Registration Information for Students with Block Registration

New Student Registration for Students with Block Registration – Slide 1

Hello, and welcome to Carleton University! Thank you for taking the time to tune into our registration information presentation. This presentation has been developed by the Registrar’s Office to help you prepare for your 1st year here at Carleton.

Overview – Slide 2

Today we’re going to start by reviewing important dates and deadlines, registration tools and university lingo.

We’ll then move on and look at how to use the worksheet planning tool and some features within this tool such as managing your unavailable times. Most importantly, we’ll explain to you how to register for courses and what to do when you’re not able to register in a specific course.

Lastly, we’ll review how to check your account summary and we’ll provide you with contact details for our Student Registration Assistance Team.

Getting Ready – Slide 3

Let’s get started!

Registration Dates and Deadlines – Slide 4

On June 18th, the Fall and Winter class schedule will be posted in Carleton Central. From this day forward you, will be able to begin the first step of the registration process which is building a draft timetable using our worksheet planning tool. We’ll talk more about this later in the presentation.

All students are assigned a specific date and time to register, this is referred to as a time-ticket. June 26, 27 and 28th are the time tickets for new first year undergraduate students. Your specific time ticket will be based on the last two digits of your student ID number. You do not have to register at this exact date and time, but we encourage you to register as soon as possible after your time-ticket opens.

September 18th is the last day to add or change a course for the Fall term, or Fall/Winter two-term courses. Winter registration will continue until January 18th.

September 30th is the last day you may withdraw from a Fall course or Fall/Winter two-term course and be eligible for a full tuition adjustment.

For full details on dates and deadlines, please refer to the link at the bottom of the screen.

Registration Tools - Slide 5

The University offers a number of tools to help you with registration.

✓ Your My Carleton One account provides you with access to Carleton Central, wireless network, on-campus computers, Carleton email and CULearn. We encourage you to set up your account as soon as possible and to spend some time familiarizing yourself with the services available
through your account. It’s also important for you to check your Carleton e-mail regularly, as this will be your main method of communication between you and the University.

✓ You can review the New Undergraduate Checklist which provides you with all the steps that need to be completed from accepting your offer until you begin classes in September.

✓ We strongly encourage you to review the First Year Course Selection Guide. This provides you with degree specific registration information.

✓ You can find General Registration Information on the main registration website.

✓ Carleton Central is where you will complete all of your planning and where you will finalize your registration. You can access it directly at Central.Carleton.ca or through your My Carleton One account.

✓ Our Student Registration Assistance Team is available to you all summer to assist you with any registration issues or questions you may have. Their contact information will be provided at the end of the presentation.

✓ You can watch our “How To Videos” to find more information on the many functions available in Carleton Central.

✓ The Undergraduate Calendar explains the University’s academic rules and regulations, program requirements and includes course descriptions.

**University Lingo – Slide 6**

University Lingo...

A prerequisite refers to a requirement you must complete before you are permitted to register in a course. For example Economics 1000 must be completed before you can register in Economics 2001.

A preclusion means that two courses are so similar in content that you can’t earn credit for both. For example, if you complete First Year Seminar 1004 you may not receive credit for English 1000.

Sections – Many of our courses are popular so we offer more than one section. Course sections are identifiable by a letter at the end of the course code. For example, if you’re interested in taking Economics 1000 you may see in the course search Economics 1000 A, 1000 B and so on. It’s essentially the same course but it may be taught by a different instructor and it may take place at a different day and time. It’s important to find a section that best fits your schedule.

Some sections do identify as online courses. Section R courses are offered completely online, there is no on-campus lecture component. Sections V and T are normally recordings of on-campus lectures and may still require you to attend an on-campus tutorial or lab.

Linked Components – so in addition to registering in a lecture, many of our courses require that you to register in a lab, discussion group or tutorial. They are listed after the lecture in the Class Search and
have no credit value. For example, if you register in Economics 1000 A you may also be required to register in a discussion group such as Economics 1000 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. They are generally led by Teaching Assistants and you are expected to attend.

**University Lingo continued – Slide 7**

Course Load – most first year students register in 2.5 credits per term which equals to 5 credits over the full academic session

Half Credit Courses are worth 0.5 credit and run for one term, either Fall or Winter.

Full Session Courses are worth 1.0 credit and run for two terms from September to April. By registering in the Fall section of a full session course, 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.

**Planning Your Timetable and Registration – Slide 8**

Now you’re ready to start Planning Your Timetable and Registration

**Registration – Slide 9**

As I mentioned earlier, you may login to Carleton Central and view the class schedule and your assigned time ticket from June 18th

Once you have logged in, click on “Getting Started” under the Registration menu.

**Getting Started with Registration – Slide 10**

On this page you will see the exact date and time you may begin registering for courses.

You’ll see information related to your student status, so for example you can find your program, major, year standing and so on, listed on the left hand side. If for some reason you have a hold on your account which prevents registration, you may click on the “Administrative Hold” link at the bottom of the page to view the originator of the hold. If you have any questions, you may contact them directly for further information. In most cases, this will not apply to you as a first year student.

