

Checklist for University of Ottawa Students Registering for Fall 2020 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)
- **FALL TERM REGISTRATION:** Begins on **August 18th, 2020** until September 23rd, 2020.
- Registration for the Exchange takes place electronically, as in-person services are not presently available at either institution. Please make all requests via email. Inquiries to Carleton University should be directed to registrar@carleton.ca inquiries to the University of Ottawa should be directed to infoservice@uottawa.ca.
- Submit an Undergraduate Exchange request electronically* and obtain the appropriate approval(s) from your Faculty and Registrar.
****Please note that if approved the request authorizes participation in the Exchange Program but does not guarantee access to the requested course(s). Access is based on eligibility (prerequisites) and availability in the course.***
- If you do not have an active* Carleton Student ID, you must request this from the Registrar's Office to obtain one. This step should be completed prior to registration but is not mandatory.
****If you already have a Carleton Student ID number and have taken courses at Carleton through the exchange (or not) within the last 3 years, your Student ID number is still active***
- 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 CU Learn, 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/>.
- We require both the course number and section for registration purposes (ex. PSYC 2400 T). This information is available by checking the [Public Class Schedule](#) .
- You must register by email (initially using your uOttawa email) through the Registrar's Office at registrar@carleton.ca. Please send your approved Undergraduate Exchange and a copy of your University of Ottawa transcript.
- Courses may require prerequisites, or may have restricted access. Prerequisites are available through the [Public Class Schedule](#) by clicking on the course name and section. If the course you want to take has a prerequisite(s), you will need to electronically forward your transcripts to the Carleton department offering the course to receive permission **before** the Registrar's Office can register you. (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>.)
- Once you have notified by email of your successful registration in a course(s) at Carleton University, return your approval to **InfoService** (infoservice@uottawa.ca) 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 on-line through Carleton Central.
- **Withdrawal:** University of Ottawa students wanting to withdraw from courses at Carleton, must withdraw within the deadlines of the host university (Carleton) and 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 home university (University of Ottawa) will make the necessary adjustments. The Carleton 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, Video on Demand) 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: <http://www2.carleton.ca/cumobile/>

**CARLETON UNIVERSITY COURSE DATES & WITHDRAWAL DATES FOR FALL 2020 FOR UNIVERSITY OF OTTAWA
STUDENTS ON APPROVED EXCHANGE**

	Date	Financial Withdrawal	Academic Withdrawal	Final Examinations
FALL 2020 SESSION	September 9 th – December 11 th , 2020	September 30 th , 2020	December 11 th , 2020	December 12 th – 23 rd , 2020 (7 days/wk including evenings and weekends)
FALL/WINTER 2020-21 FULL SESSION	September 9 th , 2020 – April 9 th , 2021	September 30 th , 2020 for a full fee adjustment. January 31 st , 2021 for winter term fee adjustment.	April 9 th , 2021	April 11 th to April 23 rd , 2021 (7 days/wk including evenings and weekends)