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</tr>
</tbody>
</table>
New Contract Instructors

Documentation with Human Resources

All new employees must complete a documentation process to set up payroll. Please go to Human Resources, Room 507 Robertson Hall. Payroll requires government issued photo id and your bank information to arrange for direct deposit of pay.

The University pays bi-monthly. To view your Direct Deposit Advice, go to Carleton Central, Employee Services central.carleton.ca.

If there is a change to your home address and/or telephone number, please be sure to log into Carleton Central to update your contact information.

MyCarletonOne

MyCarletonOne is your username and password, used to access Carleton’s IT applications and services you will need, such as MyCarleton portal, Carleton Central, Carleton email, VPN, wireless access, online travel and expense reimbursement.

You can manage your password at myone.carleton.ca.

Campus Card

To receive your Carleton identification card (which allows you to borrow from the library among other things), complete the online application at carleton.ca/campuscard/get-your-card/. You must accept your contract before you will be granted an ID card.

New Contract Instructor Orientation

New and returning contract instructors can register for the Educational Development Centre’s contract instructor orientation, which will cover Carleton’s online learning management system cuLearn, course design, classroom management support, etc.

To register, go to: carleton.ca/edc/events/

Contract Instructor's Office – HP 4220, 5218, 5250, 5260

Contract Instructors are provided office space to meet with students. Please pick up your office key from the Departmental Administrator.
Mail Boxes

Individual mail boxes are allocated to each contract instructor in the departmental office mail room 4313 HP. It is your responsibility to check your mailbox regularly for student papers and letters, etc.

Important: Official final exams cannot be left in contract instructor mailboxes or offices. At the end of term please return marked exams to the Administrative Assistant.

TA Mail
You may leave assignments and tests for your TA to mark in their designated mailbox in the mailroom. Tests to be written by students should be left in the main office 4302 HP file cabinet for students to pick up and bring to their tutorials.

Training requirements for all contract instructors

All Contract Instructors are required to complete health & safety training provided by Carleton University. Except as mandated by legislation, completion of this training is required only once during the employee’s working association with Carleton University. Completion of the training will be recorded within the Carleton Central database. Training modules are available through Carleton Central or cuLearn, as follows:

Workplace Violence and Harassment Prevention online training

Workplace Violence and Harassment Prevention online training is accessed through Carleton Central:
1. Enter your Banner ID/Employee ID and 6 digit PIN
2. Click on the Employee Services Tab
3. Click on Learning and Professional Development
4. Click on online courses
5. Select “Workplace Violence and Harassment Prevention Training”
6. Complete the training (it will take approximately 20 minutes to do so)

Accessibility for Ontarians with Disabilities Act (AODA) online training

AODA Employment Standard online training is accessed through cuLearn. Training takes approximately 20 minutes.

The training modules should appear when you log into cuLearn with your name and MyCarletonOne password.

Worker Health & Safety Awareness online training

EHS: Worker Health and Safety Awareness Training accessed through cuLearn. Training takes approximately 90 minutes.

Training modules should appear when you log into cuLearn with your name and MyCarletonOne password.
Course Preparation

Academic Year calendar

Dates related to the start and end times of classes, exam periods, university closures, reading week breaks etc. are listed in the undergraduate calendar [calendar.carleton.ca/academicyear](http://calendar.carleton.ca/academicyear).

Course Outlines

The Administrative Assistant must be provided your course outline two weeks before the beginning of class. The course outline will be posted on the Math & Stats website under resources.

**The University requires course outlines to be available to students one week before by the first class of the term.**

If any changes are made to the course outline please be sure to contact the Administrative Assistant so that the revised version is maintained for our records and posted on the website.

Book Orders

The Administrative Assistant will email you well in advance of the term with instructions on ordering books. The Administrative Assistant is responsible for placing all textbook orders with the Carleton Bookstore. Course Coordinators will select the book being used for a course, upon the approval of the School Director. Single section courses will also have the books approved by the School Director.

TA copies are ordered by the department. The Administrative Assistant will provide copies to your TA.

