Registrar's Office Student Registration Carleton Central

Overview

- **Getting Ready**
  - ✓ **Dates and Deadlines**
  - ✓ **University Lingo**

- **Planning Your Timetable and Registration**
  - ✓ **How to use the Worksheet Planning Tool**
  - ✓ **Manage Unavailable Times**
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  - ✓ **Engineering Override Request Form**
  - ✓ **Waitlisting**
  - ✓ **Checking Your Student Account Summary**
  - ✓ **Student Registration Assistance (SRA)**
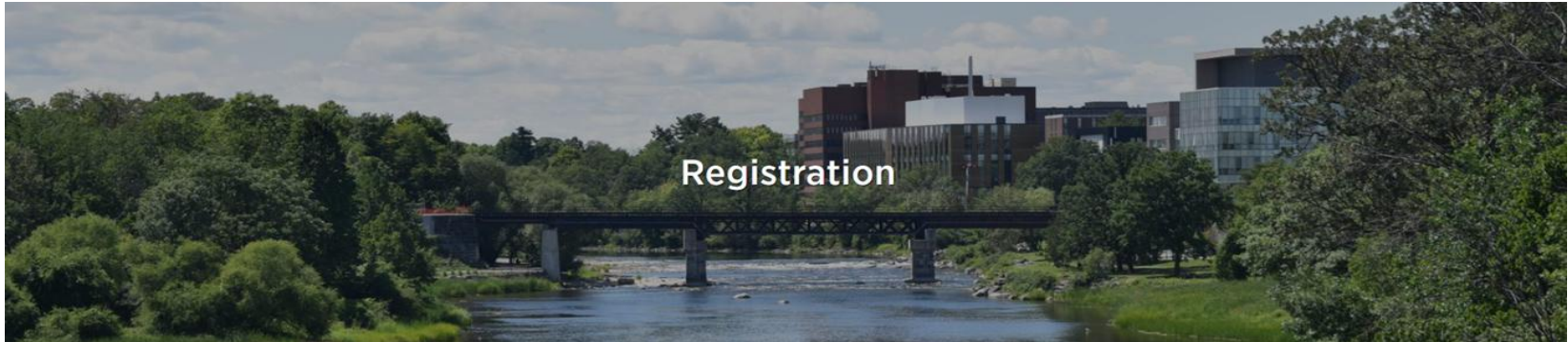
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Getting Ready

Important Dates and Deadlines

- It is very important to familiarize yourself with the registration, financial withdrawal and academic withdrawal dates and deadlines within each term.

- This information is available on the Registration website:

  https://students.carleton.ca/academic-dates/

University Lingo

- **Prerequisite** - Requirements you must complete BEFORE you are permitted to register in a course. *Example: ECON 1001 is a prerequisite for ECON 1002*

- **Preclusion** – Two courses that are similar in content that you can't earn credit for both. *Example: FYSM 1004 and ENGL 1200*

- **Sections** – Different timing opportunities for the same course. Course sections are identifiable by a letter at the end of a course code *Example: ECON 1001 A. They are essentially the same course so pick the section that works best for your schedule!*

- **Linked Components** – Associated course components such as labs, discussion groups, or tutorials. They are listed after the lecture in the Class Search and have 0.0 credit value. *Example: ECON 1001 A04*

  - Tutorials and discussion groups break larger courses into smaller groups of students in order to review material from the lectures, complete practice problems, or discuss readings related to the course.

  - They are generally led by Teaching Assistants (TA's), and you are expected to attend and participate.

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University Lingo Continued…

- **Course Load** – The total amount of credits per term. Most first-year undergraduate students register in <u>2.5 credits per term</u> (5.0 credits over the full academic year – fall and winter)

- **Half Credit Courses** (worth 0.5 credit) run for <u>one term</u>; either Fall (September – December) <u>or</u> Winter (January – April)

- **Quarter Credit Courses** (worth 0.25 credit) run for <u>half of one term</u> (September – October or November – December & January – February or March – April)

- **Full Session Courses** (worth 1.0 credit) run for <u>two terms</u> from September to April. By registering in the Fall section of these courses, you will be <u>automatically registered</u> in the winter section. These courses will be identified as 1st half, or 2nd half, of two term course under "Full Session Info" when searching for courses.

