

get ready. get started.

You're almost there. Now that you are a Carleton University student, you just have a few things left to do before you begin your classes. This checklist will help you get ready. So get started.



1. KNOW YOUR STUDENT NUMBER

You can't register without it. Check your admission package, emailed to you by Admissions Services, for the nine digit number that begins with '100' or '101.'



2. SET UP YOUR MYCARLETONONE ACCOUNT AND CARLETON EMAIL

Before registration begins, set up your MyCarletonOne account, which gives you access to all of Carleton's IT services and applications, including your Carleton email.

carleton.ca/its/all-services/email/carleton-student-email



3. SUBMIT YOUR SOCIAL INSURANCE NUMBER (SIN)

The Canada Revenue Agency requires Carleton University to report all eligible tuition fees. To prepare your T4A and/or T2202 tax slips, your SIN is required. You can submit this information securely via Carleton Central.

carleton.ca/studentaccounts/income-tax-forms-students/



4. VIEW A REGISTRATION INFORMATION SESSION

Visit the Registration website to view an online registration information session. The webinar will help you in planning and building your schedule to ensure a successful registration.

carleton.ca/registration/registration-help



5. READ YOUR FIRST YEAR COURSE SELECTION GUIDE

This guide lists all the courses you need to take in your first year and gives you the basics about your program. Find your guide here:

carleton.ca/registration/degree-guides



6. BUILD YOUR TIMETABLE

Planning your course selection is an important step required to ensure a successful registration. The timetable tool will allow you to search the class schedule, add and remove courses and resolve conflicts prior to registration. Learn more here:

carleton.ca/registration/registration-steps/step-2



7. ASK FOR HELP IF YOU NEED IT

If you have questions, we invite you to contact our Student Registration Assistance Team. They can help you with making your first year course selections, navigating Carleton Central and any other registration questions you may have.

carleton.ca/sra



8. REGISTER ACCORDING TO YOUR TIME-TICKET

Time-tickets indicate when you can begin to access the registration system. We encourage you to register as soon as your time-ticket begins.

carleton.ca/registration/timeticket-information



9. PAY TUITION FEES

Be sure to pay your tuition fees on time. For fee payment information, instructions and deadlines refer to the Student Accounts website:

carleton.ca/studentaccounts/feepayment/information-for-new-students