



ESP ADVISING BULLETIN: DECEMBER 3, 2025

## In this Bulletin:

- Friday is a Monday
- Join us on Friday for our Annual Open Mic Night!
- Exam FAQs
- Prepping for exams or final assignments?  
Get help from a Coach
- Exam review supports
- Exam stress relief: CU Therapy Dogs

- December office hours and holiday closure

## Friday is a Monday

This Friday, December 5th is **the last day of classes** before the exam period. A reminder that classes and workshops follow a Monday schedule so anything that you would normally have scheduled on Monday will happen again on Friday!

Classes are not held during the exam period.

Join us this Friday, December 5th for our Annual Open Mic Night!

see below for details:

# ESP OPEN MIC NIGHT

COZY SLUMBER PARTY THEMED

## THEME MOOD BOARD

### WHAT YOU CAN EXPECT:

- BRING YOUR FRIENDS 
- FOOD AND DRINKS 
- BINGO AND TRIVIA 
- PRIZES 
- PHOTO BOOTH 
- AN AMAZING TIME!!! 

**FRI, DEC 5, 2025**

5:00 PM – 10:00 PM  
DUNTON TOWER 2017 (20<sup>th</sup> floor)



## Exam FAQs

Good luck on your exams! Study hard – we hope they go well! December 5th is the last date of classes. Classes are not held during the exam period (December 8-20). To check your exam schedule, login to Carleton Central and under “Student Records” you’ll find a link to “MyExam Schedule”. Questions about how exams work?

Check out the handy [exam page](#) for guidance on what to expect.

What do you do if you have to miss an exam?

There are different processes depending on the type of exam, i.e., whether it's a final exam (for Sep-Dec courses) or midterm exam (for Sep-Apr courses).

- **Final exams:** Apply for a deferral through the Registrar's Office, 302 Tory, 613-520-3500. If it is a final exam (for a half credit course) you fill out the Online Deferral Application:

**[carleton.ca/registrar/deferral/](https://carleton.ca/registrar/deferral/)**.

- Documentation is normally required.
  - You should also email your professor to let them know and they can make you aware of any other requirements.
  - *You must apply for a deferral within 3 days of the exam date.*
  - When you apply to defer a final exam, you will normally write at a designated time in the deferred exam period: **January 23 – February 1, 2026**. Take home exam deferrals are normally due **January 15, 2026**.
- **Midterm exams:** For midterms in full-credit courses, contact your course professor directly by email.
    - You should do so in advance or at least *within 24 hours of the exam date* and provide the reason.

- Documentation is often required. Consult the [Academic Consideration Policy](#).
- The professor will let you know when you can rewrite (normally early in January).

## It's December! Prepping for exams or final assignments? Get help from a coach!

Appointments are available during the exam period for any student who would like help with study techniques, organization, exam preparation, and end of term assignments. Friendly, non-judgmental support for everything that is due is just a click away. Go to [carleton.ca/esp/appointments/](https://carleton.ca/esp/appointments/) and select “Book a Coaching Appointment.” If you are not able to find a time slot, email [academic.coaching@carleton.ca](mailto:academic.coaching@carleton.ca) We can help you book an appointment!

Time slots are in high demand. We kindly ask that you only cancel or rebook for serious circumstances.

## Exam review support

For courses with exams, your workshop facilitators will be leading activities to help you prepare for finals. Our coaches are also available to assist.

Additional campus resources include:

1. **Learning Support Services** [online workshops via Brightspace](#): including “Test & Exam Preparation” and “Academic Writing Fundamentals”.
2. **Science Student Success Centre** has [links to online resources](#) for CHEM and COMP, as well as a variety of on **campus support services** for math, science and computer science.
3. [Wellness Desk](#): 204A MacOdrum Library – no appointment needed, chat with the wellness coordinator about managing stress and finding resources.

## Exam stress relief: CU Therapy Dogs

The Carleton University Therapy Dog Program is there to bring positive (ahem, paws-itive) mental health and wellness supports to our community. Stop by for a cuddle between study sessions, and [follow them](#) on Instagram.

Check out their hours and locations: [wellness.carleton.ca/therapy-dogs-schedule/](https://wellness.carleton.ca/therapy-dogs-schedule/)

## December office hours and holiday closure

The ESP office is open 8:30-4:30 Monday to Friday (closed over the lunch hour 12-1). We are in 1516 Dunton Tower and can be reached at [esp@carleton.ca](mailto:esp@carleton.ca) or 613-520-2804. There's also a

handy, snack-filled ESP student lounge in room 1521 Dunton Tower.

- The ESP office will be closed for an event from **11:00-4:30** on **Wednesday, December 17th**.
- The ESP office will be closed for the holiday period on **Wednesday, December 24**, and reopen on **Monday, January 5th**.
- The university reopens **January 5th**.
- Winter classes & ESP workshops start on **Monday, January 5th**.

Check out the university's holiday closure schedule [here](#).

## Follow us on social media

Follow our social media accounts for student stories and other updates:

- X [@carleton\\_esp](#)
- Instagram [@carleton.esp](#)
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