  Note: You must check your schedule to ensure you can remain in the same section of the course in both fall and winter terms as you will be unable to change this section.

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University Lingo: Block Registration

- **Block Registration** – New first year undergraduate students in Engineering (BEng), Architecture (BAS), Industrial Design (BID), the Bachelor of Information Technology (BIT) and the Bachelor of Nursing (BSNH) will have their mandatory courses pre-selected for them with specific sections at specific times that cannot be changed. They may only have electives to add to their schedules, which we can help them with.

- Electives may have to be approved, and a list will be provided for Complementary Studies and Basic Science Electives.

- If there are any issues, students must contact their department directly.

- If block registration is assigned, the student is able proceed to registration and click submit when their time ticket opens.

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University Lingo: Breadth Requirements for BA

Bachelor of Arts (BA) students should choose their electives knowing that they will need to complete their [breadth requirements](#) before graduation.

BA students NEED at least 1.0 credit in 3 of the 4 following categories:
- ✓ **Culture and Communication**
- ✓ **Science, Engineering, and Design**
- ✓ **Social Sciences**
- ✓ **Humanities**

Breadth Area 1: Culture and Communication

American Sign Language, Art History, Art and Culture, Communication and Media Studies, Digital Humanities, English, Film Studies, French, Journalism, Media Production and Design, Music, and Languages (Arabic, English as a Second Language, German, Greek, Hebrew, Indigenous Languages, Italian, Japanese, Korean, Latin, Mandarin, Portuguese, Russian, Spanish)

Subject codes: ARAB, ARTH, ASLA, CHIN, COMS, DIGH, ENGL, ESLA, FILM, FINS, FREN, GERM, GREK, HEBR, ITAL, JAPA, JOUR, KORE, LANG, LATN, MPAD, MUSI, PORT, RUSS, SPAN

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Breadth Requirement Exemptions

Students in select Bachelor of Arts (BA) programs are exempt from completing Breadth Requirements:

1. African Studies

2. Criminology and Criminal Justice

3. Environmental Studies

4. Human Rights

5. Human Rights and Social Justice

Planning Your Timetable and Registration

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Carleton Central – Getting Started

Main Menu

Personal Information

- **Self Identification Survey**
- Update addresses and phone numbers
- View name change information
- Personal Emergency Contact Information
- **Campus Card:** The CampusCard online services can now be accessed through the CampusCard Web Center
- MyCarletonOne Account information and Carleton Email address
- Travel Registry
- Manage Email Communications
- Chosen Name (Set or update your chosen first name)
- Pronouns
- Submit Social Insurance Number (SIN)

Student Records

- **Graduate Admissions:** Graduate Admissions and Graduate In-Program Revisions; International Tuition Payment
- **Admissions:** Review admission application, View Holds and Conditions of Offer, Internal Application for Admission, International Tuition Payment
- **myGrades:** Display grades
- **myProgress (ACE: Academic Continuation Evaluation)**
- **myExam Schedule**
- **myTransferCredit (credit from previous studies)**

Registration

- **Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, Registration Override Requests
- Other: Add/Drop Classes, French Placement Test, Purchase Books
- **Student Accounts:** Calculate Amount To Pay, International Currency Payments: Tuition/Housing and Tuition Deposit, Refund Request, Print tax receipts (T2202, RL-8)

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Carleton Central – Getting Started

Registration: Getting Started!

This page displays various items which may prevent your registration or restrict the courses you will be permitted to select.

