

# Special Students

A guide for  
non-degree students at  
Carleton University



**Carleton**  
UNIVERSITY

## Special Students

Special Students are those who have not been admitted to a degree program but who are taking degree-credit courses to qualify for admission, to improve professional qualifications, for transfer credit, or for personal interest.

Any person interested in pursuing learning opportunities is eligible to apply as a part-time Special student in degree-credit courses, subject to course availability and course prerequisites.

## Application Process

The Registrar's Office processes applications for admission as a Special student. Applications may be submitted on-line ([forms.carleton.ca/registrar](http://forms.carleton.ca/registrar)) or in-person (300 Tory Building). There is a processing fee that must accompany the application; available payment methods include Visa, Mastercard and Debit. Special students are admitted in the Fall, Winter and Summer.

Transcripts are required and must be submitted prior to registration (photocopies will be accepted). Visiting students should provide a copy of their Letter of Permission. Registration cannot be completed until all documentation has been received. Transcripts should be from the institution(s) where your highest level of education was completed. Please note that your transcripts will become the property of Carleton University once submitted along with your application.

Once your application to register as a Special student is approved, your student number will be e-mailed to you, and this will give you access to the registration system.

NOTE: Students wishing to register in graduate level courses must obtain approval of the graduate department offering the course using the registration override request form in Carleton Central.

## English Language Proficiency

The language of instruction at Carleton University is English. If your first language is not English, you must prove that you can cope with the language demands of an English language university. All Special students must provide proof of English language proficiency.

For details, consult the English Language Proficiency section of the Undergraduate Calendar (<http://calendar.carleton.ca/undergrad/regulations/admissions/requirementsandprocedures/admgen4>).

## Course Load

Special students may normally enrol in a maximum of 2.0 credits per academic session (Fall/Winter) and no more than the equivalent of 1.0 credit (e.g. two half-credit courses) in any one term. During the Summer session, Special students may enrol in a maximum of 1.0 credit.

Special students who have completed one or more full credits with an overall CGPA of 7.0 in all credits taken at Carleton (including failures) may register in the equivalent of 1.5 credits in each term of the Fall/Winter session.

Special students who provide proof of one of the following may request up to a maximum of 2.5 credits per term for Fall/Winter and 2.0 for Summer:

1. The student is enrolled full time in a degree program at another institution and can present a Letter of Permission authorized by an appropriate official of the institution; or
2. The student holds an undergraduate degree from a recognized institution and wishes to pursue further study for professional development or in preparation for entry into graduate study.

Credit limit increases are not automatically renewed; increased credit limits must be requested each term.

## Course Selection

Anyone wishing to be admitted eventually to a degree program is advised to note the specific Faculty requirements for course selection and the admission requirements for Special and Mature entrants as they are listed in the Undergraduate Calendar ([carleton.ca/calendars/ugrad/current](http://carleton.ca/calendars/ugrad/current)).

Special students who have not completed an Ontario Secondary School Diploma (OSSD) or equivalent may need to upgrade their qualifications. For more information on admission to degree or certificate programs, please contact Admissions Services (613-520-3609; [admissions.carleton.ca](http://admissions.carleton.ca)).

### Course Availability

Due to the increase in first year enrolment, there may be limited course availability for Special Students. As in previous years, degree students are given priority to the course registration system. Special Students must apply in advance so that they can have access to Web registration. Some courses are restricted to only degree students such as First-Year Seminars, Journalism, Engineering, Architecture, Business, Industrial Design, and Fourth-year courses in all disciplines. These types of restrictions are indicated in the course calendars and the Class Schedule.

Some undergraduate and all graduate courses require the permission of the department or individual instructor. To find out more on course availability contact the Registrar's Office at (613) 520-3500.

### Transfer Credit after Admission (Undergraduate)

Special students may be admitted to a degree program if their academic achievement at Carleton University indicates a reasonable probability of future academic success. Previous post-secondary studies at other institutions will also be taken into consideration at the time the application for admission is evaluated. Students with previous, unsuccessful post-secondary studies should contact the Admissions Services before attempting to qualify for admission on the basis of studies as a Special student.

### Transfer Credit after Admission (Graduate)

A candidate who has completed credits as a Special student is not permitted to transfer such credits for degree credit in the Faculty of Graduate and Postdoctoral Affairs.

**Grading:** Special students registered in graduate level courses are not eligible for INC (incomplete) grades. Failure to complete final assignments by the last day of classes will result in a final grade of ABS (absent). In exceptional circumstances (i.e. illness), students may apply for a deferral of a final assignment to the Undergraduate Appeals Secretariat.

### Course Changes

Course changes from credit to audit or audit to credit must be completed by the last date for course changes as published.

### Fee Payment

Fee payment is due in full upon registration. Failure to pay all outstanding fees by the published deadlines will result in complete withdrawal from all courses. Information on fee payment deadlines can be found on the Student Accounts website ([carleton.ca/fees](http://carleton.ca/fees)).

### Registration at Carleton University

Registration at Carleton is done on the Web through Carleton Central ([central.carleton.ca](http://central.carleton.ca)). Carleton Central is Carleton's secure online centre for student registration and administrative activities. It is your one-stop service for registration, student records, admission, and fee information.

Students are permitted access to the registration system based on their status. Each student is assigned a time-ticket that indicates the earliest date by which they can register. Special students normally register in early-August for the fall/winter term.

Full registration instructions for the fall/winter registration period, along with dates and deadlines, can be found on the Registration Web site ([carleton.ca/registration](http://carleton.ca/registration)). For the summer session, registration instructions can be found on the Summer Web site ([carleton.ca/summer](http://carleton.ca/summer)).

### Final Grades

Final grades are available on Carleton Central at the end of each academic term. If you owe over \$100 to the University, you will not be able to access your final grades until payment has been arranged for the outstanding balance.

### Your Carleton Email Account

Carleton University corresponds with students via their Carleton email accounts on important issues throughout the academic year. As a new Special Student you will need to activate your MyCarleton account and your Carleton email as soon as possible. Instructions for setting up your new email account can be found at [carleton.ca/ccs/students](http://carleton.ca/ccs/students).

For more information on Special students, or to request an application form, please contact:

Registrar's Office  
300 Tory Building  
Carleton University  
1125 Colonel By Drive  
Ottawa, ON  
K1S 5B6  
Tel: (613) 520-3500  
Fax: (613) 520-4410  
Email: [registrar@carleton.ca](mailto:registrar@carleton.ca)  
[carleton.ca/registrar](http://carleton.ca/registrar)