

Registration Checklist

for Returning Undergraduate Students



1. CHECK YOUR ACADEMIC STATUS AND YEAR LEVEL

Visit Carleton Central in early June. Under the Registration menu, confirm your status, year level and ensure you have no holds that may prevent registration. Contact the Registrar's Office if you have any questions.

<http://www.carleton.ca/registrar>



2. APPLY EARLY FOR GOVERNMENT FUNDING

To ensure that your funding is in place for the beginning of the school year, we recommend you apply no later than June 1. Visit the Awards Office website for more information.

<http://www.carleton.ca/awards>



3. REVIEW THE REGISTRATION WEBSITE

All you need to know about registration is on this website. **Familiarize yourself with this information before registration begins on June 23.** You will also find a selection of "How-To" videos to help you with your registration on this site.

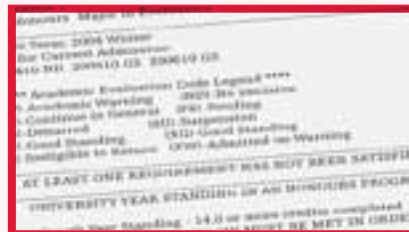
[carleton.ca/registrar/registration](http://www.carleton.ca/registrar/registration)



4. MAKE DESIRED CHANGES TO YOUR PROGRAM

If you want to change your Program Elements for the Fall session, you must apply within Carleton Central by June 1. Note that the Change of Program Elements Form will be closed during the time-ticket period. To Change your Degree Program you must apply through Admissions by June 15th.

<http://admissions.carleton.ca>



5. PRINT YOUR DEGREE AUDIT

MyAudit, available in Carleton Central, will help you plan your classes over the course of your degree program. You can also use the hypothetical feature to help determine which classes you might want to register for in order to help complete your degree requirements. You can also contact an academic advisor if you require assistance.

<http://carleton.ca/sasc/advisingcentre>



6. BUILD YOUR SCHEDULE

Planning your registration is an important step required to ensure a successful registration. The schedule builder will be available May 26 and will allow you to search the class schedule, add and remove courses and resolve conflicts prior to registration.

[carleton.ca/registrar/registration](http://www.carleton.ca/registrar/registration)



7. REGISTER ACCORDING TO YOUR TIME-TICKET

Your time-ticket indicates when you can begin accessing the registration system. Although you can continue to finalize your registration any time after your time-ticket opens, you are strongly encouraged to complete your registration as soon as your time-ticket begins.

[carleton.ca/registrar/registration/timeticket-information](http://www.carleton.ca/registrar/registration/timeticket-information)



8. CHECK YOUR EMAIL

The University sends out regular updates throughout the registration period. Check your Carleton email account regularly to ensure you don't miss anything.

<http://students.carleton.ca>



9. ASK FOR HELP - IF YOU NEED IT

If you have questions about registration, please contact our Student Registration Assistance Team. <http://www.carleton.ca/sra> For program specific questions, contact your departmental advisor, and for all general advising, contact the Student Academic Success Centre. [carleton.ca/sasc/advisingcentre](http://www.carleton.ca/sasc/advisingcentre)