Returning Undergraduate Students should note that Academic Continuation Evaluations for the Winter 2023 term will be posted for all returning students on Please ensure you check back after this date to confirm your Academic Standing and Year Level prior to the day/time that your time-ticket opens.

If you have any questions regarding the information below, please contact the Registrar's Office (Undergraduate & Special Students) or Graduate Studies (Graduate Students).

- Your interactive audit can assist you with your class search
- Click here to plan your course selection using your audit, which displays your current program requirements

Your registration time ticket begins on

From	Begin Time
Mar 23, 2023	08:30 am

Your Class for registration purposes is Fourth Year Undergraduate.

Curriculum Information

Current Program	
Bachelor of Arts Honours	
Level:	Undergraduate
Program:	Crim & Crim Justice:Law
Admit Term:	Fall 2019 (September-December)
Admit Type:	Current Ontario High School
Catalog Term:	Fall 2020 (September-December)
College:	Faculty:Public Affairs
Campus:	Main Campus
Major:	Crim/Crim. Just. (Law)

✔ You have no Holds which prevent registration.
✔ Your Academic Standing permits registration.
✔ Your Student Status permits registration.

Your Program and Class (year standing) will appear on this page, as well as whether you have any holds that prevent registration.

*Note if you have a hold or status that prevents registration, please click Administrative Holds at the bottom of the page to view the originator of the hold and contact them for further information.

On June 17th your individualized time ticket will appear on this page. This is the earliest date and time you will be able to register into Fall & Winter courses.

Note: this example displays a time ticket for the 2023 summer term.

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Carleton Central – Building the Draft Timetable

Main Menu

Personal Information
- **Self Identification Survey**
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- View name change information
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- **Campus Card:** The CampusCard online services can now be accessed through the CampusCard Web Center
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Registration
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Searching For Courses

Select Term

Select a term from the drop-down menu.

Select Term: [Fall 2024 (September-December) ▾]

To resume using a saved worksheet or continue to your registration, select your worksheet below.

To start a new worksheet, select *"NEW Worksheet"*

Select a Worksheet: [NEW worksheet ▾]

[Proceed to Search] [View Worksheet]

Note: If you are in a program with **Block Registration** (Engineering, Architecture, Industrial Design, Information Technology or Nursing), on this page you will be prompted to view your block. You must register for the courses set within your block and fill in electives around your mandatory courses.

Select the appropriate term – you should begin with the **Fall 2025 term**, and once you have built your draft timetables, you may switch to the **Winter 2026 term** to design your schedule for the second term.

⚠ View your worksheet to see your mandatory preselected courses.

[Proceed to Search] [View Worksheet]

Carleton University

Searching For Courses

Search For Courses

Registration Term: Fall 2023 (September-December)

*If searching based on **planned** courses, **DO NOT** make any further selections below this search criterion.*
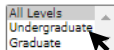
PLANNED COURSES FROM AUDIT:
(Undergrad ONLY)

None
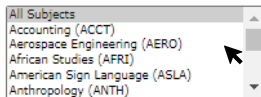
NOTE: *No courses will appear above if you have not selected any planned courses in your interactive audit.*
*Click **here** to plan your course selection in your Audit based on your current program requirements.*

Search

COURSE LEVEL:

All Levels
Undergraduate
Graduate

SUBJECT:

All Subjects
Accounting (ACCT)
Aerospace Engineering (AERO)
African Studies (AFRI)
American Sign Language (ASLA)
Anthropology (ANTH)

NOTE: *Select at least one subject from the list. Select multiple subjects by holding the CTRL key on your keyboard for Windows and the Command key for MAC's.*

COURSE NUMBER:

NOTE: *Search the course number in whole or in part. Example: to search all 1st year courses in a particular subject, enter 1 in the course number field.*

To conduct **a basic search** for courses, students should focus on applying **three filters**: Course level, Subject, and Course number

Example
Course level: Undergraduate
Subject: Law (LAWS)
Course number: 1001 OR 1*
Proceed to search.
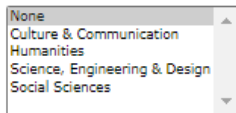
*Under the course number filter, you may enter a single digit to find courses that correspond with the year level; by entering the number 1, all first year (i.e.: 1000-level) courses will appear.