Copyright Regulations

Photocopying and scanning from copyrighted works must comply with the Copyright Act of Canada. Information on copyright regulations, instructions for posting of materials on cuLearn, use of library reserves, and for assistance and workshops go to: [library.carleton.ca/copyright](http://library.carleton.ca/copyright)

Placing Readings on Reserve at MacOdrum Library

Please use the online course reserve management system Ares, at [library.carleton.ca/services/library-reserves-faculty-and-instructors/ares](http://library.carleton.ca/services/library-reserves-faculty-and-instructors/ares).

For assistance contact the reserves desk by email [library.reserves@carleton.ca](mailto:library.reserves@carleton.ca) or call ext. 2533.

Once processed, reserves will be available to your students via Ares (for electronic reserves), or as a short term loan in the library (for print materials).
Classroom Technology

Most classrooms on campus are now electronically equipped. To verify the media equipment in your assigned classroom, and to get classroom technology help, go to “My Classroom” at carleton.ca/ims/classroom, or contact IMS by phone at 613-520-3815.

If you are in an electronic classroom that contains a computer and LCD projector, you will need to go to IMS to be issued a key and an access code. **Please note:** keys must be returned to IMS at the end of term or the department will incur a $45 missing key fee. Any “missing key” charges incurred by the department will be charged directly to the contract instructor.

If you require equipment that is not available in your assigned classroom, please contact IMS to reserve your required media equipment. It is important to note that there is a charge associated with the delivery of equipment to classrooms, and this delivery charge is not paid for by the department.

**cuLearn**

cuLearn is Carleton’s online learning and collaboration environment. All instructors teaching at Carleton have a cuLearn course automatically created for each course section that they are teaching. Access cuLearn from the Carleton homepage by clicking on the cuLearn link immediately below the search window. To login, use your MyCarletonOne username and password. **cuLearn information, video tutorials and support:** carleton.ca/culearnsupport

**Class Lists**

For instructor use, the most up-to-date class lists are accessed via Carleton Central. Log in to Carleton Central, select Faculty Services and select the option to produce class lists.

Group lists for TA use are accessed via cuLearn, which produces class lists sorted by TA group. Please be sure to add your TAs to your cuLearn course. For further instructions please contact the EDC at 613-520-4433, or go to the cuLearn support site carleton.ca/culearnsupport.

During the Term

Cancelling Classes

It is the responsibility of the instructor to notify their students of any class cancellations, which can be sent by email through cuLearn. Please also notify the departmental office of your class cancellation.

**Ad hoc Room Bookings: Enterprise online booking system**

To reserve a classroom, seminar room or meeting room outside of the regular class schedule, booking requests must be made through the Enterprise portal: carleton.ca/ses/enterprise/.
11 Photocopying

Your campus card is setup to work on the copier in room 4390 HP for contract instructor use for course-related photocopying. The main office can issue a key for this room to you.

Teaching Assistants (TAs)

The Role of the TA

Teaching Assistants are required to balance several responsibilities, including teaching and supporting students, acting as role models; performing administrative duties such as class planning, grading, etc.; acting as representative of the School, for which they require a familiarity with the rules, regulations and standards of the School; and acting as intermediaries between students and course instructors.

TA Assignment of Duties by the Instructor

Each instructor/TA relationship is unique and negotiated on an individual basis. Unfortunately, there is often limited time between the assignment of TAs and the commencement of their duties. The School tries to assign TAs as quickly as possible; however, especially in the Fall Term, appointments are often not finalized until after classes have started. When planning their courses, instructors should try to remain flexible about the exact roles for the TA. Flexibility allows for arrangements that maximize an individual TA’s particular skills and best assist the instructor.

The following guidelines will provide some parameters for the type of support TAs are able to provide. Please remember your TA must also fulfill their responsibilities as a student in the University, and that these commitments must be balanced with their role as a TA. The TA Coordinator, Kyle Harvey is available to consult for any questions you may have regarding TAs.

