

## Checklist for University of Ottawa Students Registering for Fall 2018/Winter 2019 at Carleton University on the Exchange Agreement

- Students can register for a course at the host university only if this course is essential to their program, if it is not offered at the home university, if the addition of this course would count towards the requirements of their current degree program and if approved by the home university. **\*\*Requests to audit undergraduate courses are not permitted as part of this exchange agreement.**
- **FALL TERM REGISTRATION:** Begins at 8:30am on **Thursday, August 16, 2018 until Tuesday, September 18, 2018.**
- **WINTER TERM REGISTRATION:** Begins at 8:30am on **Tuesday, December 18, 2018 until Friday, January 18, 2019.**
- Registration takes place at the Registrar's Office, 300 Tory Building. Office hours are daily (Mon-Fri) 8:30-4:30pm with extended hours to 6:00pm on Tuesdays and Wednesdays. <https://carleton.ca/registrar>
- Complete the Undergraduate Exchange form\* and obtain the appropriate signatures and faculty stamp(s) from your Faculty and Registrar.  
**\*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 availability in the course.**
- If you do not have an active\* Carleton ID, you must come to the Registrar's Office to obtain one. This step should be completed prior to registration.  
**\*If you already have a Carleton ID # and have taken courses at Carleton in the last 3 years, your ID is still active**
- Students from the University of Ottawa who are registered in one or more credit courses at Carleton University can obtain 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. Instructions are available at: <https://carleton.ca/its/all-services/accounts-and-passwords/>.
- We require both the course number and section for registration purposes. This information is available by checking the class schedule at <http://www.central.carleton.ca/> under Public Class schedule.
- You must register in person at the Registrar's Office, please bring photo ID, your approved undergraduate exchange form and your University of Ottawa transcripts with you. (If someone is registering for you, they **must** have authorization from you by completing our Third Party Release form as instructed at [http://carleton.ca/registrar/wp-content/uploads/third\\_party\\_release1.pdf](http://carleton.ca/registrar/wp-content/uploads/third_party_release1.pdf) with your necessary ID attached). They will also be required to show their own identification at our office.
- Courses may require prerequisites, or may have restricted access. Prerequisites are available through the public class schedule (<http://www.central.carleton.ca/>) by clicking on the course name and section. If the course you want to take has prerequisites, you will need to present your transcripts to the Carleton department offering the course to receive permission and a system override **before** coming to the Registrar's Office to register. Any students looking to get into **Business courses** must use the following link to obtain approval to register. Please do not go to the Sprott school of business as they will direct you to the link: <http://sprott.carleton.ca/students/undergraduate/registration/ottawa-u-student-registration/>
- Once you have been successfully registered in a course at Carleton University, you need to return your signed form to **InfoService** at the University of Ottawa (75 Laurier Avenue East, room 129) within the established registration deadlines to complete the registration process.
- Before your first class, be sure to check the public class schedule <http://www.central.carleton.ca/> to ensure that you have the most up to date information about your courses and locations.

- Visit the Campus Card Office on the 4<sup>th</sup> floor of the University Centre to obtain a Carleton Identification Student Card.
- It is the student's responsibility to ensure that they do not register in course conflicts 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 grades on-line through Carleton Central under Student Records and Registration – myGrades. Carleton University will notify the University of Ottawa when grades are finalized. If you need an official copy of your final grade you can order a transcript on-line through Carleton Central.
- **Withdrawal:** Ottawa University students wanting to withdraw from courses at Carleton, must withdraw within the deadlines of the host university (Carleton) and this must be done in person at the Registrar's Office, 300 Tory building. ***\*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/>.
- **Appeals:** Any appeals to missed deadlines or university rules and regulations surrounding courses taken on 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) so appropriate adjustments can be made to update your academic and financial file.
- **Ancillary Fees (If applicable):** Fees which some students may pay for specific courses in addition to tuition (Example: field trip, learning materials) may be added to your student account. You must make sure to check your financial account regularly in Carleton Central in order to pay these fees without delay, if you have not already done so. For more information visit the Business Office website at <https://carleton.ca/studentaccounts/>.
- **Mobile App:** Carleton University has a suite of mobile applications called Carleton 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/>
- **Study Break:** Carleton University and the University of Ottawa have a week long study break in the fall and winter sessions. **If you are attending courses at the alternate institution you must assume classes either continue or cease based on the specific dates of the host institution.**  
**Carleton Fall study Break:** October 22-26, 2018 no classes will be held at Carleton that week.  
**Carleton Winter study break:** February 18-22, 2019, no classes will be held at Carleton that week.

**CARLETON UNIVERSITY COURSE DATES & WITHDRAWAL DATES FOR FALL/WINTER 2017-2018 FOR UNIVERSITY OF OTTAWA STUDENTS ON APPROVED EXCHANGE**

	DATE	Financial Withdrawal	Academic Withdrawal	EXAMS
<b>Fall 2018 SESSION</b>	September 5 to December 7, 2018	September 30, 2018	December 7, 2018	December 9 to December 21, 2018 (7 days/wk including evenings and weekends)
<b>Winter 2019 SESSION</b>	January 7 to April 9, 2019	January 31, 2019	April 9, 2019	April 12 to April 27, 2019 (7 days/wk including evenings and weekends)
<b>FALL/WINTER 2018-2019 FULL SESSION</b>	September 5, 2018 to April 9, 2019	September 30, 2018 for a full fee adjustment. January 31, 2019 for winter term fee adjustment	April 9, 2019	April 12 to April 27, 2019 (7 days/wk including evenings and weekends)