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Searching For Courses

Students may add further filters to their search, however the more filters added, the more limited the results will be.
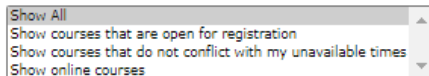
SEARCH BY BREADTH:

| None |
| Culture & Communication |
| Humanities |
| Science, Engineering & Design |
| Social Sciences |

NOTE: *Students in the B.A. General and Honours degrees* **may** *be required to include breadth credits. Click* here *for more program specific information.* **DO NOT** *select a Subject if you are searching by breadth area.*

SEARCH BY CRN:

NOTE: *If you know the CRN (5 digit course reference number) enter it here.*

SPECIAL CRITERIA:

| Show All |
| Show courses that are open for registration |
| Show courses that do not conflict with my unavailable times |
| Show online courses |

NOTE: *"Show courses that are open for registration" will* **NOT** *include courses that have an open waitlist.*

Special Criteria allows you to specify particular parameters. *Note: that "show courses that are open for registration" will only work once your time-ticket has opened, during the timetable planning period all courses will display as available.*

Click here for advanced search options

Search | View Worksheet | Reset | Change Term | Manage Unavailable Times

Manage Unavailable Times allows you to set up time in your draft timetable worksheet(s) for when you are unavailable when searching for courses.

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Search Results

Any BLUE link will take you to a page with more specific details pertaining to the course (i.e.: restrictions, prerequisites, description of course)

To select a course(s) to add to your worksheet check on the box (a checkmark will appear) then click Proceed to Worksheet.

Search Results – Course Details

Course Details

Close this window to return to your search results.

Registration Term:	Fall 2023 (September-December)
CRN:	33748
Subject:	LAWS 1001 A
Long Title:	Introduction to Legal Studies 1
Title:	Intro to Legal Studies 1
Course Description:	Introduction to legal studies: concepts, sources, nature and functions of law; historical, cultural and constitutional foundations of Canadian legal system; common and civil law traditions; statutory interpretation; precedent; legal institutions; frameworks for analyzing formal and informal conceptions of law and its role in society.
Course Credit Value:	.5
Schedule Type:	Lecture
Full Session Info:	
Status:	Open
Section Information:	Section Type - IN-PERSON. NOT SUITABLE FOR ONLINE STUDENTS || This course will be supported by Peer Assisted Study Sessions (PASS). Further information here: https://carleton.ca/csas/pass/
Year in Program:	{None}
Level Restriction:	{None}
Degree Restriction:	{None}
Major Restriction:	{None}
Program Restrictions:	{None}
Department Restriction:	{None}
Faculty Restriction:	{None}

Course description will appear here

Prerequisites and Preclusions will appear here (if any exist)

The course delivery type

Restrictions will appear here (if any exist)

Meeting Date	**Days**	**Time**	**Building**	**Room**	**Schedule**	**Instructor**
Sep 06, 2023 to Dec 08, 2023	Fri	12:35 - 14:25	Minto Centre	2000	Lecture	Steve Tasson (Primary)

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My Course Worksheet

My Course Worksheet

If your draft timetable worksheet is complete and no conflicts exist, you can **"Save Worksheet"** to be retrieved once your registration time-ticket opens.

All course information is listed here for courses added to your draft timetable worksheet. **Scroll down to see a visual representation of your worksheet.**

Note: If there are any <u>registration warnings</u> *that will not allow registration, you will see* "Click here to view registration warnings" *in the last column. Click the link and read the warnings carefully as this will explain why you will be unable to register.*

My Course Worksheet

Conflicts are not permitted, and registration will not be successful if they are not resolved at this time when you are creating a draft timetable worksheet.