TAs typically perform some of the following duties:

- Respond to student emails
- Perform various duties on cuLearn (see cuLearn section of this manual for further information)
- Meet with the course instructor as required
- Proctor tests
- Mark tests and assignments
- Tutor students
- Tutorials and labs
- Hold weekly office hours
- Hold review sessions before examinations

TAs are not to be assigned an instructor’s primary duties. In other words, they are not to be involved in the delivery of lectures to an entire class or in designing grading devices such as tests. There may be emergency situations or other rare instances where this rule can be relaxed, but TAs should not be the
primary deliverers and designers of course material. They should also not be required to create tests and assignments, or provide solutions for these materials. It is important to provide your TA with the following information:

- Course objectives
- Marking guidelines, how and where to post grades
- Deadlines for performing tasks
- Course policies regarding lateness and absence from class
- Grade determination for course
- Instructor contact information
- With whom students should discuss extensions and make up tests (TA or Instructor)
- How much control and responsibility will they have over assigned duties
- Provide TA with Access to CuLearn

Please note that according to University regulations, full time graduate students may not engage in work more than ten hours per week, averaged over the term.

For further information on regulations regarding TAs, see CUPE 4600 Unit 2 Collective Agreement.

Completing the Assigned TA Duties Online Form

An Assignment for TA Duties form must be completed for each Teaching Assistant, for each course, for each term. Once a TA has accepted their assignment through Carleton Central, the instructor must complete an Assignment of Duties form through Carleton Central as well. The instructor must “sign off” on this form once they have completed it. The TA must once again go into Carleton Central, review the Assignment of Duties form and sign off on it as well.

You may allocate TA hours as you wish but be sure to include everything - including time to prepare for tutorials, marking, office hours, course coordination meetings, entering grades, and so on. Please allow TAs adequate preparation time for setting for tutorials and labs.

A Note on TA Tutorials, Labs and Meetings with Students

It is the responsibility of TA to email the instructor, learning assistance coordinator, and all students through CuLearn if they are unable to attend a tutorial or lab. School staff cannot act as liaison between TAs and their students.

Administrative Information to Consider When Meeting Your TA

Please provide your TA with the following information before classes begin:

- Class list
- How/when to obtain copies of course materials and books from School staff
- TA should consult with the School Administrator regarding office location for office hours
- Complete the Assigned TA Duties online form
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TA/Instructor Mail

You may leave test papers for your TA to administer in tutorials in the cabinet in our main office. Completed tests should be placed in an envelope marked with your TAs name and left in their mailbox in our mailroom for them to mark.

TA Orientation and Resources

At the beginning of each academic year, the Educational Development Centre (EDC) and the Faculty of Graduate and Postdoctoral Affairs (FGPA) coordinate an orientation for new Teaching Assistants. TAs are informed about the University’s teaching resources, rules and regulations regarding teaching, and are given ideas for dealing with common TA situations and dilemmas. Our School also offers a specific workshop to all TAs in the fall for grad and undergrad TAs.

The EDC and the International Student Services Office (ISSO) offer The International Teaching Assistants’ Orientation, which is designed to address the cultural issues that international TAs may encounter in a Canadian classroom.

The Educational Development Centre offers workshops to TAs on various subjects; houses a resource library with books and journals for reference; and circulates a semi-annual TA Talk newsletter.

Assignments, Exams & Grading

Guidelines for Tests and Examinations

Faculty of Public Affairs teaching regulations:
http://carleton.ca/fpa/faculty-and-staff/information-for-faculty/documents/

University regulations on in-class tests:
calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2/#2.4.

In-class Tests and In-class Mid-term Examinations

Tests given during class time may not exceed the time allotted for the class; and, in courses under 4000 level, no tests or examinations may be held in the last two weeks of classes, or between the end of classes and the beginning of formally scheduled exams.

If exam booklets are required for an in-class test, please notify the departmental office 2 business days in advance.

Formally Scheduled Mid-terms and Final Examinations

Final exams
Instructors will be notified by the main office when final and deferred exams are due. A cover sheet must
be provided and it must include the following information:

- Final or deferred exam and the month and year it is to be written
- The number of the course and section
- What may or may not be used during the exam (calculators, electronics....)
- How long the student has to write the exam
- Other information you wish to include
- The instructors name

Submit Exam Papers
Final and deferred exams are uploaded to the MEC / SES exam repository.
https://i.carleton.ca/mec/mec-landing/

Proctoring
All instructors must be in attendance for the duration of the exam to provide general supervision and deal with alleged instructional offences. All faculty and contract instructors are responsible for proctoring the exam or making alternate arrangements, such as assigning another faculty member or instructor to proctor. It is the responsibility of the contract instructor to find a satisfactory replacement if they cannot be present. The School provides 1 proctor for every 50 students for invigilation of exams.

