

Checklist for University of Ottawa Students Registering for Winter 2025 at Carleton University on the Exchange Agreement

- University of Ottawa students can apply for the exchange to Carleton University if the course(s) they are seeking is essential to their program, is not offered at the University of Ottawa, and if the addition of this course would count towards the requirements of their current undergraduate degree program.
(Requests to audit undergraduate courses are not permitted through the exchange agreement)
- **WINTER TERM REGISTRATION** begins on **December 3, 2024**.
- University of Ottawa students are to submit an Undergraduate Exchange request electronically and obtain the appropriate approval(s) from their Faculty and Registrar at the University of Ottawa.
Please note that if approved, the request authorizes participation in the Exchange Program but does not guarantee access to the requested course(s) at Carleton University.
- University of Ottawa exchange students are to apply to Carleton University Registrar's Office by submitting the online [University of Ottawa Exchange Personal Information Form](#) along with a copy of their University of Ottawa transcript (unofficial is acceptable) and the approved University of Ottawa Undergraduate Exchange form.
- The Registrar's Office is responsible for the registration of students on the exchange and will attempt registration into the course(s) that is approved on the exchange form in collaboration with the academic department(s). Registration into a course(s) is not a guarantee as it will depend on course availability, prerequisites, and departmental approval. Please note that the Registrar's Office will require both the course number and section for the course(s) that they are seeking to register in (ex. PSYC 2400 A). This information is available by checking the [Public Class Schedule](#).
- University of Ottawa exchange students looking to register into **Business (BUSI)** courses must use the following link to obtain approval to register before the Registrar's Office is able to proceed: <https://sprott.carleton.ca/students/undergraduate/registration/#OtherStudents>. Once reviewed by the Sprott School of Business, the student and the Registrar's Office will be notified and if approved, the Registrar's Office will complete the registration.
- The Registrar's Office will notify the University of Ottawa exchange student via email (uOttawa email) of their registration and as to whether the registration was successful or not. Once notified, the student returns to their **Faculty Office** at the University of Ottawa within the established registration deadlines to complete the registration process.

- Students from the University of Ottawa who are registered in one or more credit courses at Carleton University are issued a Student Computing Account. The account enables the user to participate in MyCarleton course discussion groups, read their email, as well as access Brightspace, personal announcements and campus announcements. *(Please note that **ALL** correspondence once activated as a student must be done through your Carleton email).* Instructions are available at <https://carleton.ca/its/all-services/accounts-and-passwords/>.
- Before your first class, verify your timetable online through Carleton Central to ensure that you have the most up to date information about your course(s) and location(s).
- It is the student's responsibility to ensure that they do not register in a course conflict when participating in the exchange agreement. Students who choose to register in a course conflict will not be eligible for special consideration or accommodations because of the conflict.
- **Exams:** You can verify your exam schedule once released online through Carleton Central. Please ensure you verify your exam schedule at both institutions as soon as it is available to avoid problems with any exam conflicts. If a conflict should occur, it is to be resolved at the University of Ottawa.
- **Final Grades:** You can view your final grade(s) online through Carleton Central under Student Records and Registration – myGrades. Carleton University will notify the University of Ottawa when your grade(s) is finalized. If you need an official copy of your final grade(s) you can order a transcript online through Carleton Central.
- **Withdrawal:** University of Ottawa exchange students wanting to withdraw from courses at Carleton University must withdraw within the deadlines at Carleton University. This request must be made electronically via your Carleton email to the Registrar's Office at registrar@carleton.ca. *(If you are entitled to any financial reimbursements, the University of Ottawa will make the necessary adjustments. The Carleton University Registrar's Office will provide the necessary documents to the Registrar's Office at the University of Ottawa to update your academic and financial file. There is no guarantee that a withdrawal using Carleton University's [dates](#) entitles you to a reimbursement at the University of Ottawa.)*
- **Petitions:** Any petitions for missed deadlines or university rules and regulations surrounding courses taken on the exchange must follow the process at Carleton University. Any outcomes that affect academic or financial status will be communicated to the University of Ottawa for the appropriate adjustments to be made to update your academic and financial file.
- **Ancillary Fees (if applicable):** Additional fees (i.e. field trip, learning materials, library) may be added to your student account at Carleton University. You must make sure to check your financial account regularly in Carleton Central to view these charges as you are responsible for these fees. For more information, visit the Student Accounts Office website at <https://carleton.ca/studentaccounts/>.

- **Mobile App:** Carleton University has a suite of mobile applications called CU Mobile. With this app, students can check class schedules, view grades, navigate around campus with the campus map, and more! For more information, visit the mobile app website: <https://carleton.ca/cumobile/>.

CARLETON UNIVERSITY COURSE DATES & WITHDRAWAL DATES FOR WINTER 2025 FOR UNIVERSITY OF OTTAWA STUDENTS ON APPROVED EXCHANGE

	Winter Term Dates	Financial Withdrawal Deadline	Academic Withdrawal Deadline	Final Examinations
EARLY WINTER 2025 TERM	January 6 to February 14, 2025	January 17, 2025	February 1, 2025	February 22 – 23 and March 1 – 2, 2025
FULL WINTER 2025 TERM	January 6 to April 8, 2025	January 31, 2025	March 15, 2025	April 11 – 26, 2025 (including evenings and weekends)
LATE WINTER 2025 TERM	February 24 to April 8, 2025	March 7, 2025	March 15, 2025	April 11 – 26, 2025 (including evenings and weekends)
FALL/WINTER 2024-25 FULL TERM	September 4, 2024 to April 8, 2025	September 30, 2024 for a full fee adjustment. January 31, 2025 for winter term fee adjustment.	March 15, 2025	April 11 to April 26, 2025 (including evenings and weekends)

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