

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) RETURN THE FORMS**

Return your signed acceptance and consent forms. If you were conditionally admitted, please provide the necessary documents once available.



**2) KNOW YOUR STUDENT NUMBER**

You need this number to sign into Carleton's student portal. Don't know it? Applying for OSAP/ Residence? Contact us and we'll help

**3) APPLY FOR STUDENT LOANS**

Click [HERE](#) to apply for OSAP:

- Your program: ESP
- Your course load: 100%

\*All communication will be sent to your Carleton email\*

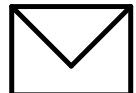


**4) SET UP YOUR CARLETON EMAIL AND MYCARLETONONE ACCOUNT**

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.

**5) READ OVER YOUR REGISTRATION INFORMATION**

You will receive a registration email by late-July. Registration information is posted to our website: [carleton.ca/esp/registration](http://carleton.ca/esp/registration)



**6) REGISTER FOR YOUR CLASSES**

Watch our step-by-step registration video posted to our registration website in the 'Course Planning' section in any of the streams. If you have any further questions, send us an email [esp@carleton.ca](mailto:esp@carleton.ca)

**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](mailto:academic.coaching@carleton.ca). A coach will help you before classes start, with questions you didn't even know you had!

**8) CHECK YOUR TIMETABLE**

Check your timetable on Carleton Central ([central.carleton.ca](http://central.carleton.ca)) approximately 5 days after submitting your course selection form.



## 9) SIGN UP FOR OUR SUMMER PREP COURSE

For all ESP students, we offer an optional prep course for all incoming Carleton students called "Academic Prep: How to Be a University Student" which includes things like how to transition to in-person learning, building academic skills, study habits and more! For more information on the course, please visit our [ESP Registration page](#) and go to one of our stream pages.

## 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 [carleton.ca/registration/dates](http://carleton.ca/registration/dates). You will be receiving regular Advising Bulletins to your Carleton email that will have important information about deadlines.



## 12) GET YOUR CAMPUS CARD AND UPASS

The [campus card](#) gives you access to the library, 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.



## 13) PAY TUITION FEES

The deadline to pay your tuition without incurring late fees is **August 25th**. 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/>

## 14) MANDATORY ESP ORIENTATION

Carleton's Academic Orientation day takes place on **September 3rd, 2024** 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.

## 15) 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!

## 16) 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](mailto: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](mailto:esp@carleton.ca)  
[carleton.ca/esp](http://carleton.ca/esp)

### Tuition Fees:

#### Student Accounts

301 Robertson Hall  
Monday-Friday  
8:30 am - 4:30 pm  
613-520-3626  
[student\\_accounts@carleton.ca](mailto:student_accounts@carleton.ca)  
[carleton.ca/studentaccounts](http://carleton.ca/studentaccounts)

### Bursaries & Student Loans:

#### Awards and Financial Aid

202 Robertson Hall  
Monday-Friday  
8:30am-4:30pm (closed 12-1 pm)  
613-520-3600  
[awards@carleton.ca](mailto:awards@carleton.ca)  
[carleton.ca/awards](http://carleton.ca/awards)