Scheduling and Examination Services
Scheduling and Examination Services will assign a room for the exam and supply exam booklets; you will be notified by email your exam room location. carleton.ca/ses/

Deferred Final Exams and Final Assignments

Instructors are not entitled to grant a deferral of a final assignment, exam or take-home exam under any circumstance. Extensions can by granted by instructors, but they must not be for a date later than the deadline for submission of final grades. Please direct students to the Registrar’s Office to apply for deferrals. More information on deferrals is available in the annual Faculty of Public Affairs Teaching Regulations and Procedures memo.

Students who have received deferral privileges in 3 consecutive terms will be advised to seek support and advice from the Paul Menton Centre, Carleton University Health Services and/or the Academic Advising Centre. Further deferral privileges may be denied where measures are not taken by the student to address issues they experience surrounding completion of final course work.

At the end of term, the Registrar’s Office will send the department the names of students with confirmed approval for deferred assignments and/or exams. Please remember contract instructors are responsible to set and mark deferred/supplemental assignments and examinations as required (CUPE 4600 Unit 2, 10.5).

A deferred exam should always be a different exam than was used for the final of the same course for the same term. If you don’t have a previous year exam to use, ask another instructor who have taught the course to provide you with one, or the main office.
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Accommodation

Accommodation for students with disabilities
Students with disabilities are responsible for identifying their needs for accommodation to the Paul Menton Centre (see below) and providing appropriate disability documentation. A PMC coordinator will review the documentation and establish an accommodation protocol for the student. PMC will email the course instructor and the student a formal Letter of Accommodation (LoA), which outlines classroom and/or test/exam accommodations. The student is responsible for contacting the course instructor soon after the LOA is issued to discuss accommodation arrangements.

Accommodation for submission of work deadlines
Accommodation of deadlines is at the discretion of the instructor. Normally a few days should be sufficient. All work should be submitted by the end of the exam period at the very latest. Please discuss questions/concerns with the Chair.

Accommodation for in-class tests
Accommodations for in-class tests and exams should be delegated to the McIntyre Examination Centre (see below), which is operated by Scheduling and Examination Services. It is the responsibility of the course instructor to book an exam room and arrange for proctoring at least two weeks prior to the event. To make a reservation, complete the online form available in Carleton Central under Faculty Services.

Accommodation for formally scheduled exams is administered by Scheduling and Examination Services.

Carleton University Academic Accommodation Policy: carleton.ca/equity/accommodation/academic/

McIntyre Exam Centre
Instructor information: carleton.ca/exams/mcintyre-exam-centre/instructor-information

McIntyre Exam Centre Coordinator
Scheduling and Examination Services (SES)
Room 133 University Centre
examroom@carleton.ca
613-520-2600 x 1571

Paul Menton Centre
501 University Centre
613-520-6608
pmc@carleton.ca
Information specific to faculty: carleton.ca/pmc/faculty

Accommodation for religious observation
Carleton University accommodates students who, by reason of religious obligations, must miss a compulsory academic event, such as test, examination, assignment deadline, etc. Students are required to bring you a formal written request for alternate date and/or means of satisfying academic requirements at least two weeks prior the event.
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Please refer to Equity Services for a list of recognized holidays and for more detail on religious accommodation. carleton.ca/equity/accommodation/religious-observances/

Accommodation for pregnancy
A pregnant student should seek advice from Equity Services and arrange a letter of accommodation. She should contact the course instructor to discuss her needs at least 2 weeks prior to the academic event requiring accommodation.

Grading
Course Instructors, not Teaching Assistants, are responsible for compiling final grades, including assignments and deferred examinations.

Grade Distribution
Please refer to the Faculty of Public Affairs document, Undergraduate Teaching Regulations and Procedures, appendix D: carleton.ca/fpa/faculty-and-staff/information-for-faculty/documents

Posting Grades on E-Grades System
Final grades must be submitted electronically through Carleton Central. Once E-Grades have been submitted in Carleton Central, the data must be transferred into the E-Grades system. Although it is acceptable to update students on their progress in a course, please do not post final grades in cuLearn until they have been approved by the Chair and the Dean. Grades are available to students on Carleton Central once they have been formally approved.

