

Registrar's Office Student Registration Carleton Central

Overview

- **Getting Ready**
 - ✓ Dates and Deadlines
 - ✓ University Lingo
- **Planning Your Timetable and Registration**
 - ✓ How to use the Worksheet Planning Tool
 - ✓ Manage Unavailable Times
 - ✓ How to Register
 - ✓ Registration Override Request
 - ✓ Engineering Request Form
 - ✓ Waitlisting
 - ✓ Checking Your Account Summary
 - ✓ Student Registration Assistance



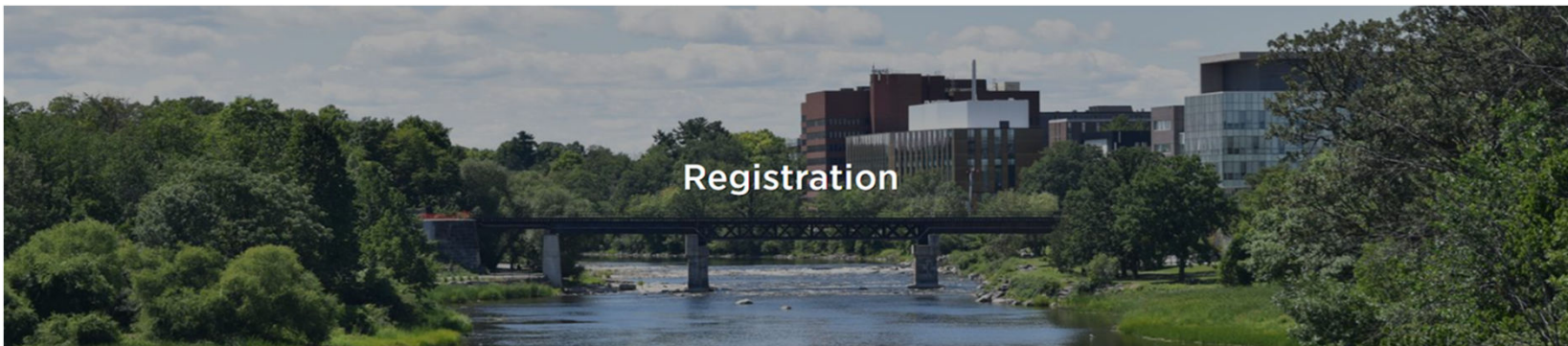
Getting Ready



Important Dates and Deadlines

- It is very important to familiarize yourself with the registration, financial withdrawal and academic withdrawal dates and deadlines within each term.
- This information is available on the Registration website:

<https://carleton.ca/registrar/registration/dates/academic-dates/>



University Lingo

- **Prerequisite** - requirements you must have completed BEFORE you are permitted to register in a course. **Example: ECON 1001 is a prerequisite for ECON 1002*
- **Preclusion** – two courses so similar that you can't earn credit for both
**Example: FYSM 1004 and ENGL 1000*
- **Sections** – there are several sections offered for many courses. Course sections are identifiable by a letter at the end of a course code *Example: ECON 1001 A*. They are essentially the same course so pick the section that works best for your schedule!
- **Linked Components** – labs, discussion groups, or tutorials that are required components of your courses. They are listed after the lecture in the Class Search and have 0.0 credit value.
**Example: ECON 1001 A04*
 - Tutorials and discussion groups break larger courses into smaller groups of students in order to review material from the lectures, complete practice problems, or discuss readings related to the course and
 - They are generally led by Teaching Assistants and you are expected to attend.

University Lingo Continued...

- **Course Load** - most first-year students register in 2.5 credits per term (5.0 credits over the full academic year)
- **Half Credit Courses** (worth 0.5 credits) run for one term; either Fall (September – December) or Winter (January - April)
- **Quarter Credit Courses** (worth 0.25 credits) run for half of one term (September – October, November - December & January - February, March - April)
- **Full Session Courses** (worth 1.0 credits) run for two terms from September to April. By registering in the Fall section of these courses, you will be **automatically registered** in the winter section. These courses will be identified as 1st half, or 2nd half, of two term course under “Full Session Info” when searching for courses.

