

Registration Checklist for Carleton University students

Register at uOttawa through an exchange agreement

Winter 2021 (first day to register for Carleton students): Wednesday December 9th, 2020

Registration

- Students can register in courses at the host university only when all four conditions apply: **(1)** the course is essential to the student's program; **(2)** the course is not offered at the student's home university; **(3)** the course counts towards the requirements of the student's current degree program; **(4)** the student has received written consent from their home university. Please note that this agreement only applies to courses taken for credit (i.e., visiting students cannot audit courses).

Registration process for Carleton students studying at uOttawa

- **At the moment, in-person services are not available at the University of Ottawa and Carleton University. All requests will have to be sent by email.**
- Complete the **Carleton University Undergraduate Exchange Approval Form** or the **Carleton University Graduate Student Exchange Form** and obtain by email the appropriate signatures from the Registrar's Office at Carleton University for undergraduate studies (registrar@carleton.ca) or from the Carleton University Graduate School for graduate studies (maureen.varette@carleton.ca). Make sure to include the specific course and course code on the form. We require both the course number and section letter for registration purposes. Courses may also require prerequisites.
- This information is available by checking the course schedule and course description in the [uOttawa timetable](#). Normally, students must provide transcripts to prove they have completed the prerequisite(s).
- If someone else is registering for you, you must complete a [Third Party Authorization Form](#).
- **Undergraduate students:** If you already have a uOttawa student ID, complete and sign the [Enrolment – Special Student \(Undergraduate\)](#) form and send the course approval by email to the appropriate uOttawa faculty. See faculty emails on the next page.
- **Undergraduate students:** If you have never studied at or applied to attend uOttawa or Saint Paul University, please complete the [Personal identification form for undergraduate students](#). This will accelerate the enrolment process by the faculty staff. Select the *Transfer of credits* special student category. Please also complete the uOttawa [Enrolment - Special Student \(Undergraduate\)](#) and send your request by email to the appropriate uOttawa faculty. See faculty emails on the next page.
- **Graduate students:** Please include your uOttawa student ID on the **Carleton University Graduate Student Exchange Form**. If you do not have a uOttawa student ID, please leave that field blank. Send your form by email to the appropriate uOttawa faculty. See faculty emails on the next page
- **Please note that this form approves participation in the exchange program but does not guarantee access to the requested course(s). Access is based on eligibility (prerequisites) and space in the course.**

- **Once services resumes at the University of Ottawa** and have had your course(s) approved, go to [InfoService](#) in Tabaret Hall, room 129 ([map](#)) to get a student ID card. You must bring photo identification with you. Can also apply for your first uOttawa card on line. See details on this website <https://www.uottawa.ca/uottawacard/get-a-card/order-uottawa-card-online> .If you already have a uOttawa ID number and have taken courses at uOttawa in the past, your ID is still active. Your ID card is good for the duration of your studies at uOttawa. It will be activated automatically once the faculty approves your course selection.

Once you have successfully registered in the course(s), you must send a copy by email to Carleton University's, to complete the registration process. Carleton University will require an approval form completed by uOttawa's faculty staff members for confirmation.

Undergraduate Students must send their form to registrar@carleton.ca

Graduate Students must send their form to maureen.varette@carleton.ca

- You are responsible for sorting out any potential scheduling conflicts caused by participating in the exchange program. No special considerations or accommodations will be made if you choose to register in a course that results in a scheduling conflict.

Exams

- You must check the exam schedules at both institutions as soon as possible to avoid exam conflicts. You can view the uOttawa exam schedule by logging into your [uoZone account](#) and checking under **Personalized Exam Timetable**.

Exam conflicts must be resolved at the home institution (Carleton University).

Academic withdrawal

- Carleton students who wish to withdraw from courses at uOttawa must do so by email at the faculty where course registration took place within the withdrawal deadlines of the host university (uOttawa). The dates and deadlines for both "*Financial Withdrawal*" (last day to withdraw with a fee adjustment) and "*Academic Withdrawal*" (last day to withdraw with no academic penalty) are listed below.
- If you are entitled to a financial reimbursement, the home university (Carleton University) will make the necessary adjustments. The uOttawa Registrar's Office will provide the necessary documents to the Registrar's Office at Carleton University to update your academic and financial files.
- If you wish to lodge an appeal that concerns a course taken on an exchange (i.e., a missed deadline or application of university rules and regulations), you must follow the process of the host institution (uOttawa). The results of any such appeals, which could affect your academic or financial status, will be sent to the home institution (Carleton University).

uOttawa services

uOttawa email account:

All correspondence from uOttawa is sent to uOttawa.ca email accounts. Within 48 hours of registration, you will receive an email from uOttawa stating your uoAccess ID, which is the short name before your @uOttawa.ca email address (e.g. jsmit000), along with a temporary password. This email will also provide instructions on how to log into [uoZone](#), the uOttawa student portal, and how to activate your uOttawa email account.

If you have not received a password, or if you have trouble logging in, call the technical help line at **613-562-5800, extension 6555**. **It is your responsibility to check your uOttawa email account regularly.**

Virtual Campus (Brightspace):

At uOttawa, a Virtual Campus (Brightspace) provides access to online course information as well as other e-learning resources. Virtual Campus is one of the many applications that you will find in your [uoZone account](#)

Other information

[uOttawa fees](#)

[Course timetable](#)

[Parking \(information and locations\)](#)

[Campus directions and maps](#)

Emails

Faculties	Email Undergraduate Studies	Email Graduate Studies
Telfer School of management	undergraduate@telfer.uottawa.ca	graduate@telfer.uOttawa.ca
Faculty of Arts	arts@uottawa.ca	artsgrad@uOttawa.ca
Faculty Of Law-Civil law	dcivil@uOttawa.ca	llmphd@uOttawa.ca
Faculty of Law Common Law	comlaw@uottawa.ca	llmphd@uOttawa.ca
Faculty of Education	educprog@uOttawa.ca	educplus@uOttawa.ca
Faculty of Engineering	bacinfo@engineering.uOttawa.ca	engineering.grad@uottawa.ca
Faculty of Medicine	infomed@uOttawa.ca	grad.med@uOttawa.ca
Faculty of Sciences	infosci@uOttawa.ca	gradsci@uOttawa.ca
Faculty of Health Sciences	healthsc@uOttawa.ca	healthsc@uOttawa.ca
Faculty of Social Sciences	socialsciences@uOttawa.ca	scsgrad@uOttawa.ca

Ottawa important dates (terms, academic withdrawal and exam dates)

Fall-Winter

TERM	DATE	FINANCIAL WITHDRAWAL	ACADEMIC WITHDRAWAL	EXAMS
Fall	September 9 to December 9	October 2nd	November 20	December 10 to December 22
Winter	January 11 to April 14	February 5	March 26	April 16 to April 29

For all term dates and deadlines, including academic withdrawal deadlines and exam dates, check the [uOttawa important academic dates and deadlines](#) website.