

## Checklist for University of Ottawa Students Registering for Fall 2025 at Carleton University on the Exchange Agreement

- University of Ottawa students can apply for the exchange to Carleton University if the course(s) they are seeking is essential to their program, is not offered at the University of Ottawa, or if the addition of this course would count towards the requirements of their current undergraduate degree program.  
*(Requests to audit undergraduate courses are not permitted through the exchange agreement)*
- **FALL TERM REGISTRATION** begins on **August 12, 2025**.
- University of Ottawa students are to submit an Undergraduate Exchange request electronically and obtain the appropriate approval(s) from their Faculty and Registrar at the University of Ottawa.  
*Please note that if approved, the request authorizes participation in the Exchange Program but does not guarantee access to the requested course(s) at Carleton University.*
- University of Ottawa exchange students are to apply to Carleton University Registrar's Office by submitting the online [University of Ottawa Exchange Personal Information Form](#) along with a copy of their University of Ottawa transcript (unofficial is acceptable) and the approved University of Ottawa Undergraduate Exchange form.
- The Registrar's Office is responsible for registering students participating in the exchange. The Registrar's Office will attempt registration into the course(s) that is approved on the exchange form in collaboration with the academic department(s). Registration into a course(s) is not a guarantee as it depends on course availability, prerequisites, and departmental approval. Please note that the Registrar's Office requires both the course number and section for the course(s) (ex. PSYC 2400 A) in order to proceed with registration. This information is available by checking the [Public Class Schedule](#).
- University of Ottawa exchange students looking to register into **Business (BUSI)** courses must use the following link to obtain approval to register before the Registrar's Office is able to proceed: <https://sprott.carleton.ca/students/undergraduate/registration/#OtherStudents>. Once reviewed by the Sprott School of Business, the student and the Registrar's Office will be notified, and if approved, the Registrar's Office will complete the registration.
- The Registrar's Office will notify the University of Ottawa exchange student via email (uOttawa email) of their registration and whether registration was successful or not. Once notified, the student must return to their **Faculty Office** at the University of Ottawa within the established registration deadlines to complete the registration process.

- 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 users to participate in MyCarleton course discussion groups, read their email, as well as access Brightspace, personal announcements and campus announcements. *Please note that **ALL** correspondence as a student must be done through their Carleton email (once activated).* Instructions are available at <https://carleton.ca/its/all-services/accounts-and-passwords>.
- Before the first day of classes, students must verify their timetable online through Carleton Central to ensure that they have the most up to date information about their 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 because of the conflict.
- **Exams:** Students can verify their exam schedule once released online through Carleton Central. Students are advised to verify their exam schedule at both institutions as soon as it is available to avoid problems with any exam conflicts. If a conflict should occur, it is to be resolved at the University of Ottawa.
- **Final Grades:** Students can view their final grade(s) online through Carleton Central under Student Records and Registration – *myGrades*. Carleton University will notify the University of Ottawa when grade(s) are finalized. If students need an official copy of their final grade(s), they can order a transcript online through Carleton Central.
- **Withdrawal:** University of Ottawa exchange students wanting to withdraw from courses at Carleton University must withdraw within the deadlines at Carleton University. This request must be made electronically via their Carleton email to the Registrar's Office at [registrar@carleton.ca](mailto:registrar@carleton.ca). *If students are entitled to any financial reimbursements, the University of Ottawa will make the necessary adjustments. The Carleton University Registrar's Office will provide the necessary documents to the Registrar's Office at the University of Ottawa to update the academic and financial file. There is no guarantee that a withdrawal using Carleton University's [dates](#) entitles students to a reimbursement at the University of Ottawa.*
- **Petitions:** Any petitions for missed deadlines or university rules and regulations surrounding courses taken on the exchange must follow the process at Carleton University. Any outcomes that affect academic or financial status will be communicated to the University of Ottawa for the appropriate adjustments to be made to update your academic and financial file.
- **Ancillary Fees (if applicable):** Additional fees (i.e. field trip, learning materials, library) may be added to a student's account at Carleton University. Students must make sure to check their financial account regularly in Carleton Central to view these charges as they 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: <https://carleton.ca/cumobile>.

**CARLETON UNIVERSITY COURSE DATES & WITHDRAWAL DATES FOR FALL 2025 FOR UNIVERSITY OF OTTAWA STUDENTS ON APPROVED EXCHANGE**

	Fall Term Dates	Financial Withdrawal Deadline	Academic Withdrawal Deadline	Final Examinations
<b>EARLY FALL 2025 TERM</b>	September 3 to October 16, 2025	September 16, 2025	October 1, 2025	October 25-26 and November 1-2, 2025
<b>FULL FALL 2025 TERM</b>	September 3 to December 5, 2025	September 30, 2025	November 15, 2025	December 8-20, 2025 (including evenings and weekends)
<b>LATE FALL 2025 TERM</b>	October 27, 2025, to December 5, 2025	November 7, 2025	November 15, 2025	December 8-20, 2025 (including evenings and weekends)
<b>FALL/WINTER 2025-26 FULL TERM</b>	September 3, 2025, to April 8, 2026	September 30, 2025, for a full fee adjustment.  January 31, 2026, for winter term fee adjustment.	March 15, 2026	April 11-23, 2026 (including evenings and weekends)

For all term dates and deadlines, including academic withdrawal deadlines and exam dates, check the [Carleton registration dates and deadlines](#) website.