** Note: You must check your schedule to ensure you can remain in the same section of the course in both fall and winter terms as you will be unable to change this section.*

University Lingo: Block Registration

- **Block Registration** – New first year undergraduate students in Engineering (BEng), Architecture (BAS), Industrial Design (BID), and the Bachelor of Information Technology (BIT) will have their mandatory courses pre-selected for them with specific sections at specific times that cannot be changed. They may only have electives to add to their schedules, which we can help them with.
- Electives may have to be approved and a list will be provided for Complementary Studies and Basic Science Electives.
- If there are any issues they need to contact their department directly, we cannot help.
- They just proceed to registration and click submit when their time tickets open.

University Lingo: Breadth Requirements for BA

Bachelor of Arts (BA) students should choose their electives knowing that they will need to complete their breadth requirements before graduation.

BA students NEED at least 1.0 credit in 3 of the 4 following categories:

- ✓ **Culture and Communication**
- ✓ **Science, Engineering, and Design**
- ✓ **Social Sciences**
- ✓ **Humanities**

Breadth Area 1: Culture and Communication

American Sign Language, Art History, Art and Culture, Communication and Media Studies, Digital Humanities, English, Film Studies, French, Journalism, Media Production and Design, Music, and Languages (Arabic, English as a Second Language, German, Greek, Hebrew, Indigenous Languages, Italian, Japanese, Korean, Latin, Mandarin, Portuguese, Russian, Spanish)

Subject codes: ARAB, ARTH, ASLA, CHIN, COMS, DIGH, ENGL, ESLA, FILM, FINS, FREN, GERM, GREK, HEBR, ITAL, JAPA, JOUR, KORE, LANG, LATN, MPAD, MUSI, PORT, RUSS, SPAN

Planning Your Timetable and Registration



Carleton Central – Getting Started

Main Menu



Personal Information

- Update addresses and phone numbers
- View name change information
- Personal Emergency Contact Information
- **Campus Card:** The CampusCard online services can now be accessed through the CampusCard Web Center
- MyCarletonOne Account information and Carleton Email address
- Travel Registry
- Manage Email Communications
- Chosen Name
- Pronouns
- Submit Social Insurance Number (SIN)



Campus Alerts

- **Service Disruption Notification :** Register your cellphone and Subscribe to receive text message alerts in the event of an unplanned service disruption on campus (e.g. road/pathway closures, elevator outages, etc).



Student Records

- **Graduate Admissions:** Graduate Admissions and Graduate In- Program Revisions.
- **Admissions:** Review admission application, View Holds and Conditions of Offer, Internal Application for Admission
- **myGrades:** Display grades
- **myStanding (ACE: Academic Continuation Evaluation)**
- **myExam Schedule**
- **myTransferCredit (credit from previous studies)**



Registration

- **Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, Registration Override Requests
- **Other:** Add/Drop Classes, French Placement Test, Purchase Books
- **Student Accounts:** Calculate Amount To Pay, International Currency Payment, Refund or Scholarship Balance Request, Print tax receipts (T2202, RL-8)



Academic Progress

- **myAudit** (view academic audit)
- **myStanding** (ACE: Academic Continuation Evaluation)



Awards and Financial Assistance

Carleton Central – Getting Started

Registration: Getting Started!

This page displays various items which may prevent your registration or restrict the courses you will be permitted to select.

Returning Undergraduate Students should note that Academic Continuation Evaluations for the Winter 2023 term will be posted for all returning students on Please ensure you check back after this date to confirm your Academic Standing and Year Level prior to the day/time that your time-ticket opens.

If you have any questions regarding the information below, please contact the [Registrar's Office](#) (Undergraduate & Special Students) or [Graduate Studies](#) (Graduate Students).

- Your interactive audit can assist you with your class search
- Click [here](#) to plan your course selection using your audit, which displays your current program requirements

Your registration time ticket begins on

From	Begin Time
Mar 23, 2023	08:30 am

Your Class for registration purposes is **Fourth Year Undergraduate**.

Curriculum Information

Current Program	Bachelor of Arts Honours
Level:	Undergraduate
Program:	Crim & Crim Justice:Law
Admit Term:	Fall 2019 (September-December)
Admit Type:	Current Ontario High School
Catalog Term:	Fall 2020 (September-December)
College:	Faculty:Public Affairs
Campus:	Main Campus
Major:	Crim/Crim. Just. (Law)

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing permits registration.
- ✓ Your Student Status permits registration.

