

## **New Student Registration – Slide 1**

Hello, and welcome to Carleton University! Thank you for taking the time to tune into our registration information presentation. This presentation has been developed by the Registrar's Office to help you prepare for your 1<sup>st</sup> year here at Carleton.

## **Overview – Slide 2**

Today we're going to start by reviewing important dates and deadlines, registration tools and university lingo.

We'll then move on and look at how to use the worksheet planning tool and some features within this tool such as managing your unavailable times. Most importantly, we'll explain to you how to register for courses and what to do when you're not able to register in a specific course.

Lastly, we'll review how to check your account summary and we'll provide you with contact details for our Student Registration Assistance Team.

## **Getting Ready – Slide 3**

Let's get started!

## **Registration Dates and Deadlines – Slide 4**

On June 8<sup>th</sup>, the Fall and Winter class schedule will be posted in Carleton Central. From this day forward, you will be able to begin the first step of the registration process which is building a draft timetable using our worksheet planning tool. We'll talk more about this later in the presentation.

All students are assigned a specific date and time to register, this is referred to as a time-ticket. June 24, 25, and 26 are the time tickets for new first year undergraduate students. Your specific time ticket will be based on the last two digits of your student ID number. You do not have to register at this exact date and time, but we encourage you to register as soon as possible after your time-ticket opens.

September 23<sup>rd</sup> is the last day to add or change a course for the Fall term, or Fall/Winter two-term courses. Winter registration will continue until January 20<sup>th</sup>.

September 30<sup>th</sup> is the last day you may withdraw from a Fall course or Fall/Winter two-term course and be eligible for a full tuition adjustment.

For full details on dates and deadlines, please refer to the link at the bottom of the screen.

## **Registration Tools - Slide 5**

The University offers a number of tools to help you with registration.

- ✓ Your My Carleton One account provides you with access to Carleton Central, wireless network, on-campus computers, Carleton email and CULearn. We encourage you to set up your account as soon as possible and to spend some time familiarizing yourself with the services available through your account. It's also important for you to check your Carleton e-mail regularly, as this will be your main method of communication between you and the University.

- ✓ You can review the New Undergraduate Checklist which provides you with all the steps that need to be completed from accepting your offer until you begin classes in September.
- ✓ We strongly encourage you to review the First Year Course Selection Guide. This provides you with degree specific registration information.
- ✓ You can find General Registration Information on the main registration website.
- ✓ Carleton Central is where you will complete all of your planning and where you will finalize your registration. You can access it directly at [Central.Carleton.ca](http://Central.Carleton.ca) or through your My Carleton One account.
- ✓ Our Student Registration Assistance Team is available to you all summer to assist you with any registration issues or questions you may have. Their contact information will be provided at the end of the presentation.
- ✓ You can watch our “How To Videos” to find more information on the many functions available in Carleton Central.
- ✓ The Undergraduate Calendar explains the University’s academic rules and regulations, program requirements and includes course descriptions.

### **University Lingo – Slide 6**

A prerequisite refers to a requirement you must complete before you are permitted to register in a course. For example Economics 1001 must be completed before you can register in Economics 1002.

A preclusion means that two courses are so similar in content that you can’t earn credit for both. For example, if you complete First Year Seminar 1004 you may not receive credit for English 1000.

Sections – Many of our courses are popular so we offer more than one section. Course sections are identifiable by a letter at the end of the course code. For example, if you’re interested in taking Economics 1001 you may see in the course search Economics 1001 A, 1001 B and so on. It’s essentially the same course but it may be taught by a different instructor and it may take place at a different day and time. It’s important to find a section that best fits your schedule. Some sections do identify as online courses. Section R courses are offered completely online, there is no on-campus lecture component. Sections V and T are normally recordings of on-campus lectures and may still require you to attend an on-campus tutorial or lab.

Note: Due to the ongoing Covid-19 situation, should classes for the fall and/or winter term be delivered exclusively online, this distinction will not apply.

Linked Components – so in addition to registering in a lecture, many of our courses require that you register in a lab, discussion group or tutorial. They are listed after the lecture in the Class Search and have no credit value. For example, if you register in Economics 1001 A you may also be required to register in a discussion group such as Economics 1001 A04.

