



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 material.
- [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 14th.

Academic Orientation Day: Tuesday, September 8th & other orientation activities

Tuesday, September 8th is [Academic Orientation Day](#): **free** and **mandatory** for all **new** students. Please attend the activities below:

- ESP Orientation will be held from 9:30 am-12:00 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.

Start Time	End Time	Description	Building	Room
9:30a.m.	10:00a.m.	Student Check-In	Teraanga Commons (TC)	227 (Fenn Lounge)
10:00a.m.	12:00p.m.	Enriched Support Program Orientation	Teraanga Commons (TC)	227 (Fenn Lounge)

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 9th

- 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.

- 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 Mobile app](#) for a campus map with directions.

Workshops (ESPW 1000s) start Monday, September 14th

- ESP Workshops are listed on your timetables as "ESPW 1000" and will start the week of September 14th - even if you have not had the class yet.
- When viewing your timetable in Carleton Central, please be sure to skip ahead a week to see your full timetable with all your classes and workshops.

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

- **Anthropology, Chemistry, Computer Science, Criminology, 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 pickup 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 [Campus Store](#) to order your textbooks (the Campus Store 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 Campus Store; they'll let you know the first class how to get a hold of the books for their course.
 - Even easier: log in to Carleton Central. Under the Registration menu, click on *Other*. Click on *Purchase Books* and choose your term.

Registration

Registration is now complete and most 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 waitlists.

Fall 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. \$50 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 "Calculate Amount

To Pay". Make sure your "Term Balance" for Fall 2026 = \$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 and would like to be withdrawn from your courses.

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 8 at 11:59 pm

ESP has six special bursaries created by donors for new students coming into 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 **Tuesday, September 8th at 11:59 pm.**

[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.

Student Health and Dental Plan - You are automatically enrolled

All ESP students registered in 1.5 credits (3 courses) per term will automatically be enrolled in [Carleton's health and dental plan](#). If you're already covered by an equivalent health and/or dental plan, you can [opt out](#) during the [Change-of Coverage Period](#), between **Sept. 9 - Oct. 2, 2026**. Click [here](#) to see what the plan covers. The (not at all flexible) deadline to opt-out is **October 2nd**.

Carleton's Chosen Name process

You can specify your chosen first name through [Carleton's Chosen Name process](#) in Carleton Central. This means your chosen first name will automatically appear in systems and communications platforms across the university. Your legal name will only appear where legally required—such as on tax documents and official transcripts. If you've already submitted a chosen name, no action is required.

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! See you on Tuesday for Academic Orientation.

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



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