Your Program and Class will appear on this page, as well as whether you have any holds that prevent registration.

**Note if you have a hold or status that prevents registration please click Administrative Holds at the bottom of the page to view the originator of the hold and contact them for further information.*

On June 15th your individualized time ticket will appear on this page. This is the **earliest date and time you will be able to register **Fall & Winter** courses.**

Note: this example displays a time ticket for the 2023 summer term.

Carleton Central – Building the Draft Timetable

Main Menu



Personal Information

- Update addresses and phone numbers
- View name change information
- Personal Emergency Contact Information
- **Campus Card:** The CampusCard online services can now be accessed through the CampusCard Web Center
- MyCarletonOne Account information and Carleton Email address
- Travel Registry
- Manage Email Communications
- Chosen Name
- Pronouns
- Submit Social Insurance Number (SIN)



Campus Alerts

- **Service Disruption Notification :** Register your cellphone and Subscribe to receive text message alerts in the event of an unplanned service disruption on campus (e.g. road/pathway closures, elevator outages, etc).



Student Records

- **Graduate Admissions:** Graduate Admissions and Graduate In- Program Revisions.
- **Admissions:** Review admission application, View Holds and Conditions of Offer, Internal Application for Admission
- **myGrades:** Display grades
- **myStanding (ACE: Academic Continuation Evaluation)**
- **myExam Schedule**
- **myTransferCredit (credit from previous studies)**



Registration

- **Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, Registration Override Requests
- **Other:** Add/Drop Classes, French Placement Test, Purchase Books
- **Student Accounts:** Calculate Amount To Pay, International Currency Payment, Refund or Scholarship Balance Request, Print tax receipts (T2202, RL-8)



Academic Progress

- **myAudit** (view academic audit)
- **myStanding** (ACE: Academic Continuation Evaluation)



Awards and Financial Assistance

Searching For Courses

Select Term

Select a term from the drop-down menu.

Select Term:

[Proceed to Search](#)

Note: If you are in a program with **Block Registration** (Engineering, Architecture, Industrial Design, or Information Technology), on this page you will be prompted to view your block. You must register for the courses set within your block, and fill in electives around your mandatory courses.

Select the appropriate term – you should begin with the **Fall 2023 term**, and once you have built your draft timetables, you may switch to the **Winter 2024 term** to design your schedule for the second term.



A screenshot of a user interface showing a warning message in a light blue box with a yellow triangle icon. The message reads: "View your worksheet to see your mandatory preselected courses." Below the message are two buttons: "Proceed to Search" and "View Worksheet". A mouse cursor is hovering over the "View Worksheet" button.

Searching For Courses

Search For Courses

Registration Term: Fall 2023 (September-December)

If searching based on **planned** courses, **DO NOT** make any further selections below this search criterion.

PLANNED COURSES FROM AUDIT:
(Undergrad ONLY)

NOTE: No courses will appear above if you have not selected any planned courses in your interactive audit. Click [here](#) to plan your course selection in your Audit based on your current program requirements.

COURSE LEVEL:

Undergraduate
Graduate

SUBJECT:

Accounting (ACCT)
Aerospace Engineering (AERO)
African Studies (AFRI)
American Sign Language (ASLA)
Anthropology (ANTH)

NOTE: Select at least one subject from the list. Select multiple subjects by holding the CTRL key on your keyboard for Windows and the Command key for MAC's.

COURSE NUMBER:

NOTE: Search the course number in whole or in part. Example: to search all 1st year courses in a particular subject, enter 1 in the course number field.

To conduct a **basic search** for courses, students should focus on applying **three filters**: Course level, Subject, and Course number

Example

Course level: Undergraduate

Subject: Law (LAWS)

Course number: 1001 OR 1*

Proceed to search.

**Under the course number filter, you may enter a single digit to find courses that correspond with the year level; by entering the number 1, all first year (i.e.: 1000-level) courses will appear.*

Searching For Courses

SEARCH BY BREADTH:



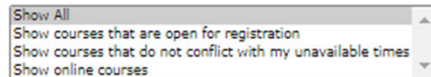
A dropdown menu with the following options: None, Culture & Communication, Humanities, Science, Engineering & Design, Social Sciences.