Your **"course information"** is displayed in a timetable format (weekly) any **"unavailable time"** that you have identified will be greyed out and any **"conflicts"** will show in red.

Registering Your Worksheet

Select the term you wish to register for (Fall 2025 or Winter 2026) and click Proceed to Search. You can now follow the same steps covered in Building your Draft Timetable to create **NEW** draft timetable worksheet or you can retrieve your saved worksheet(s) by clicking on "View Worksheet".

		WORKSHEET					
Current Worksheet:	NEW worksheet ▼	Save Worksheet	Delete Worksheet	Estimate Fees			
Save As:		Save As					
Remove	**Status**	**CRN**	**Course**	**Title**	**Meeting Time**	**Credits**	**Warnings**
☐	On Your Worksheet	33748	LAWS 1001 A	Intro to Legal Studies 1	Fri 12:35 to 14:25	0.50	
☐	On Your Worksheet	33750	LAWS 1001 A02	Intro to Legal Studies 1	Fri 15:35 to 16:25	0.00	
					Total Credits:	0.50	

Once your time-ticket has opened you can follow the steps already covered to enter Carleton Central and choose Build Your Timetable/Registration, located under the Registration subheading.

You can select the drop-down menu under Current Worksheet. Your options will be to create a NEW worksheet or select one of your saved worksheets.

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Registering Your Worksheet

Once you either retrieve a Saved Worksheet or Build a NEW Worksheet you should:

1. Confirm your draft timetable is correct
2. Ensure there are no conflicts
3. Register!

REGISTRATION

⚠️ You are <u>NOT</u> registered until you proceed to registration AND click the Submit button on the next page.

PROCEED TO REGISTRATION

You **MUST** hit the button that says **Proceed to Registration**

Carleton University

Registering Your Worksheet

Add or Drop Classes

- To add a class, enter either the Course Reference Number (CRN) or the Course Subject/Number/S
- To drop a class, use the options available in the Action pull-down list.
- Courses from your draft worksheet will already be added at the bottom.
- After all changes have been made, press the Submit button.
- For additional help with your registration, refer to the registration website.
- **Be sure to review your timetable after any registration changes to ensure that the chan**
- All members of the Carleton community are required to follow requirements and guidelines regard hybrid learning options for those who are unable to attend the campus. For the most recent inform Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please

Drop (Financial): Fee re-assessment applies.
Drop (Academic): Fee re-assessment does not apply and will result in a notation of WDN

Add Classes Worksheet

CRNs (or SubjCrseSecs, e.g. ENGL1234A)

| 33748 | 33750 | | | | | |

[Submit] [Class Search] [Reset] [Return to Worksheet]

NOTE: Course Add or Drop may result in an automatic re-assessment of fees prior to the finan for undergraduate students. Course Add or Drop may also impact eligibility for student fundin (study VISAs and off campus work permits) and academic requirements.

The 5-digit CRN's (course reference numbers) of the courses you selected in your draft timetable worksheet will populate at the bottom of this screen.

In order to register you **MUST** click **"Submit"** or you will not be registered.

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Registering Your Worksheet

Once you have pressed **Submit**, the page will refresh.
If registration was successful, you will see **"Registered on…"**
under the status column as exemplified below.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on May 29, 2025	None ▾	21408	SOCI	1002	A	Undergraduate	0.500	Standard Letter Grade	Introduction to Sociology II

Total Credit Hours: 0.500
Billing Hours: 0.500
Minimum Hours: 0.000
Maximum Hours: 1.000
Date: May 29, 2025 04:04 pm

You may also have received a **Registration Error** under status. You will need to review the error in order to determine what action to take.

