choosing courses

What to consider:
✓ Your potential major
✓ Your interests
✓ Your schedule
Arts & Social Science Stream

✓ Choose the intro course for your major (See your Reg Guide & Student Handbook).

✓ Most majors only offer one first year intro course.

✓ In most BA programs, half your courses are electives (i.e., outside your major).

✓ Approach this year as an opportunity to explore.

Business, Computer Science, Engineering and Science Streams

✓ Your electives are chosen for you based on program requirements and transferability.
Possible major: recommended course

Blue text = this course is required in that major
Green text = this course isn’t required but has related content

African Studies: HUMR 1001, PSCI
Anthropology: ANTH 1001/1002
Applied Linguistics & Discourse Studies: FYSM 1900 A/B/C/D/H
Business: ECON 1001/1002, MATH 1009 & 1109
Canadian Studies: INDG 1010/1011
Child Studies: CHST, SOCI, PSYC
Cognitive Science: CGSC 1001, PHIL 1301, PSYC 1001/1002
Communication & Media Studies: COMS 1000, FILM 1000, FYSM 1900 F
Computer Sci: COMP 1005/1006, MATH 1007/1104
Criminology/Criminal Justice: CRCJ/PSYC, LAWS, PSYC, SOCI
Economics/Applied Econ: ECON 1001/1002
English: ENGL 1609
Engineering: CHEM 1001&1002, MATH 1004 & 1107
Environmental Studies: Courses we offer count as electives
European & Russian Studies: HIST 1001
Film Studies: FILM 1101
Global & International Studies:
ANTH1001/1002, ECON 1001/1002, HIST 1001, HUMR 1001, LAWS 1001/1002; PSCI 1501/1200 (depending on specialization)

Geography & Geomatics: PSCI 1501/1200
Greek and Roman Studies: HIST 1001
History: HIST 1001 (not mandatory, but counts toward the major)
Human Rights: HUMR 1001
Law: LAWS 1001/1002
Music: Courses we offer count as electives
Philosophy: PHIL 1301 (not mandatory, but counts toward the major)
Political Science: PSCI 1501/1200
Psychology: PSYC 1001/1002, FYSM 1900 F/G/J/I
Public Affairs & Policy Mgt: ECON 1000 some streams
PSCI 1501/1200, LAWS 1001/1002, HUMR 1001
Religion: Courses we offer count as electives
Science: CHEM 1001&1002, MATH 1007 & 1107
Social Work: SOWK 1001/1002
Sociology: SOCI 1001/1002, FYSM 1900 F
Women's and Gender Studies: HUMR 1001
Some courses are half credits (Sep-Dec or Jan-Apr) & some are full credits (Sep-Apr)

Each choice on the form adds up to 1.0 credit

M = Monday
T = Tuesday
W = Wednesday
R = Thursday
F = Friday

A course offered TR means Tuesday and Thursday.
Courses may be offered:

**Lecture**
- One 3-hour block
- Two 1.5 hour blocks
- Three 1.0-hour blocks

**Lecture and tutorial/discussion group/lab**
Combining lecture, 2-3 hours, with separately scheduled group, usually 1 hour.
- CHEM also has lab (additional 3 hours)
- *Tutorial/disc.grp/lab is not the same as a workshop.*

**Schedule**
M = Monday  T = Tuesday  W = Wednesday  R = Thursday  F = Friday
A course offered TR means Tuesday and Thursday.
Select courses
Rank your choices on your selection form
Submit your course selection form
Wait ;-)    
Login to confirm your courses
Pay your fees
Step 1: Rank top 5 Elective Course Choices. We’ll register you in two. Keep in mind the workshop schedule too.
Course Selection Form - Arts

Step 1: Rank top 5 First Year Seminar choices. We’ll register you in one. Keep in mind the times they’re offered.
✓ Check your top 3 choices for conflicts

Arts & Social Science Stream
Your top two elective choices and your top FYSM choice.

✓ Submit “Course Selection Form”

& then...

LOADING ... PLEASE WAIT
Confirm Schedule & Fees

About 10 days after you submit your form, logon to CarletonCentral: students.carleton.ca.