NOTE: Students in the B.A. General and Honours degrees **may** be required to include breadth credits. Click [here](#) for more program specific information. DO NOT select a Subject if you are searching by breadth area.

SEARCH BY CRN:

NOTE: If you know the CRN (5 digit course reference number) enter it here.

SPECIAL CRITERIA:



A dropdown menu with the following options: Show All, Show courses that are open for registration, Show courses that do not conflict with my unavailable times, Show online courses.

NOTE: "Show courses that are open for registration" will **NOT** include courses that have an open waitlist.

[Click here for advanced search options](#)

Manage Unavailable Times allows you to set up time in your draft timetable worksheet(s) for when you are unavailable when searching for courses.

Students may add further filters to their search, however the more filters students add, the more limited the results will be.

Special Criteria allows you to specify particular parameters. **Note: that "show courses that are open for registration" will only work once your time-ticket has opened, during the timetable planning period all courses will display as available.*

Search Results

Any **BLUE** link will take you to a page with more specific details pertaining to the course (i.e.: restrictions, prerequisites, description of course)

To select a course(s) to add to your worksheet check on the box then click **Proceed to Worksheet.**

Search Results

HOW-TO VIDEO

Registration Term: Fall 2023 (September-December)

- Add a course to your **draft** worksheet by selecting the checkbox next to the course you want, then scroll to the bottom of the page and select "Proceed to Worksheet".
- Additional course information (i.e. course description, restrictions and prerequisites) can be viewed by clicking on the **blue** CRN, Subject or Course Title.
- Class locations are subject to change.

Select	Status	CRN	Subject	Section	Title	Credits	Schedule	Prereqs?	Restrictions?	Full Session Info	Instructor
<input type="checkbox"/>	Open	33748	LAWS 1001	A	Intro to Legal Studies 1	.5	Lecture	No	No		Steve Tasson
Meeting Date: Sep 06, 2023 to Dec 08, 2023 Days: Fri Time: 12:35 - 14:25 Building: Minto Centre Room: 2000 Also Register in: LAWS 1001 A01 or A02 or A03 or A04 or A05 or A06 Section Information: Section Type - IN-PERSON. NOT SUITABLE FOR ONLINE STUDENTS This course will be supported by Peer Assisted Study Sessions (PASS). Further information here: https://carleton.ca/csas/pass/											
<input type="checkbox"/>	Open	33749	LAWS 1001	A01	Intro to Legal Studies 1	0	Discussion Group	No	No		
Meeting Date: Sep 06, 2023 to Dec 08, 2023 Days: Fri Time: 14:35 - 15:25 Building: Richcraft Hall Room: 3110 Also Register in: LAWS 1001 A Section Information: Section Type - IN-PERSON. NOT SUITABLE FOR ONLINE STUDENTS											
<input type="checkbox"/>	Open	33750	LAWS 1001	A02	Intro to Legal Studies 1	0	Discussion Group	No	No		
Meeting Date: Sep 06, 2023 to Dec 08, 2023 Days: Fri Time: 15:35 - 16:25 Building: Richcraft Hall Room: 3110 Also Register in: LAWS 1001 A Section Information: Section Type - IN-PERSON. NOT SUITABLE FOR ONLINE STUDENTS											
<input type="checkbox"/>	Open	33751	LAWS 1001	A03	Intro to Legal Studies 1	0	Discussion Group	No	No		
Meeting Date: Sep 06, 2023 to Dec 08, 2023 Days: Fri Time: 14:35 - 15:25 Building: Teraanga Commons (former CO) Room: 212 Also Register in: LAWS 1001 A											

Search Results – Course Details

Course Details

Close this window to return to your search results.