Registration Add Errors

Registering Your Worksheet

Once you have completed your registration for Fall 2025, return to the beginning and complete your Winter 2026 registration

Add Course(s) | Remove Course(s) | Return to Search | Change Term | Manage Unavailable Times

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If a course is unavailable…

- ✓ **Waitlisting –** Not all courses have waitlists, but if one does, you can add yourself after you click "Submit" on the Add/Drop Classes page.
- ✓ **Override Requests –** Access from the Main Menu under the Registration heading; use for courses that should be available to you but aren't, or as directed by an advisor.
- ✓ **Consult Our How-To Videos –** Available on our website and YouTube channel; registration process, waitlists, registration override requests, and more!
- ✓ **Check Back Constantly! –** Other students may change their schedules, so if a course is unavailable at one time, it may open again later. This occurs most often in those first two weeks of classes but may occur at any point during the registration period.

Waitlisting

If a course is full but has a waitlist*, you will see an option to join the waitlist after attempting to register (provided you meet all the requirements to allow access to the course and the waitlist is not also full). To join the waitlist, you must add the course to your worksheet, and press "Submit". You will see the following message:

X Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level
The course is full, but you may join the waitlist	None ▾	30646	BUSI	3103	A	Undergraduate

Action

None ▾
None
Waitlist

Under the "Action" drop down menu, select **"Waitlist"** and then press **Submit Changes** once again.

The course will then appear as "Waitlist on…":

Waitlist on Oct 10, 2013	None ▾	30646	BUSI	3103 A	Undergraduate

Note: not all courses have a waitlist

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Waitlisting

✓ A **confirmation email** is sent to your Carleton "Cmail" email address when you successfully join a waitlist.

✓ A second email is sent if your name comes up next on the waitlist and there is a space available in the course. You then have **24 hours** to register for the course from the **time you receive that email.** If you miss the 24-hour deadline your place in the course will be given to the next student on the waitlist and your name will be removed. Should you wish to be put back on the waitlist you will need to rejoin the list via the steps above.

Foundations of Information Systems - BUSI 2400 - H	
Associated Term:	Winter 2013 (January-April)
CRN:	13921
Status:	Waitlist on Feb 06, 2013
Waitlist Position:	1
Notification Expires:	
Assigned Instructor:	Robert Riordan
Grade Mode:	Standard Letter Grade
Credits:	0.000
Level:	Undergraduate

You can check your position on the waitlist by selecting "Detail Schedule" in your Student Timetable.

Registration Override Requests

If you are unable to register for a course due to a registration error being displayed, you can submit a **Registration Override Request** provided you have a legitimate reason* as to why you need access to the course.
Example: it is required for your program.

If the course you are attempting to register in is full, you should continue to try and register as course registration changes constantly.

Registration

- **Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, Registration Override Requests
- **Other:** Add/Drop Classes, French Placement Test, Purchase Books
- **Student Accounts:** Calculate Amount To Pay, International Currency Payments: Tuition/Housing and Tuition Deposit, Refund Request, Print tax receipts (T2202, RL-8)

Note: You must first attempt registration into a course before it will become available to submit a Registration Override Request.

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Registration Override Requests

This page contains important reminders about the **Registration Override Request Form.**

Registration Override Requests

Students seeking permission to register in a course for which they have received a restriction or prerequisite error may submit a Registration Override Request Form.

Please note:

1. Submitting a request does **not guarantee** a space in the course. **The department offering the course** will review requests and make a decision.
2. **If the course is closed (full)**, continue trying to register in the course or join the waitlist if available. Space **may** become available as students make registration changes.
3. We aim to process override requests within 3-5 business days; however, during peak registration periods, delays may occur due to the volume of requests. You are advised to check the status of your request via Carleton Central rather than to cont Once a decision about your override request has been made, it will be **sent to your Carleton email address.**
4. If your request is approved you **must register before its expiry date.** If you do not use the override before it expires, you will have to submit a new request which may not be granted.
5. The Registration Override Request Form will **close 48 hours prior to the last day of registration.**
6. For general assistance contact the Registrar's Office. For all other inquiries contact the Department of your request. Please note we can only act on requests sent from your Carleton email account.

