



Welcome to ESP!

Hello Carleton student!

We look forward to working with you this year. As Advisors in ESP, we will be emailing you from time to time with an **Advising Bulletin** like this that contains program announcements and helpful information.

For future bulletins, we will use **your Carleton email** only, so be sure to set this up in order to communicate with all of us here at the university.

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Get prepared

Make sure you are prepared for the start of the year

It is essential to [set up your Carleton accounts](#) to be prepared for the term. This includes:

- your Carleton [email](#) - this is how the university communicates with you
- login to [Brightspace](#) - Carleton's learning platform, where you'll access your classes & workshops
- [Carleton Central](#) - where you can see your timetable, fees owing, OSAP info, and more
- [download Microsoft Office 365](#) (Microsoft Word, Excel, Outlook and more) - free to students!

Need a hand with this? Set up an appointment with one of our [academic coaches](#). Maybe you just want to get a head start on organizing your year. Coaches will be happy to meet with you. Appointments start September 8th.

Academic Orientation Day: Tuesday, September 2nd & other orientation activities

Tuesday, September 2 is [Academic Orientation Day](#): **free** and **mandatory** for all **new** students. Please attend the activities below:

- ESP Orientation will be held from 10:00 am-12:30 pm in Fenn Lounge, [Teraanga Commons](#)

building

- This will be followed by [Expo Carleton](#) (a fair of clubs, societies and services)

Orientation will introduce you to your studies in the Enriched Support Program and includes a draw for prizes and a chance to get to know your fellow students. No registration required.

Time	Event	Location
10:00am to 10:30am	Registration and T-Shirt Distribution	Fenn Lounge
10:30am to 12:30am	ESP Orientation	Fenn Lounge
1:00pm to 4:00pm	Expo Carleton	Field House

More orientation options

1. International students can check out the [I-Start International Student Orientation](#) program
2. Interested in "Frosh" week social orientation experience? This program is optional and offers the chance to become familiar with the campus, participate in exciting activities, and build connections before classes begin. View the schedule and [register here](#). The [week long program](#) costs \$140

Note: ESP is part of the Faculty of Arts & Social Sciences (FASS) - even if you're in the ESP Business, Computer Science, Engineering or Science stream. As an ESP student you can attend orientation activities for FASS students and the Centralized Fall Orientation activities.

When things start

Classes start Wednesday, September 3rd

- Our timetabling office often has to shuffle rooms, so please double check your timetable before you head out to your classes for the first few weeks
- If the course has a room listed, it is being held in person (most classes are in person). Otherwise, it will say ON LINE and will take

place virtually - the prof will share the link in Brightspace or by email

- When viewing your Student Timetable in [Carleton Central](#) (under the Registration heading) skip ahead to mid-September to see a full week of classes
- Looking at your schedule and wondering where SA THB is? Have a look at this site for a map & building code legend:
carleton.ca/campus/map/ or this [printable map](#)
- Download the [Carleton app](#) for a campus map with directions

Workshops (ESPW 1000s) start Monday, September 8th

- All ESP Workshops, listed on your timetables as "ESPW 1000" will start the week of September 8th - even if you have not had the class yet.
- If you have a workshop (ESPW 1000) listed on our timetable for September 3rd, 4th or 5th: don't go! We'll see you there the next week instead.

Tutorial Groups/Labs Start Dates: start dates are TBA (to be announced)

- **Anthropology, Chemistry, Computer Science, Economics, Environmental Studies, Human Rights and Social Justice, Law (Legal Studies), Math, Political Science, and Sociology** all have tutorial groups or labs, which are listed on your timetable. For example, SOCI 1001 A02 refers to tutorial group 02 for Sociology
- The professor will announce when these groups start; they always start sometime **after** the first course lecture

Wondering what the difference is between a workshop and a discussion group? Read about it [here](#).

Get your...

- **Campus card/U-Pass:** your campus card and bus pass are one card and it is available for pick up now. You can order it online (upload a photo) or get your picture taken at the Campus Card office. Learn more [here](#)
- **Books:** Visit the [bookstore website](#) to order your textbooks (the bookstore is also open on campus, hours of operation are on their homepage) but don't panic if your course isn't listed. Sometimes profs don't order books through the bookstore, but they'll let you know the first class how to get a hold of the books for their course
 - Even easier: login to Carleton Central. Under the Registration menu, click on *Other*. Click on *Purchase Books* and choose your term
 - The Carleton Bookstore does **price-matching**, so if you find your textbook for a lower price on Amazon.ca, Indigo.com, or at a local competitor, then bring the advertised lower price and show them at the Bookstore and they can give you the difference on a gift card. They will even match prices up to 7 days after a book is sold. This applies to new, used, and textbook rentals

Registration

Registration is mostly complete and many courses are full. Log in to [Carleton Central](#) and look under the Registration heading for *View Timetable*. If you did not get one of the courses you were hoping for, feel free to email us at esp@carleton.ca to inquire about course wait lists.

Fees: due August 25

Fall fees were due **August 25th** – unless you have an OSAP deferral. You can pay tuition in two

installments: Fall and Winter. Only fall fees are due now.

- You can pay after this deadline but you will be charged late fees (approx. \$77 per term), and interest will start to accumulate on the unpaid balance starting September 1st (interest = approx. \$25/month)
- To make sure you've paid, log in to Carleton Central. Under the Registration menu > Student Accounts, click on "Amount to pay". Make sure your "Term Balance" for Fall 2025 = \$0.00
- For information on how to pay, or how OSAP deferrals work, see the **fee payment section** of the ESP Student Guide
- Important: Failure to pay fees does not mean that your classes are cancelled. Contact us if you cannot attend this year

If you are having difficulty navigating an OSAP application or arranging funds, please reach out to us for support: esp.advising@carleton.ca. We're here to help!

OSAP student loan info

Shortly after you apply for the Ontario Student Assistance Program (OSAP) and submit your Signature and Declaration forms to Carleton University, monitor your Carleton email account for important messages from the Awards Office. And be sure to log in to your OSAP account regularly to check for unread messages in your OSAP Message Centre.

Visit the Awards and Financial Aid website for more information: carleton.ca/awards/government-financial-aid/osap/.

- Look into the Work Study program for students on OSAP. You can earn money working a ***part-time job on campus***:

<https://carleton.ca/awards/other-resources/work-study/>

Apply for an ESP Entrance bursary:

Deadline September 7

ESP has five special bursaries created by donors for new students coming in to ESP.

A bursary is a financial award made based on financial need. They are more like a scholarship than a loan because bursaries (like scholarships) do not have to be repaid.

The application deadline for these bursaries is **Sunday September 7th at midnight.**

[Apply now](#)

Register for accommodations (disability supports)

If you have a physical or learning disability, or if you have a mental or physical illness and would benefit from accommodations, please register with our [Paul Menton Centre](#) for Students with Disabilities. They will coordinate any needed accommodations across all your classes and workshops.

Opt-In to the Student Health and Dental Plan: deadline October 3rd

As an ESP student **you are not automatically enrolled in** (or charged for) the Student Health and Dental Plan. Click [here](#) for what the plan covers. To download the enrolment form, go to: [Student Health Plan](#). The (not at all flexible) deadline to opt-in is **October 3rd** (self-enrolment opens September 5).

Next edition of the Advising Bulletin

- How to book an Advising appointment
- How to book an Academic Coaching appointment
- Upcoming events on campus

Anything else you'd like to know about? [Email us](#)
your question to include in the next Advising
Bulletin.

Wishing you all the best this year.

Your ESP Advising Team: Tracy Yusuf, Allan Blunt
and Stephanie Wagar



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