Registration Checklist for Carleton University students
Register at uOttawa through an exchange agreement

| Fall 2019 (first day of registration for Carleton students): Thursday, August 15, 2019 |
| Winter 2020 (first day of registration for Carleton students): Tuesday, December 17, 2019 |

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

- Complete the Carleton University Undergraduate Exchange Approval Form or the Carleton University Graduate Student Exchange Form and obtain the appropriate signatures from the Registrar’s Office at Carleton University for undergraduate studies or from the Carleton University Graduate School for graduate studies. 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).

- Undergraduate students: If you already have a uOttawa student ID, complete and sign the Enrolment – Special Student (Undergraduate) form and confirm course approval in person at the appropriate uOttawa faculty.

- Graduate students: Please include your uOttawa student ID on the Carleton University Graduate Student Exchange Form and confirm course approval in person at the appropriate uOttawa faculty.

- 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 in-person registration process at the appropriate faculty. Select the Transfer of credits special student category. Also, please complete the uOttawa Undergraduate Registration Form or the Graduate Exchange form and confirm course approval in person at the appropriate uOttawa faculty or department.

- 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 you 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. 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.

- If someone else is registering for you, you must complete a Third Party Authorization Form.
You will be required to show identification. Once you have successfully registered in the course(s), you must return to Carleton University to complete the registration process. Carleton University will require an approval form signed by uOttawa’s faculty staff members for confirmation.

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 in person 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. jsmith000), 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
# uOttawa important dates (terms, academic withdrawal and exam dates)

## Fall-Winter

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<th>ACADEMIC WITHDRAWAL</th>
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For all term dates and deadlines, including academic withdrawal deadlines and exam dates, check the [uOttawa important academic dates and deadlines](#) website.