*We will start registration the week of August 7th*

Once you have logged in:

- ✔ view your course selections
- ✔ view your schedule
- ✔ view your fees owed

?s, refer your Registration Guide & Student Handbook: carleton.ca/esp/registration
ESPW 1000 is the code for your workshops
Fees
Carleton Central will also list your fees per term.

Be sure to pay your fees by **August 25**
• Pay in 1 or 2 installments.

Reminder: Pay once you are registered so you have the exact amount.

*If you don’t pay, you will be deregistered.*
Fees

ESP/IESP students have 3 major types of fees.

1) Tuition Fees
   plus
2) Workshop Fees
   plus
3) U-Pass

Total: $6,747.13 for domestic students*
      $19,797.13 for international students*

*Does not include books/supplies.
Payment
Student payments may be made:
✓ online via internet banking
✓ mail: cheque or money order

See carleton.ca/fees or your Registration Guide & Student Handbook for details

Student Loans
✓ If you apply early enough, you can get an extension on the payment deadline.

How do I pay with my student loan?
✓ Check your CU email: our awards office will let you know.
awards@carleton.ca
Student Loans
The program is OSAP-eligible:
✓ If you haven’t applied, but plan to: do so now!
✓ Your course load is 100% and your program is “ESP”
✓ ?s: awards@carleton.ca

Bursaries
✓ Award based on financial need
✓ Returning student’s bursary application will be available in September, details to come ($500-$1500)
✓ See Awards office website: carleton.ca/awards
Refund Policy

Withdrawal before September 30th
✓ refund of all tuition fees

Withdraw between Sept. 30th - Jan 30th
✓ refund of winter term fees only

Withdraw after January 31st
➢ no refund

Withdrawals have to be made by an ESP/IESP advisor.
Once you have set up your MyCarleton account, activate your Carleton email. See your Registration Handbook & Student Guide.

When you login you’ll be prompted to set up...

✔ Your Carleton email address
✔ It’s how the university communicates with you
What’s next?

✓ Campus (student) Cards: visit carleton.ca/campuscard
   Unicentre: 4th floor Information Carleton

✓ Lockers: visit carleton.ca/parking
   (yes, the parking office assigns lockers too!)

✓ Parking permits: visit carleton.ca/parking

✓ U-passes: carleton.ca/upass
   Unicentre: 4th floor Information Carleton

✓ Books: Visit: www.bkstr.com/carletonstore/home
   Or drop by the Unicentre, 1st floor.

☞ These links are in your Registration Guide & Student Handbook.
Who to see for what:

• **Awards office:** loans (OSAP) & bursaries  
  [carleton.ca/awards](http://carleton.ca/awards)

• **Student Accounts:** tuition inquiries, student accounts  
  [carleton.ca/fees](http://carleton.ca/fees)

• **Housing Office:** residence & off-campus housing  
  [carleton.ca/housing](http://carleton.ca/housing)

• **Paul Menton Centre:** accommodations for students with disabilities, note takers, technology  
  [carleton.ca/pmc](http://carleton.ca/pmc)
Optional summer prep course for math-intensive streams

Business, Computer Science, Science & Engineering

✓ Math Matters
Design for 1st year students entering Science, Computer Science, Engineering and Design, and Business.

Ease the transition to university-level math by reviewing math concepts.

Dates: August 22-29, Cost: $250 for non-residence option (OSAP-eligible)

Find out more: carleton.ca/mathmatters
Carleton hosts a number of options:

carleton.ca/orientation

- **Summer**: A day long orientation to university (remember: your registration info will be different)
- Specialized sessions available for mature students
- **Fall**: Your “frosh” experience
- **PMC Orientation**: for students with disabilities
- **Get the Facts**: for students with Autism Spectrum Disorder
- **International students**: for students new to Canada
- **Academic Orientation**: mandatory day Sept 4th
Academic Orientation Day
Tuesday, September 4
8:45 a.m. - 2:00 p.m.
Includes ESP/IESP
Departmental Orientation

✓ Meet your instructors, facilitators, mentors, coaches, and classmates
✓ Meet other first-year students starting at Carleton
✓ Details on our Registration site, check your email for updates.
✓ It’s mandatory, so be there 😊!
Some key dates – term start

Wednesday, September 5 = classes start

Check Carleton Central
and get the app! carleton.ca/cumobile
QUESTIONS?!?

QUESTIONS ARE MY FAVOURITE!!!