

Get ready!



Get started!

You're almost there!! Now that you have been accepted to ESP, here is a checklist to help keep track of your next steps and get you ready. So get started!

1) KNOW YOUR STUDENT NUMBER

Check your email from ESP for your student number, you'll need this number to sign into Carleton's student portal. Don't know it? Contact us and we'll help.



2) APPLY FOR STUDENT LOANS

Click [HERE](#) for steps on how to apply for OSAP as an ESP student:

All communication will be sent to your Carleton email



3) SET UP YOUR CARLETON EMAIL AND MYCARLETONONE ACCOUNT

Your Carleton email (cmail) will be the university's official means of communicating with you. Your MyCarletonOne account will be the username and passwords that you use to access Carleton's IT resources. Please see your "Next Steps" email for more information.



4) REGISTER FOR YOUR CLASSES

You will receive a registration email by late-July. Registration information is posted to our website: carleton.ca/esp/registration. Check your [timetable](#) on Carleton Central approximately 5-7 days after submitting your course selection form.

5) PAY TUITION FEES

The deadline to pay your tuition without incurring late fees is **August 25th, 2026**. For fee payment instructions please consult the Student Guide. For information on how to pay go to: <https://carleton.ca/studentaccounts/fee-payment/payment-methods/>

6) SIGN UP FOR OUR SUMMER PREP COURSE

All ESP students are encouraged to sign up for an optional prep course called "[Academic Prep: How to Be a University Student](#)" which includes things like how to transition to post-secondary learning, building academic skills, study habits and more!



7) ATTEND AN ESP SUMMER WELCOME VISIT

In August, you will receive an email invitation to come to the ESP Coaching Office (1510 Dunton Tower) for a **compulsory** pre-orientation Welcome Visit with an Academic Coach. Got questions? Email us at academic.coaching@carleton.ca. A coach will help you before classes start, with questions you didn't even know you had!

8) GET YOUR CAMPUS CARD

The [campus card](#) gives you access to the library, transit, athletic facilities, residence meal plans and more!

*Please note ESP students must be registered in their courses and are able to view their timetable on Carleton Central before being eligible to receive cards.



9) MANDATORY ESP ORIENTATION

Carleton's Academic Orientation day takes place on **September 2nd, 2025** and is mandatory for all new students. Come out and be part of the action! Meet your ESP instructor, workshop facilitators, mentors, coaches, and classmates.

10) SIGN UP FOR FALL ORIENTATION

Carleton offers various orientation programs that are packed full of fun activities, important resources, and gives an opportunity to gain the skills necessary to help transition to university life. For more information, go to: <https://carleton.ca/seo/orientation/>

11) KEEP TRACK OF DEADLINES

Pay special attention to academic deadlines at <https://students.carleton.ca/academic-dates/>. You will be receiving regular Advising Bulletins to your Carleton email that will have important information about deadlines.



12) KNOW THE RULES

The ESP Student Guide highlights all you need to know about registering and preparing for classes. But to ensure the most success for your first year, take a read through Carleton's Academic Regulations to learn more about the important rules in University: such as Academic Integrity, Carleton's Human Rights policy, and more!

13) ASK FOR HELP IF YOU NEED IT

If you have completed this checklist and still have questions contact our ESP office at: 613-520-2804, or email us at esp@carleton.ca

CAMPUS CONTACTS

Student Registration:

Enriched Support Program

1516 Dunton Tower
Monday-Friday
8:30am-4:30pm (closed 12-1 pm)
613-520-2804
esp@carleton.ca
carleton.ca/esp

Tuition Fees:

Student Accounts

301 Pigiavik
Monday-Friday
8:30 am - 4:30 pm
613-520-3626
student_accounts@carleton.ca
carleton.ca/studentaccounts

Bursaries & Student Loans:

Awards and Financial Aid

202 Pigiavik
Monday-Friday
8:30am-4:30pm (closed 12-1 pm)
613-520-3600
awards@carleton.ca
carleton.ca/awards