Registration Term:	Fall 2023 (September-December)
CRN:	33748
Subject:	LAWS 1001 A
Long Title:	Introduction to Legal Studies 1
Title:	Intro to Legal Studies 1
Course Description:	Introduction to legal studies: concepts, sources, nature and functions of law; historical, cultural and constitutional foundations of Canadian legal system; common and civil law traditions; statutory interpretation; precedent; legal institutions; frameworks for analyzing formal and informal conceptions of law and its role in society.
Course Credit Value:	.5
Schedule Type:	Lecture
Full Session Info:	
Status:	Open
Section Information:	Section Type - IN-PERSON. NOT SUITABLE FOR ONLINE STUDENTS This course will be supported by Peer Assisted Study Sessions (PASS). Further information here: https://carleton.ca/csas/pass/
Year in Program:	{None}
Level Restriction:	{None}
Degree Restriction:	{None}
Major Restriction:	{None}
Program Restrictions:	{None}
Department Restriction:	{None}
Faculty Restriction:	{None}

Course description

Prerequisites and Preclusions will appear here (if any exist)

Restrictions will appear here (if any exist)

Meeting Date	Days	Time	Building	Room	Schedule	Instructor
Sep 06, 2023 to Dec 08, 2023	Fri	12:35 - 14:25	Minto Centre	2000	Lecture	Steve Tasson (Primary)

My Course Worksheet

My Course Worksheet

HOW-TO VIDEO USER GUIDE UNDERGRAD CALENDAR

Registration Term: Fall 2023 (September-December)

- My Course Worksheet displays your **draft** timetable(s). Check the **Warnings** column for any [registration warnings](#) that you may encounter (such as restrictions and prerequisites).
 - If you are **planning your timetable before your time-ticket opens, make sure you:**
 - Save your worksheet
 - Create multiple worksheets – courses can fill up by the time you register!
 - Continue to check the **“Warnings”** column for any new messages (i.e. The course is full)
 - Make sure** you add the 2nd half of any full session courses if you are planning your worksheet in the Winter term
 - If you are **planning your timetable when registration is open:**
 - Complete your registration by clicking the “Proceed to Registration” button AND
 - Follow the instructions at the top of the next page.

Adding a course to your worksheet **does not** reserve a seat in the class. **Make sure** you register for your classes when your registration time ticket opens.

WORKSHEET							
Current Worksheet: NEW worksheet							
Save Worksheet Delete Worksheet Estimate Fees							
Save As: Save As							
Remove	Status	CRN	Course	Title	Meeting Time	Credits	Warnings
<input type="checkbox"/>	On Your Worksheet	33748	LAWS 1001 A	Intro to Legal Studies 1	Fri 12:35 to 14:25	0.50	
<input type="checkbox"/>	On Your Worksheet	33750	LAWS 1001 A02	Intro to Legal Studies 1	Fri 15:35 to 16:25	0.00	
Total Credits:						0.50	

All course information is listed here for courses added to your draft timetable worksheet. **Scroll down to see a visual representation of your worksheet.**

**Note: If there are any registration warnings that will not allow registration, you will see [“Click here to view registration warnings”](#) in the last column. Click the link and read the warnings carefully as this will explain why you will be unable to register.*

If your draft timetable worksheet is complete and no conflicts exist you can **“Save Worksheet”** to be retrieved once your registration time-ticket opens.

My Course Worksheet

For the week starting: Number of Weeks: Show Unavailable Times:

⚠ Descriptions of course delivery types listed in the Section Information are available on the [Registrar's Office website](#).

All times are Eastern Standard Time (EST), see individual course information for time commitment requirements.

Please be advised that June 16th, 2023 classes follow a Monday schedule; August 16th, 2023 classes follow a Monday schedule. December 8th, 2023 classes follow a Monday schedule; April 10th schedule.

Week Starting: September 03, 2023	Sunday	Labour Day	Tuesday	Wednesday	Thursday	Friday
11:00						
12:00						
13:00						LAWS 1001 A
14:00						LAWS 1001 A
15:00						
16:00						LAWS 1001 A02

Conflicts are not permitted and registration will not be successful if they are not resolved at this time when you are creating a draft timetable worksheet.

Your **“course information”** is displayed in a timetable format (weekly) any **“unavailable time”** that you have identified will be greyed out and any **“conflicts”** will show in red.