For detailed instructions, go to central.carleton.ca/wt/help/ccegrdenterfinal.htm

To access instructional videos, submission/approval process and support please go to the Registrar’s Office website – this is a password protected resource for teaching and administrative staff. carleton.ca/registrar/admin : Log-in with your MyCarletonOne username and password.

Changing a final grade
Grades can be changed through the E-grades system in Carleton Central. A legitimate reason must be selected from the drop down menu and a comment must be entered in the comments section of the online form. If either field is not completed the change of grade cannot be processed. (The Senate deadlines for changes of grade are February 1 for fall term courses, June 1 for fall/winter and winter term courses, and October 1 for summer courses).

Deferred Grades
There is a deferred grade function in the E-Grades system which allows instructors to post grades when deferred work is completed.

Informal Appeal of Grade
Whenever possible, concerns with the grading of student work should be settled informally between the student and the instructor. Students have the right to have questions regarding their grades addressed and to view all material, including material that has not been returned, such as final examinations. In
cases where a student has concerns regarding the determination of their final grade, the student will be provided with a list of their grades on all components of the course and a description of how the final grade was calculated.

Students should initiate this process within 7 working days of the day on which the grade in question was made available. The informal appeal process should address the concern within 15 working days of the day on which the grade was made available.

See Academic Regulation 2.7 “Informal Appeal of Grade” in the Undergraduate Calendar calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2/#2.7

**Formal Appeal of Grade**
A student may submit a formal appeal of grade when the informal appeal process has not addressed their concerns. The appeal must be submitted to the Registrar’s Office with full supporting documentation, normally within 20 working days of the day on which the grade was made available. The resolution of the appeal is the responsibility of the Dean of the Faculty offering the course. On receiving a formal appeal, the Faculty Dean may decide not to proceed with the appeal if, in the opinion of the Dean, reasonable grounds have not been established as a basis for the appeal. In proceeding with an appeal, the Dean may assign reassessment of the work to one or more qualified readers other than the Instructor. In this case, the identity of the reader(s) will not be made known to the appellant and the identity of the appellant will not be made known to the reader(s). After due consultation, the Dean will assign the grade; the Dean’s decision is final.

See Academic Regulation 2.8 “Formal Appeal of a Grade” in the Undergraduate Calendar calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2/#2.8

**Academic Offences**
All instances of suspected student academic offence, including plagiarism, resubmitting work, cheating, and violating examination conduct rules, will be referred to the Associate Dean, Patrice Smith. Instructors should not take any action of their own. Alleged violations should be reported within 5 working days after the assignment has been graded. If students suspected of academic offences inquire about the status of their work or grade, they should be informed that the matter has been referred to the Director and Dean’s office because of academic integrity concerns, and that any questions should be directed to those bodies.

Academic Integrity Instructor’s Guide: https://carleton.ca/registrar/academic-integrity/#Faculty FPA undergraduate teaching regulations and procedures: carleton.ca/fpa/faculty-and-staff/information-for-faculty/documents

**Student requests to view examinations**
Upon request, students may review a corrected examination. This must be arranged with the instructor who must be present. School staff cannot answer student questions or advise them of errors, grades....
Conditions of returning assignments and examinations to students

Mid-term examinations, tests, and assignments not considered to be part of the final exam or formal mid-term exam (for full credit courses) may be retained or returned to students at the discretion of the instructor, bearing in mind that detailed feedback is fundamental to the self-correction process.

Teaching Evaluations

Teaching evaluations are administered each term during the last two weeks of classes. Students will be contacted by email and provided a link to the online evaluation. The Office of Institutional Research and Planning coordinates teaching evaluations, compiles statistics, and notifies instructors when the Teaching Evaluation Instructor Report is available online.

Student teaching evaluations are conducted in all courses with enrolments of five or more students. Evaluation results of all courses taught by contract instructors will be used for purposes of career decisions.

End of Term Responsibilities of Contract Instructors

Classroom Technology Support (CTS) Key

On the last day of class it is highly recommended to return your CTS key to Instructional Media Services/Classroom Technology Support. Keys must be returned to IMS at the end of term or the department is charged $45 per key not returned. This fee will be redirected to the contract instructor.