**Block Registration – Slide 11**

Before we discuss building a draft timetable, you should be aware that students enrolled in the Bachelor of Engineering, Information Technology, Industrial Design or Architecture program, have preselected courses. This type of registration is referred to as Block Registration.

These pre-selected courses account for some, but not all, of the courses that you may be required to take. Most programs with Block Registration require you to still add electives.

You will not be assigned a block if you have the following requirements:

- ✔ ESL requirement
Building Your Draft Timetable – Slide 12

So now you’re ready to build your draft timetable. We recommend you use the worksheet planning tool in Carleton Central to build multiple draft timetables before your time ticket opens. It’s very important when planning your timetable to ensure you do not have any conflicts as students are not permitted to register in two courses that take place at the same time.

Building a draft timetable helps to simplify the registration process, because once your time ticket opens, you can simply recall your draft timetable and click “Proceed to Registration” followed by “Submit” to finalize your registration.

Building Your Draft Timetable continued – Slide 13

To access the worksheet planning tool, select “Build your Timetable/Registration” under the Registration menu.

Searching for Courses – Slide 14

The first step in building your draft timetable is selecting a term. Choose fall or winter from the drop down menu and click “Proceed to Search”. Remember to build a draft timetable for both the Fall and Winter term.

Once you select a term for registration, you will be prompted to “View your worksheet to see your mandatory preselected courses”. Click on the “View Worksheet” once you have selected the appropriate term to view your schedule with your preselected courses.

You must register for the courses that appear in your block of preselected courses, so ensure that you “View Worksheet” prior to searching for other courses.

Mandatory Courses – Slide 15

Your preselected courses or your “Block” will show up as “Mandatory Courses” under the “Status” column. You must register for in these courses including the section, as listed. If you encounter any Warnings with your preselected courses, please contact the Registrar’s Office for assistance.

If your “Total Credits” is not at 2.5 with your preselected courses, you may need to add electives. This information will be detailed in your Course Selection Guide. If you need to search for electives, follow the steps outlined next.

Searching for Courses continued – Slide 16

When searching for courses, there are many different options you can use. You should try to leave your search as broad as possible with minimal special criteria, as the more detailed your search becomes, the fewer courses you will be able to see.

Most students simply select undergraduate as the course level, and then a subject area of interest.
If you would like to use the “Manage Unavailable Times”, you can use this feature before searching for courses, you may do so by clicking on this link at the bottom of the page. This will allow you to identify times where you have a commitment outside of the University.

Search Results – Slide 17
This is what your search results may look like. You can click on any blue link to find out more information about the course or its requirements.

To add a course to your worksheet simply select the box and then click “Proceed to Worksheet”. Remember to also add linked components such as labs and tutorials to your worksheet.

Course Worksheet – Slide 18
Once you have completed your worksheet you will see a list of all of the electives you’ve added as well as your block registration. You must register in the “Mandatory Courses” noted on your worksheet.

If you have a registration warning message, please click on the link in the last column to find out more. For example, if you add a 4th year level course to your timetable, you will likely receive a warning message telling you that you do not have the required year standing and prerequisites to register in the course. In this case, you should remove this course from your timetable and find one to replace it.

Once you’re satisfied with your worksheet, select “Save Worksheet” so you can retrieve it when registration opens.

Course Worksheet continued – Slide 19
This is how your worksheet will appear in a weekly timetable format.

“Unavailable Times” that you have identified will be greyed out and any “Conflicts” will show in red. If you have conflicts, please resolve it before your time ticket opens as you will not be permitted to register in a conflict.

Registering – Slide 20
Once your draft timetable is complete and your time ticket is open, so it’s either the 26, 27 or 28 of June, the first step you should take is to login to Carleton Central and select “Build Your Timetable/Registration” from the Registration menu.

Then, select the term that you wish to register for and click on “Proceed to Search”. You can now retrieve your saved worksheet by clicking on “View Worksheet” or you may follow the same steps covered in Building Your Draft Timetable to create a new draft timetable.

Registering continued – Slide 21
Once you’ve retrieved your worksheet, please review it to make sure all the information is correct and there’s no conflicts. When you’re ready to go ahead and register, you must hit the button below that says “Proceed to Registration”.

Registering for Courses – Slide 22
All of the five digit CRN’s (course registration numbers) of the courses in your draft worksheet will populate at the bottom of this screen.

In order to register you must click “Submit”.

Registering for Courses continued – Slide 23

If registration was successful, you will see “Registered on Month/Day/Year” under the status column as seen below.

If you see a registration error in this column, you have not successfully registered for the course. Review the error to determine your next step.

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

Waitlisting – Slide 24

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. To join the waitlist, you must add the course to your worksheet, and press “Submit”.

It’s important to note that not all courses do offer waitlists and the waitlist might be full by the time you try to register.

To be added to the waitlist, under the “Action” drop down menu select “Waitlist”. You will then see a note confirming the date in which you added yourself to the waitlist.

Waitlisting continued – Slide 25

You will also receive a confirmation email to your Carleton email account to confirm you have been added to the waitlist. A second email will only be sent if space has become available in the course. You then have 24-hours from the time you received the email to log into Carleton Central and register for the course. If you miss the 24-hour mark, your place will be given to the next student on the list and your name will be removed. If you wish to be put back onto the list, you will need to rejoin the list the same way you did the first time.