Registering Your Worksheet



Select the term you wish to register for (Fall 2023 or Winter 2024) and click **Proceed to Search**. You can now follow the same steps covered in **Building your Draft Timetable** to create **NEW** draft timetable worksheet or you can retrieve your saved worksheet(s) by clicking on “**View Worksheet**”.

WORKSHEET							
Current Worksheet:		NEW worksheet	Save Worksheet	Delete Worksheet	Estimate Fees		
Save As:		Save As					
Remove	Status	CRN	Course	Title	Meeting Time	Credits	Warnings
<input type="checkbox"/>	On Your Worksheet	33748	LAWS 1001 A	Intro to Legal Studies 1	Fri 12:35 to 14:25	0.50	
<input type="checkbox"/>	On Your Worksheet	33750	LAWS 1001 A02	Intro to Legal Studies 1	Fri 15:35 to 16:25	0.00	
Total Credits:						0.50	

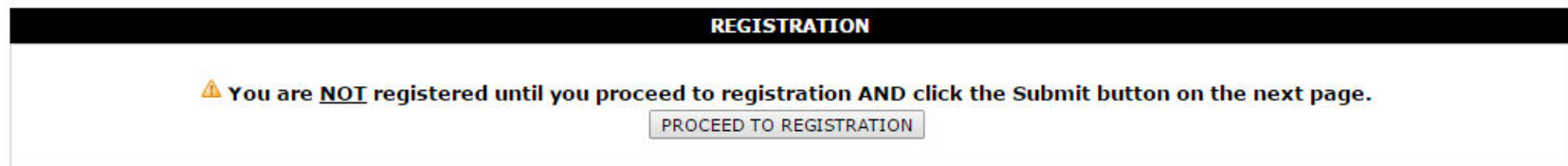
Once your time-ticket has opened you can follow the steps already covered to enter Carleton Central and choose **Build Your Timetable/Registration**, located under the **Registration** subheading.

You can select the drop down menu under **Current Worksheet**. Your options will be to create a **NEW** worksheet or select one of your saved worksheets.

Registering Your Worksheet

Once you either retrieve a Saved Worksheet or Build a NEW Worksheet you should:

1. Confirm your draft timetable is correct
2. Ensure there are no conflicts
3. Register!



 You **MUST** hit the button that says **Proceed to Registration** 

Registering Your Worksheet

Add or Drop Classes

- To add a class, enter either the Course Reference Number (CRN) or the Course Subject/Number/S
- To drop a class, use the options available in the Action pull-down list.
- Courses from your draft worksheet will already be added at the bottom.
- After all changes have been made, press the Submit button.
- For additional help with your registration, refer to the [registration website](#).
- **Be sure to review your timetable after any registration changes to ensure that the chan**
- All members of the Carleton community are required to follow requirements and guidelines regard hybrid learning options for those who are unable to attend the campus. For the most recent inform [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please

Drop (Financial): Fee re-assessment applies.

Drop (Academic): Fee re-assessment does not apply and will result in a notation of WDF

Add Classes Worksheet

CRNs (or SubjCrseSecs, e.g. ENGL1234A)

33748 33750

NOTE: Course Add or Drop may result in an automatic re-assessment of fees prior to the finan for undergraduate students. Course Add or Drop may also impact eligibility for student fundin (study VISAs and off campus work permits) and academic requirements.

The 5 digit CRN's (course reference numbers) of the courses you selected in your draft timetable worksheet will populate at the bottom of this screen.

In order to register you **MUST** click **“Submit”** or you will not be registered.

Registering Your Worksheet

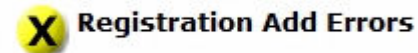
Once you have pressed **Submit**, the page will refresh.
If registration was successful, you will see **“Registered on...”**
under the status column as exemplified below.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on May 07, 2019	<input type="text" value="None"/>	20810	ECON	1001	A	Undergraduate	0.500	Standard Letter Grade	Introduction to Economics: Microeconomics
Registered on May 07, 2019	<input type="text" value="None"/>	20811	ECON	1001	A1	Undergraduate	0.000	Standard Letter Grade	Introduction to Economics: Microeconomics

Total Credit Hours: 0.500
Billing Hours: 0.500
Minimum Hours: 0.000
Maximum Hours: 2.000
Date: May 07, 2019 11:17 am

You may also have received a **Registration Error**
under status. You will need to review the error in
order to determine what action to take.