Deferred Exams

Deferred exam schedule: carleton.ca/ses/exams/deferred-exam-schedule/

Final grades for deferred exams are due on the 10th calendar day following the deferred examination.

Under no circumstances are final exams to leave the University campus. Instructors must be prepared to come to campus, grade the exam and submit the grade.

If an instructor plans to be out of town for re-reads or formally approved deferrals, it is necessary to make prior arrangements with the Director for marking and submitting grades on time.

Returning Exam Papers & Assignments to the Departmental Office

Please return (in alphabetical order by student last name) all final and deferred examination papers to the Administrative Assistant, and a complete breakdown of the final grade, including all components of the final grade electronically to the School Administrator. This information is necessary for student appeal of grades; the school is required to retain all grade information for one year following the conclusion of the course.
**Resources at a glance**

**BigBlueButton**
BigBlue Button is a synchronous web conferencing tool that allows instructors and TAs to host live online presentations, seminars, office hours, or other meetings from cuLearn

[https://carleton.ca/culearnsupport/instructors/communication/bigbluebutton](https://carleton.ca/culearnsupport/instructors/communication/bigbluebutton)

**Campus Card Office**
Carleton ID cards for Library, Athletics, photocopy machines, purchasing at food courts, etc.

Campus Card Office  
407 University Centre (outer perimeter of the Galleria and Atrium)  
613-520-3547 campuscard@carleton.ca  
carleton.ca/campuscard/get-your-card/

You must accept your contract before you will be granted an ID card.

**Carleton Central**
Use Carleton Central to view Faculty timetable, class lists, class schedule, enter grades. Carleton Central also houses employee services (tax forms, pay information, leave balances, etc), and personal information (such as mailing address, emergency contact info). [central.carleton.ca](https://central.carleton.ca)

**Carleton University Online (CUOL)**
Carleton’s learning platform for online courses and programs.

CUOL Administration & Student Centre  
Room D299 Loeb Building  
613-520-4055  
cuol@carleton.ca  
carleton.ca/cuol

**Classroom Technology Support (CTS)**
CTS provides front line support for electronically equipped classrooms across campus. Contact CTS to verify and access equipment in your classroom and receive CTS key and access codes. You will need to sign out the key for the term and you must return the key at the end of term. Please note the department is charged $45 per key not returned at the end of term and this fee will be redirected to the contract instructor.

To reserve media equipment not normally in your classroom please contact CTS. A delivery charge is
applied for additional rented equipment, and the School of Math & Stats does not pay for this fee.

carleton.ca/ims/classroom-technology-support
D283 Loeb cts@carleton.ca
613-520-3815

Computer support

School of Math & Stats computer support
John Stewart or Julio Hernandez
4362 HP   4354 HP

Information Technology Services (ITS)
IT Help Desk, 4th Floor MacOdrum Library
613-520-3700
its.service.desk@carleton.ca

cuLearn

Carleton’s online learning environment.
cuLearn support
carleton.ca/culearnsupport

cuPortfolio

cuPortfolio is an online multimedia space. Features include customized privacy & sharing, online file repository with options for peer review and collaboration to facilitate teaching and learning, ability for students to access content after graduation.

EDC provides pedagogical consultation and technological support on using cuPortfolio.
EDC Educational Technology team
edtech@carleton.ca

CUPE 4600 Services

Professional reimbursement for Contract Instructors, contract info, etc.

CUPE 4600 (Unit 2, Contract Instructors)
511A University Centre
Cupe4600@carleton.ca
613-520-7482
4600.cupe.ca
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Educational Development Centre (EDC)

cuLearn support, workshops, new faculty information, teaching tools, etc.

410 Dunton Tower
613-520-4433
edc@carleton.ca

Human Resources

Payroll, new employee documentation, benefits, etc.

Human Resources
Payroll Services
507 Robertson Hall
613-520-3628
carleton.ca/humanresources

MacOdrum Library

Video and film services, course reserves, interlibrary loans, etc.
library.carleton.ca

Ares online course reserve management system: library.carleton.ca/services/library-reserves-faculty-and-instructors/ares.