Tutorials and discussion groups break larger courses into smaller groups of students in order to review material from the lectures, complete practice problems, or discuss readings related to the course. They are generally led by Teaching Assistants and you are expected to attend.

### **University Lingo (continued) – Slide 7**

Course Load – most first year students register in 2.5 credits per term which equals to 5 credits over the full academic year.

Half credit courses are worth 0.5 credit and run for one term, either Fall or Winter.

Full Session Courses are worth 1.0 credit and run for two terms from September to April. By registering in the Fall section of a full session course, you will be automatically be registered in the Winter section. These will be identified as 1<sup>st</sup> half or 2<sup>nd</sup> half, of a two-term course under “Full Session Info” when searching for courses.

### **Planning Your Timetable and Registration – Slide 8**

Now you’re ready to start Planning Your Timetable and Registration

### **Registration – Slide 9**

As I mentioned earlier, you may login to Carleton Central and view the class schedule and your assigned time ticket on May 25<sup>th</sup>.

Once you have logged in, click on “Getting Started” under the Registration menu.

### **Getting Started with Registration – Slide 10**

On this page you will see the exact date and time you may begin registering for courses.

You’ll see information related to your student status, so for example you can find your program, major, year standing and so on, listed on the left hand side. If for some reason you have a hold on your account which prevents registration, you may click on the “Administrative Hold” link at the bottom of the page to view the originator of the hold. If you have any questions, you may contact them directly for further information. In most cases, this will not apply to you as a first year student.

### **Course Selection Information – Slide 11**

Before we discuss building your draft timetable, let’s go over some course selection information.

The University offers First-Year Seminars. These are small classes designed to give students the opportunity to discuss and research topics of interest in a core subject area.

Only those students registered in a Bachelor of Arts, Cognitive Science, Communication and Media Studies, Economics, and Global and International Studies program are permitted to register in First-Year Seminars. The University does strongly encourage these students to include a first year seminar in their first 4.0 credits of registration.

Students can only take 1.0 credit in a First-Year Seminar course. Most are offered over the full academic year from September to April and they’re worth 1.0 credit. You may find a few that are offered in either the Fall or Winter term.

For more information, visit the link at the bottom of the screen.

### **Breadth Requirements – Slide 12**

The Breadth Requirement applies to students in a Bachelor of Arts program, and it helps to ensure students are well-rounded and graduate with expertise in multiple areas of study outside of their major.

When choosing your electives, it's important to be mindful that you must complete 1.0 credit in three of the four following categories.

- Culture and Communication
- Science, Engineering, and Design
- Social Sciences, and
- Humanities

The undergraduate calendar lists which courses fall within each category to help you with your planning. And In a few minutes we'll also go over how you can use the search function in Carleton Central to find courses in a specific category.

If you're unsure if the breadth requirement applies to you, you can check the undergraduate calendar using the link at the bottom of the screen.

### **Building Your Draft Timetable – Slide 13**

So now you're ready to build your draft timetable. We recommend you use the worksheet planning tool in Carleton Central to build multiple draft timetables before your time ticket opens. It's very important when planning your timetable to ensure you do not have any conflicts as students are not permitted to register in two courses that take place at the same time.

Building a draft timetable helps to simplify the registration process, because once your time ticket opens, you can simply recall your draft timetable and click "Proceed to Registration" followed by "Submit" to finalize your registration.

### **Building Your Draft Timetable (continued) – Slide 14**

To access the worksheet planning tool, select "Build your Timetable/Registration" under the Registration menu.

### **Searching for Courses – Slide 15**

The first step in building your draft timetable is selecting a term. Choose fall or winter from the drop down menu and click "Proceed to Search". Remember to build a draft timetable for both the Fall and Winter term.

Students enrolled in a Bachelor of Engineering, Architecture, Industrial Design or Information Technology program will be assigned Block Registration. We recommend that these students watch the video on Block Registration in the 'Carleton Central How-to Videos' section on the registration website.

### **Searching for Courses (continued) – Slide 16**

When searching for courses, there are many different options you can use. You should try to leave your search as broad as possible with minimal special criteria, as the more detailed your search becomes, the fewer courses you will be able to see.