Registering Your Worksheet



Once you have completed your registration for Fall 2023, return to the beginning and complete your Winter 2024 registration



Add Course(s)

Remove Course(s)

Return to Search

Change Term

Manage Unavailable Times



If a course is unavailable...

- ✓ **Waitlisting** – Not all courses have waitlists, but if one does, you can add yourself after you click “Submit” on the Add/Drop Classes page.
- ✓ **Override Requests** – Access from the Main Menu under the Registration heading; use for courses that should be available to you but aren’t, or as directed by an advisor.
- ✓ **Consult Our How-To Videos** – Available on our website and YouTube channel; registration process, waitlists, registration override requests, and more!
- ✓ **Check Back Constantly!** – Other students may change their schedules, so if a course is unavailable at one time, it may open again later. This occurs most often in those first two weeks of classes, but may occur at any point during the registration period.

Waitlisting

If a course is full but has a waitlist*, you will see an option to **join the waitlist** after attempting to register (provided you meet all the requirements to allow access to the course and the waitlist is not also full). To join the waitlist, you must add the course to your worksheet, and press “Submit”. You will see the following message:

 Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level
The course is full, but you may join the waitlist	None	30646	BUSI	3103	A	Undergraduate

Action

None

None

Waitlist

Under the “Action” drop down menu, select **“Waitlist”** and then press **Submit Changes** once again.

The course will then appear as “Waitlist on...”:

Waitlist on Oct 10, 2013

None

30646 BUSI 3103 A Undergraduate

**Note: not all courses have a waitlist*

Waitlisting

- ✓ A **confirmation email** is sent to your Carleton “Cmail” email address when you successfully join a waitlist.
- ✓ A second email is sent if your name comes up next on the waitlist and there is a space available in the course. You then have **24 hours** to register for the course from the **time you receive that email**. If you miss the 24 hour deadline your place in the course will be given to the next student on the waitlist and your name will be removed. Should you wish to be put back on the waitlist you will need to rejoin the list via the steps above.

Foundations of Information Systems - BUSI 2400 - H	
Associated Term:	Winter 2013 (January-April)
CRN:	13921
Status:	Waitlist on Feb 06, 2013
Waitlist Position:	1
Notification Expires:	
Assigned Instructor:	Robert Riordan
Grade Mode:	Standard Letter Grade
Credits:	0.000
Level:	Undergraduate

You can check your position on the waitlist by selecting “Detail Schedule” in your Student Timetable.

Registration Override Requests

If you are unable to register for a course due to a registration error being displayed, you can submit a **Registration Override Request** provided you have a legitimate reason* as to why you need access to the course.

**Example: it is required for your program.*

If the course you are attempting to register in is full, you should continue to try and register as course registration changes constantly.



Registration

- **Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, **Registration Override Requests**
- **Other:** Add/Drop Classes, French Placement Test, Purchase Books
- **Student Accounts:** Optional Non-Tuition Fees, Calculate Amount To Pay, Refund or Scholarship Balance Request, Optout Undergrad Insurance, Print tax receipts (T2202A, RL-8, UPass Receipt)

Note: you must first attempt registration into a course before it will become available to submit a Registration Override Request.

Registration Override Requests

This page contains important reminders about the **Registration Override Request Form**.

Registration Override Requests

 Students seeking permission to register in a course for which they have received a restriction or prerequisite error may submit a Registration Override Request Form.

Please note:

1. Submitting a request does **not guarantee** a space in the course. **The department offering the course** will review requests and make a decision.
2. **If the course is closed (full)**, continue trying to register in the course or join the waitlist if available. Space **may** become available as students make registration changes.
3. We aim to process override requests within 3-5 business days; however, during peak registration periods, delays may occur due to the volume of requests. You are advised to check the status of your request via Carleton Central rather than to contact the department. Once a decision about your override request has been made, it will be **sent to your Carleton email address**.
4. If your request is approved you **must register before its expiry date**. If you do not use the override before it expires, you will have to submit a new request which may not be granted.
5. The Registration Override Request Form will **close 48 hours prior to the last day of registration**.
6. For general assistance contact **the Registrar's Office**. For all other inquiries contact **the Department of your request**. Please note we can only act on requests sent from your Carleton email account.

