

**Checklist for University of Ottawa Students Registering for Winter 2024 at Carleton University on the Exchange Agreement.**

- Students can apply for the exchange to the host university (Carleton) if the course(s) they are seeking is essential to their program, is not offered at the home university, and if the addition of this course would count towards the requirements of their current undergraduate degree program at the home university.  
*(Requests to audit undergraduate courses are not permitted through the exchange agreement)*
- **WINTER TERM REGISTRATION:** Begins on **December 5<sup>th</sup>, 2023** until January 19<sup>th</sup>, 2024.
- Submit an Undergraduate Exchange request electronically\* and obtain the appropriate approval(s) from your 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. Access is based on eligibility (i.e. prerequisites) and availability in the course.*
- Registration at Carleton University for the exchange takes place electronically. Inquiries should be directed to [registrar@carleton.ca](mailto:registrar@carleton.ca).
- Please send your approved University of Ottawa Undergraduate Exchange form, a copy of your University of Ottawa transcript (unofficial is acceptable) and the completed [Personal Information Form](#) to the Carleton University Registrar's Office at [registrar@carleton.ca](mailto:registrar@carleton.ca).
- The Registrar's Office will attempt to register the student in the approved course(s). We require both the course number and section for registration purposes (ex. PSYC 2400 A). This information is available by checking the [Public Class Schedule](#) .
- If the Registrar's Office is unable to register a student, it may be that the course(s) requires prerequisites or may have restricted access (i.e. Department Approval required). Prerequisites checks are available through the [Public Class Schedule](#) by clicking on the course name and section. If a registration error occurs, the student will need to contact the Carleton University department offering the course to receive the necessary approvals. If the approval is granted, return to the Registrar's Office via email to complete the registration with the department's authorization. If not granted, registration will not be completed.
- Please note: any students looking to register into **Business (BUSI)** courses must use the following link to obtain approval to register: <https://sprott.carleton.ca/students/undergraduate/registration/#OtherStudents>.
- 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 My Carleton course discussion groups, read their e-mail, 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/>.

- If your registration is complete, return your approval to your **Faculty Office** at the University of Ottawa within the established registration deadlines to complete the registration process.
- Before your first class, verify your timetable on-line 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 as a result of the conflict.
- **Exams:** You can verify your exam schedule on-line through Carleton Central. Please ensure you verify your exam schedule at both institutions as soon as it is available in order to avoid problems with exam conflicts. Exam conflicts are resolved at the home institution (University of Ottawa).
- **Final Grades:** You can view your final grade(s) on-line 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 students wanting to withdraw from courses at Carleton University, must withdraw within the deadlines of the host university (Carleton). This request must be made electronically via your Carleton email to the Registrar's Office at [registrar@carleton.ca](mailto:registrar@carleton.ca).  
*\*If you are entitled to any financial reimbursements, the home university (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 the host's university's dates entitles you to a reimbursement from your home institution.*  
<http://calendar.carleton.ca/academicyear/>.
- **Petitions:** Any petitions for missed deadlines or university rules and regulations surrounding courses taken on the exchange must follow the process of the host institution (Carleton). Any outcomes that affect academic or financial status will be communicated to the home institution (University of Ottawa) in order for the appropriate adjustments to be made to update your academic and financial file.
- **Ancillary Fees (if applicable):** Fees in addition to tuition (i.e. field trip, learning materials, library) may be added to your student account. 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 2024 FOR UNIVERSITY OF OTTAWA STUDENTS ON APPROVED EXCHANGE**

	<b>Date</b>	<b>Financial Withdrawal Deadline</b>	<b>Academic Withdrawal Deadline</b>	<b>Final Examinations</b>
<b>WINTER 2024 TERM</b>	January 8 <sup>th</sup> to April 10 <sup>th</sup> , 2024	January 31 <sup>st</sup> , 2024	March 15 <sup>th</sup> , 2024	April 13 <sup>th</sup> – April 25 <sup>th</sup> , 2024 (including evenings and weekends)
<b>FALL/WINTER 2023-24 FULL TERM</b>	September 6 <sup>th</sup> , 2023 to April 10 <sup>th</sup> , 2024	September 30 <sup>th</sup> , 2023 for a full fee adjustment.  January 31 <sup>st</sup> , 2024 for winter term fee adjustment.	March 15 <sup>th</sup> , 2024	April 13 <sup>th</sup> to April 25 <sup>th</sup> , 2024 (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.