Most students simply select undergraduate as the course level, and then a subject area of interest.

If you would like to use the “Manage Unavailable Times”, feature which you can use before searching for courses, you may do so by clicking on this link at the bottom of the page. This will allow you to identify times where you have a commitment outside of the University.

### **Search Results – Slide 17**

This is what your search results may look like. You can click on any blue link to find out more information about the course or its requirements.

To add a course to your worksheet simply select the box and then click “Proceed to Worksheet”. Remember to also add linked components such as labs and tutorials to your worksheet.

### **Course Worksheet – Slide 18**

Once you have completed your worksheet you will see a list of all of the courses you’ve added.

If you have a registration warning message, please click on the link in the last column to find out more. For example, if you add a 4<sup>th</sup> year level course to your timetable, you will likely receive a warning message telling you that you do not have the required year standing and prerequisites to register in the course. In this case, you should remove this course from your timetable and find one to replace it.

Once you’re satisfied with your worksheet, select “Save worksheet” so you can retrieve it when registration opens.

### **Course Worksheet (continued) – Slide 19**

This how your worksheet will appear in a weekly timetable format.

“Unavailable Times” that you have identified will be greyed out and any “Conflicts” will show in red. If you have conflicts, please resolve it before your time ticket opens as you will not be permitted to register in a conflict.

### **Searching for Breadth Courses – BA Students – Slide 20**

Earlier we discussed Breadth Requirements - if you’re enrolled in a program with a Breadth Requirement, you may use the search function to select one of the four categories and you can also select a year level

### **Breadth Search Results – BA Students – Slide 21**

The worksheet tool then filters courses that fit the breadth area criteria. The search provides options only and students should ensure their course selections meet the requirements of their program.

To add one of these courses to your worksheet, simply check the box and click “Proceed to Worksheet”.

### **Registering – Slide 22**

Once your draft timetable is complete and your time ticket is open, so it’s either the 24<sup>th</sup>, 25<sup>th</sup> or 26<sup>th</sup> of June, the first step you should take is to login to Carleton Central and select “Build Your Timetable/Registration” from the Registration menu.

Then, select the term that you wish to register for and click on “Proceed to Search”. You can now retrieve your saved worksheet by clicking on “View Worksheet” or you may follow the same steps covered in Building Your Draft Timetable to create a new draft timetable.

### **Registering (continued) – Slide 23**

Once you’ve retrieved your worksheet, please review it to make sure all the information is correct and there are no conflicts. When you’re ready to go ahead and register, you must hit the button below that says “Proceed to Registration”.

### **Registering for Courses – Slide 24**

All of the five digit CRN’s (course registration numbers) of the courses in your draft worksheet will populate at the bottom of this screen.

In order to register you must click “Submit”.

### **Registering for Courses (continued) – Slide 25**

If registration was successful, you will see “Registered on Month/Day/Year” under the status column as seen below.

If you see a registration error in this column, you have not successfully registered for the course. Review the error to determine your next step.

Once you have completed your registration for Fall, return to the beginning and complete your Winter registration.

### **Waitlisting – Slide 26**

If a course is full but has a waitlist, you will see an option to “Join the Waitlist” after attempting to register, provided you meet all the requirements to allow access to the course. To join the waitlist, you must add the course to your worksheet, and press “Submit”.

It’s important to note that not all courses do offer waitlists and the waitlist might be full by the time you try to register.

To be added to the waitlist, under the “Action” drop down menu select “Waitlist”. You will then see a note confirming the date in which you added yourself to the waitlist.

### **Waitlisting (continued) – Slide 27**

You will also receive a confirmation email to your Carleton email account to confirm you have been added to the waitlist. A second email will only be sent if space has become available in the course. You

then have 24-hours from the time you received the email to log into Carleton Central and register for the course. If you miss the 24-hour mark, your place will be given to the next student on the list and your name will be removed. If you wish to be put back onto the list, you will need to rejoin the list the same way you did the first time.

You can view your position on the waitlist by selecting “Detailed Schedule” from within your student timetable. For more information about Waitlisting, please visit the link at the bottom of the screen.