You can view your position on the waitlist by selecting “Detailed Schedule” from within your student timetable. For more information about Waitlisting, please visit the link at the bottom of the screen.

Registration Override Request – Slide 26

There are two places where you can submit a Registration Override Request and this will depend on which course you are attempting to register in.

All courses offered through the Faculty of Engineering will use an Engineering specific request form. All other courses offered at Carleton will use the Registration Override Request available in Carleton Central.

Registration Override Request continued – Slide 27
If you are unable to register for a course due to a registration error being, you may be eligible to submit a Registration Override Request. You must have a legitimate reason as to why you need to access the course. If the course you are trying to register for is full, please do not submit an override request but rather continue to monitor Carleton Central to see if a spot becomes available. Many students do make changes to their timetable so it is possible that a spot will become available.

It is important to note that you must first attempt to register for the course before it will become available to submit as a Registration Override Request.

When you are ready to submit a Registration Override Request, for a non-Engineering course, you will find this option in Carleton Central under Registration. Select the term you need and press “Continue”.

This page contains important reminders about the Registration Override Request process.

Your request will be sent to the department offering the course, they will review it and you will receive a response to your Carleton “Cmail” address once a decision has been reached.

Requests are normally responded to in a timely manner but during the busy registration period delays can be expected.

The Registration Override Request Form will ask you to outline the specific course section and any linked components you would like to register in. You must also choose your reason for requesting to register in the course. If “Other”, type a description and/or justification for the request.

Note that submitting an Override Request does not guarantee you access to a course.

The academic department will send you an email to your Carleton cmail account with their decision. If you are approved, you must return to Carleton Central to register in the course.

If you would like to make a Registration Override Request for a course offered by an Engineering department, you must complete the Engineering Request Form on the Engineering website.

When completing the form, select all the courses you are currently registered in, including non-engineering courses, and then select the Engineering course or courses for which you would like to request permission to register in.

Engineering courses include those listed on this slide (AERO, CIVE, ECOR, ELEC, ENVE, MAAE, MECH, SREE, and SYSC). All other Registration Override Requests must go through Carleton Central.

Once you are ready to submit your Engineering Request Form, click on the heading “Submit Request (Engineering Courses Only)”. You will then need to input your Carleton “cmail” address and Student Number and click “Submit Request”.
All responses from the Engineering department will be sent to your Carleton “cmail” address so be sure to check your email daily.

Your request will be denied if:

- You have not listed all the courses for which you are currently registered in.
- You have not attempted registration in the desired courses.
- You are requesting a conflict in your schedule (conflicts are prohibited).
- You are asking for non-engineering courses.
- You are requesting for a Graduate level course.

If your request is approved, you may return to Carleton Central to register in the course.

**Dropping Courses – Slide 33**

We understand that sometimes you register in a course and you later decide that you would like to drop it. Provided it’s within the published deadlines, this is permitted. After logging in to Carleton Central, select the “Add/Drop” option under Registration. If it’s before the financial withdrawal deadline, select “Drop (Financial)” and if it’s after this deadline select “Drop (Academic)”. Click submit when you’re ready to drop the course.

We do recommend if you’re thinking of dropping a course after classes have started that you first meet with an Academic Advisor in your department to discuss your options.

**Check your Account Summary – Slide 34**

Once registration is complete, you can view your student account by selecting “Calculate Amount to Pay” in the Student Accounts section of Registration.

Fall term fees are due August 25th and Winter term fees are due November 25th. Payment questions should be directed to the Student Accounts office from your Carleton cmail. Payment can be made through on-line banking, telephone banking or by mailing a cheque. The University does not accept payments on campus.

You can visit the link below to find information on tuition fees.

**Important Dates and Deadlines – Slide 35**

There’s a few Important Dates and Deadlines to be aware of.

September 30th is the last day to drop a Fall term course and a Fall/Winter two-term course with a full fee reassessment

January 31st is the last day to drop a Winter term course and the Winter section of a Fall/Winter two-term course with a full fee reassessment

Please note, dropping from 2.5 to 2.0 credits does not result in a fee reassessment. Students pay the same tuition fees whether they are in 2.0 or 2.5 credits. Dropping below 2.0 credits will result in a fee reassessment if completed before these deadlines.

December 7th is the last day to drop a Fall term course with no academic penalty. April 9th is the last day to drop a Winter term and a Fall/Winter two-term course with no academic penalty.
For full details, please visit the link at the bottom of the screen.

**Registration Help – Final Slide 36**

If you have any questions about registration or need help, you are welcome to contact our Student Registration Assistance Team. They will be available from May 25th through until September 18th. You can visit them in person just outside the Registrar’s Office, or you may contact them by phone or email. Please ensure you contact us from your Carleton email account, and where possible include your Carleton student number.

If you have any questions in the meantime, please don’t hesitate to contact the Registrar’s Office.

Thank you for your time, and I hope you feel a little more prepared to embark on this next step in your academic career. We hope you have a wonderful day and we look forward to seeing you in September!