[Continue](#)

[Return to Menu](#)

Submitting an Override Request does **not** guarantee you access to a course. Your request will be sent to the department offering the course for review and you will receive a response to your Carleton “Cmail” address once it has been reviewed. Normally requests are responded to in a timely manner but during the busy registration period delays can be expected.

Registration Override Requests

- ✓ Select **Course/CRN** and any linked section.
- ✓ Choose your **reason** for the request.
- ✓ If **“Other”**, type in description and/or justification for registration request.

Course Override Request

Select a Course: OR enter a CRN:

The **Registration Override Request Form** will require you to outline the specific course section and any linked components when submitted for review.

Dropping Courses



Registration

- **Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, Registration Override Requests
- **Other:** Add/Drop Classes, French Placement Test, Purchase Books
- **Student Accounts:** Optional Non-Tuition Fees, Calculate Amount To Pay, Refund or Scholarship Balance Request, Optout Undergrad Insurance, Print tax receipts (T2202A, RL-8, UPass Receipt)

- ✓ To drop a course, use the drop down menu to select **Drop (Financial)** before the financial deadline or **Drop (Academic)** after the financial deadline, and before the academic drop deadline.
- ✓ Click **Submit** to drop the course

Action

None ▼

None

Drop (Academic)

Add or Drop Classes

- To add a class, enter either the Course Reference Number (CRN) or the Course Subject/Number/Section (e.g. PSYC1001A) in the Add Classes section.
- To drop a class, use the options available in the Action pull-down list.
- Courses from your draft worksheet will already be added at the bottom.
- After all changes have been made, press the Submit button.
- For additional help with your registration, refer to the [registration website](#).
- Be sure to review your timetable after any registration changes to ensure that the changes have in fact taken effect.

Drop (Financial): Fee re-assessment applies.

Drop (Academic): Fee re-assessment does not apply and will result in a notation of WDN appearing on your official transcript, which has no impact on your CGPA.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on May 07, 2019	None	20810	ECON	1001	A	Undergraduate	0.500	Standard	Letter	Grade Introduction to Economics: Microeconomics
Registered on May 07, 2019	Drop (Financial)	20811	ECON	1001	A1	Undergraduate	0.000	Standard	Letter	Grade Introduction to Economics: Microeconomics

Total Credit Hours: 0.500

Billing Hours: 0.500

Minimum Hours: 0.000

Maximum Hours: 2.000

Date: May 07, 2019 11:17 am

Dropping Courses: Important Dates

✓ **Financial Drop Deadline**

- September 19, 2023 - Last day to DROP an Early Fall term course
 - September 30, 2023 – Last day to DROP a Full Fall Term course and a Fall/Winter two-term course
 - November 10, 2023 - Last day to DROP a Late Fall Term course
 - January 19, 2024 – Last day to DROP an Early Winter Term course
 - January 31, 2024 – Last day to DROP a Winter Term course
 - March 8, 2024 - Last day to DROP a Late Winter Term course
- PLEASE NOTE: Dropping from 2.5 to 2.0 credits does not result in a fee-reassessment. Dropping below 2.0 credits will result in a fee-reassessment if completed before these deadlines.

✓ **Academic Drop Deadline *no longer last day of classes**

- October 1, 2023 - Last day to DROP an Early Fall Term course
- November 15, 2023 - Last day to DROP a Full Fall and Late Fall course
- February 1, 2024 - Last day to DROP a Early Winter Term course
- March 15, 2024 – Last day to DROP a Full Winter Term, Late Winter and Fall/Winter Term course

The information presented here is provided for convenience only and is not intended to be a substitute for review of the official dates and deadlines page. Please refer to this website for the most up to date and accurate information.

<https://carleton.ca/registrar/registration/dates/academic-dates/>

Contact Us!

Student Registration Assistance Team

Phone: 613-520-2600

Email: registrar@carleton.ca

Walk-in Sessions: 300 Tory Building
(Registrar's Office front counter)

Hours: Monday-Friday, 8:30am-4:30pm.

Please do not hesitate to reach out!



Thank you for
listening!