### **Registration Override Request – Slide 28**

If you are unable to register for a course due to a registration error, you may be eligible to submit a Registration Override Request. You must have a legitimate reason as to why you need to access the course. If the course you are trying to register for is full, please do not submit an override request but rather continue to monitor Carleton Central to see if a spot becomes available. Many students do make changes to their timetable so it is possible that a spot will become available.

It is important to note that you must first attempt to register for the course before it will become available to submit as a Registration Override Request.

When you are ready to submit a Registration Override Request, you will find this option in Carleton Central under Registration. Select the term you need and press “Continue”.

### **Registration Override Request (continued) – Slide 29**

This page contains important reminders about the Registration Override Request process.

Your request will be sent to the department offering the course, they will review it and you will receive a response to your Carleton email address once a decision has been reached.

Requests are normally responded to in a timely manner but during the busy registration period delays can be expected.

### **Registration Override Request (continued) – Slide 30**

The Registration Override Request Form will ask you to outline the specific course section and any linked components you would like to register in. You must also choose your reason for requesting to register in the course. If “Other”, type a description and/or justification for the request.

Note that submitting an Override Request does not guarantee you access to a course.

The academic department will send you an email with their decision. If you are approved, you must return to Carleton Central to register in the course.

### **Dropping Courses – Slide 31**

We understand that sometimes you register in a course and you later decide that you would like to drop it. Provided it's within the published deadlines, this is permitted. After logging in to Carleton Central, select the “Add/Drop” option under Registration. If it's before the financial withdrawal deadline, select “Drop (Financial)” and if it's after this deadline select “Drop (Academic)”. Click submit when you're ready to drop the course.

We do recommend if you're thinking of dropping a course after classes have started that you first meet with an Academic Advisor in your department to discuss your options.

### **Opting out of Non-Tuition Fees – Slide 32**

Currently not available:

On November 21, 2019, Ontario's Divisional Court overturned the Student Choice Initiative that directed some non-tuition fees to become optional. The province has applied for leave to appeal this decision, so uncertainty remains in the long term. At this time Carleton is respecting the court's decision and will be closing our opt-out system effective immediately. As such, going forward, students will no longer be able to opt-out of any fees previously deemed to be optional non-tuition fees under the Student Choice Initiative. However, no fees will be charged retroactively. Carleton University is continuing to monitor the situation and will provide updates as they become available.

### **Check your Account Summary – Slide 33**

Once you are ready to view your amount to pay, you can view your student account by selecting "Calculate Amount to Pay" in the Student Accounts section of Registration.

Fall term fees are due August 25th and Winter term fees are due November 25th. Payment questions should be directed to the Student Accounts office from your Carleton cmail. Payment can be made through on-line banking, telephone banking or by mailing a cheque. The University does not accept payments on campus.

You can visit the link below to find information on tuition fees.

### **Important Dates and Deadlines – Slide 34**

There's a few Important Dates and Deadlines to be aware of.

September 30<sup>th</sup> is the last day to drop a Fall term course and a Fall/Winter two-term course with a full fee reassessment.

January 31<sup>st</sup> is the last day to drop a Winter term course and the Winter section of a Fall/Winter two-term course with a full fee reassessment.

Please note, dropping from 2.5 to 2.0 credits does not result in a fee reassessment. Students pay the same tuition fees whether they are in 2.0 or 2.5 credits. Dropping below 2.0 credits will result in a fee reassessment if completed before these deadlines.

December 11<sup>th</sup> is the last day to drop a Fall term course with no academic penalty. April 9<sup>th</sup> is the last day to drop a Winter term and a Fall/Winter two-term course with no academic penalty.

For full details, please visit the link at the bottom of the screen.

### **Registration Help – Slide 35**

If you have any questions about registration or need help, you are welcome to contact our Student Registration Assistance Team. They will be available from May 25<sup>th</sup> through until September 23<sup>rd</sup>. You

can contact them by phone or email. Please ensure you contact us from your Carleton email account, and where possible include your Carleton student number.

If you have any questions in the meantime, please don't hesitate to contact the Registrar's Office.

Thank you for your time, and I hope you feel a little more prepared to embark on this next step in your academic career. We hope you have a wonderful day and we look forward to seeing you in September!