



Hello everyone, welcome to the  
ESP!

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 University email - be sure to set this up (see below

for instructions) in order to correspond with all of us here at the university.

## In this Bulletin:

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- **Financial Supports (apply for a bursary)**
- **In-Class Orientation**

## Holiday Closure

The ESP office will be closed from Tuesday, December 23rd, through Sunday, January 4th (inclusive) and will reopen on **Monday, January 5th**. Classes and workshops will start on **Monday, January 5th**.

[See Carleton's important dates and deadlines](#)

## Getting Prepared

Make sure you're prepared for the start of the term.

It's essential to [set up your Carleton accounts](#) to be prepared for classes this winter. This includes:

- your Carleton email - it's how the university communicates with you ([set it up](#) on your phone).
- login to [Brightspace](#) - Carleton's learning platform, where you'll access your class and workshop material.
- download the [Microsoft Office 365](#) - free to students!

## When Things Start...

- Check your "Student Timetable" in [Carleton Central](#), under the Registration menu.
- All ESP Workshops are listed on your timetables as "**ESPW 1000**". Learn more about workshops [here](#).

## **Tutorial Groups/Labs Start Dates: start dates are TBA**

- Anthropology, Environmental Studies, History, Human Rights and Social Justice, Law, and Political Science have discussion groups (in addition to the lecture), which are listed on your course timetable as one hour blocks.
  - For example, LAWS 1002-B03 refers to tutorial group 03 for LAW.

- The professor will announce when these groups start; they always start sometime *after* the first course lecture.

See below for a sample timetable.

Previous Week | Week of Jan 05, 2020 (1 of 14) | Next Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
9am	LAW 1002-B 11153 8:35 am-10:25 am TA 1001						
10am	LAW 1002-B03 11156 10:35 am-11:25 am TA 318						
11am							
12pm	ESPW 1000-B 12326 11:35 am-2:25 pm TB 234	ESPW 1000-B = Workshop for CRCJ 100 B					
1pm							
2pm			CIED 1001-B – ESP Core Course	ESPW 1000-Y = Lecture Viewing for CRCJ 100 B			
3pm			CIED 1001-B 10973 2:35 pm-5:25 pm TA 402	ESPW 1000-Y 12333 2:35 pm-5:25 pm TB 234	ESPW 1000-Z 12334 2:35 pm-5:25 pm TB 206		
4pm						ESPW 1000-Z = Workshop for LAW 1002	
5pm							

ESP workshops will appear on your timetable as ESPW 1000 – In your timetable on Carleton Central, you should be able to click on the code, and it will display the corresponding course. Brightspace will also display the corresponding course

CRCJ 1000 B - in an online course without a meeting time. All courses without meeting times will appear on your timetable here

Courses without assigned meeting times:  
CRCJ 1000-B - 11299 335A

Get your...

- **Student (Campus)/U-Pass Card:** (One card that is both your student ID and bus pass)
  - Apply [online](#) or go [in person](#) and they'll take your picture. As soon as you're registered, you can get your campus card (even if you haven't paid tuition yet). The Campus Card Office also provides you with your [transit pass \(U-Pass\)](#) on your Campus Card
- **Books:** Visit the [bookstore website](#) to order your textbooks or visit the bookstore on the first floor of the [Nideyinan](#) building. Don't panic if your course isn't listed. Sometimes, profs don't

order books through the bookstore, and some don't use textbooks. They'll let you know the first class how to get the readings 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, show the proof at the Bookstore. They can give you the difference on a gift card. They will even match prices up to 7 days after a book is sold.

## Registration

Registration is mostly complete, and many courses are full. Login to [Carleton Central](#) and look under the Registration heading for >Student Timetable. If you're interested in a course change, feel free to email us at [esp.advising@carleton.ca](mailto:esp.advising@carleton.ca) to inquire about course waitlists.

Course changes are only possible up to **January 16th**.

## Students with Disabilities

If you have a physical or learning disability and would benefit from accommodations, 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

As an ESP student **you are not automatically enrolled in** (or charged for) the Student Health and Dental Plan.

- Cost: **\$163.56** for the period of January 1-August 31, 2026.
- Click [here](#) for what the plan covers for the period of January 1-August 31, 2026.
- To enroll, go to: [Student Health Plan](#), available starting on January 5th.
- The (not at all flexible) deadline to self-enroll is **February 2nd**.

## Financial Supports

Look into these financial supports if you're low on funds:

- Apply for a bursary. [Bursaries](#) are awards made based on financial need rather than grades or other criteria. Unlike loans, you don't have to pay them back. If you can demonstrate financial need, you may be eligible for an award (often between \$500-\$800). The deadline has passed, but we asked the Awards office to open up the application for new students.

- The new deadline to apply is **January 31st**.
- See instructions [here](#).
- Experiencing Food Insecurity? Order a [food hamper](#) through the **Unified Support Centre (USC)** run by Carleton University Students' Association  
(CUSA): <https://students.carleton.ca/services/us-sc-food-centre/students.carleton.ca>

## In-Class Orientation

Since the university reopens the same day as classes begin, we are unable to offer a traditional orientation in advance of classes starting.

However, we will host an **In-Class Orientation** in the last half of your CIED 1001 class on January 6 or 7 (according to your schedule). During the In-Class Orientation, we'll:

- introduce you to our program advisors
- meet some of our workshop facilitators and academic coaches
- discuss how to move from ESP into a degree
- provide registration, funding, and fees info
- address and questions you may have as you start the term.

We look forward to meeting you in class

Wishing you a safe and happy holiday!

The ESP Advising Team,

Stephanie, Tracy and Allan.

## Follow us on social media

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

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