Copyright info: library.carleton.ca/copyright

MyCarletonOne

Use your MyCarletonOne password to access Carleton’s IT applications and services, such as MyCarleton portal, Carleton Central, cuLearn, Carleton email, VPN, wireless access, online travel and expense reimbursement.

Manage your password at myone.carleton.ca

MyCarleton University Portal

One stop access for Carleton Central, cuLearn, email.
https://carleton.ca/me/

Professional Reimbursement for Contract Instructors

Up to $800 is available to help contract instructors offset the costs of attending conferences including travel and registration, paying professional dues, and books and supplies, including computers. For more information, contact CUPE 4600, or go to 4600.cupe.ca/benefits/contract-instructor-benefits-2/
to download the Professional Development/Books and Supplies Fund Application Form.

**Undergraduate Calendar**
The on-line version of the Undergraduate Calendar is the official calendar
carleton.ca/calendars/ugrad/current

**University Policies/Teaching Regulations**
Faculty of Public Affairs Undergraduate Teaching Regulations and Procedures:
carleton.ca/fpa/faculty-and-staff/information-for-faculty/documents

Academic Regulations:
http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/

A complete list of University policies is available at:
carleton.ca/secretariat/policies/

**Students with Special Needs**

**Academic Advising Centre (formerly SASC)**
The Academic Advising Centre provides support to undergraduate and special students.

Advising Centre
302 Tory Building
613-520-7850
sasc@carleton.ca
carleton.ca/academicadvising/

**Centre for Student Academic Support**
CSAS brings together Learning Support Services, the Writing Tutorial Service, Bounce Back, Peer Assisted Study Sessions and Peer Assisted Subject Coaching in a collaborative learning space.

Centre for Student Academic Support
4th Floor MacOdrum Library
613-520-3822
carleton.ca/csas

**Centre for Initiatives in Education (CIE)**
The Centre for Initiatives in Education (CIE) offers various programs for students with non-traditional educational backgrounds who require learning support. Programs include the Enriched Support
Program, Learning in Retirement Program, Bridging Program, and High School Outreach Programs.

Centre for Initiatives in Education (CIE)
1516 Dunton Tower
613-520-6624
cie@carleton.ca

Equity Services
Equity Services offers a suite of services, including providing advice on accommodation for religion, disability, pregnancy; providing support to Aboriginal members of the University community at the Centre for Aboriginal Culture and Education; and mediating human rights or discrimination issues.

Equity Services
503 Robertson Hall
613-520-5622
carleton.ca/equity

International Students
ISSO provides services and programs for international and exchange students.

The International Student Services Office (ISSO)
128 University Centre
613-520-6600
isson@carleton.ca
carleton.ca/ isso

McIntyre Exam Centre
The McIntyre Exam Centre supports instructors and students to provide accommodation needs for tests and exams, working closely with the Paul Menton Centre and Equity Services. Scheduling and Examination services is responsible for the operation of the McIntyre Exam Centre.

Instructor information: carleton.ca/exams/mcintyre-exam-centre/instructor-information

McIntyre Exam Centre Coordinator
Scheduling and Examination Services (SES)
Room 133 University Centre
examroom@carleton.ca
613-520-2600 x 1571

MacOdrum Library Services for Students with Disabilities
The MacOdrum Library provides a variety of services for students with disabilities including research assistance, book retrieval, coordination of alternate format services, use of adaptive technology, and
training on selected adaptive technology. Students wishing to use these services need to be referred by the Paul Menton Centre.

For a full list of resources go to: www.library.carleton.ca/services/services-students-disabilities

Heather Cross
Coordinator, Library Services for Students with Disabilities
MacOdrum Library, Room 238
613-520-2600 x 8186
heather.cross@carleton.ca

Paul Menton Centre for Students with Disabilities

The Paul Menton Centre is responsible for coordinating academic accommodations and support services for students with disabilities. Students requiring academic accommodations should contact a coordinator at the Paul Menton Centre to complete the necessary Letter of Accommodation. For further information, see the accommodation section of this manual.

The Paul Menton Centre for Students with Disabilities
501 University Centre
613-520-6608
pmc@carleton.ca
carleton.ca PMC
Information specific to faculty: carleton.ca/pmc/faculty