Continue

Return to Menu

Submitting an Override Request does <u>not</u> guarantee you access to a course. Your request will be sent to the department offering the course for review and you will receive a response to your Carleton "Cmail" address once it has been reviewed. Normally requests are responded to in a timely manner but during the busy registration period delays can be expected.

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Registration Override Requests

✓ Select **Course/CRN** and any linked section.

✓ Choose your **reason** for the request.

✓ If **"Other",** type in description and/or justification for registration request.

Course Override Request

Select a Course: [▼] OR enter a CRN: [   ] [Go]

[Submit Your Request]

The **Registration Override Request Form** will require you to outline the specific course section and any linked components when submitted for review.

Dropping Courses

Registration

- **Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, Registration Override Requests
- Other: Add/Drop Classes, French Placement Test, Purchase Books
- **Student Accounts:** Calculate Amount To Pay, International Currency Payments: Tuition/Housing and Tuition Deposit, Refund Request, Print tax receipts (T2202, RL-8)

✓ **To drop a course, use the drop-down menu to select Drop (Financial) before the financial deadline or Drop (Academic) after the financial deadline, and before the academic drop deadline.**

✓ **Click Submit to drop the course**

Action

None
- None
- Drop (Academic)

Add or Drop Classes

- To add a class, enter either the Course Reference Number (CRN) or the Course Subject/Number/Section (e.g. PSYC1001A) in the Add Classes section.
- To drop a class, use the options available in the Action pull-down list.
- Courses from your draft worksheet will already be added at the bottom.
- After all changes have been made, press the Submit button.
- For additional help with your registration, refer to the registration website.
- Be sure to review your timetable after any registration changes to ensure that the changes have in fact taken effect.

Drop (Financial): Fee re-assessment applies.
Drop (Academic): Fee re-assessment does not apply and will result in a notation of WDN appearing on your official transcript, which has no impact on your CGPA.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on May 07, 2019	None	20810	ECON	1001	A	Undergraduate	0.500	Standard Letter Grade	Introduction to Economics: Microeconomics
Registered on May 07, 2019	Drop (Financial)	20811	ECON	1001	A1	Undergraduate	0.000	Standard Letter Grade	Introduction to Economics: Microeconomics

Total Credit Hours: 0.500
Billing Hours: 0.500
Minimum Hours: 0.000
Maximum Hours: 2.000
Date: May 07, 2019 11:17 am

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Dropping Courses: Important Dates

✓ **Financial Drop Deadline**

✓   **Full Fall Term and Fall/Winter Courses: September 30th, 2025.**

✓   **Full Winter Term Courses: January 31st, 2026.**

*If you're enrolled in 0.25 credit courses, please review the Dates and Deadlines page.

- **PLEASE NOTE: Dropping from 2.5 to 2.0 credits does not result in a fee-reassessment. Dropping below 2.0 credits will result in a fee-reassessment if completed before these deadlines.**

✓ **Academic Drop Deadline *no longer the last day of classes**

✓   **Full Fall Term Courses: November 15th, 2025.**

✓   **Full Winter Term and Fall/Winter Courses: March 15th, 2026.**

*If you're enrolled in 0.25 credit courses, please review the Dates and Deadlines page.

The information presented here is provided for convenience only and is not intended to be a substitute for review of the official dates and deadlines page. Please refer to this website for the most up to date and accurate information.
https://students.carleton.ca/academic-dates/

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Contact Us!

Student Registration Assistance (SRA) Team

Phone: 613-520-3500

Email: registrar@carleton.ca

Walk-in Sessions: 300 Tory Building (Registrar's Office front counter)

Hours: Monday to Friday from 8:30am to 4:30pm

Website: https://carleton.ca/registration/registratio support/

Please do not hesitate to reach out! ☺

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Thank you!

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