

SEO

Student Experience Office.
430 Tory Building

Summer Orientation

Academic
Support
Services



- Registrar's Office
- Academic Advising
- Paul Menton Centre (PMC)
- MacOdrum Library
- Co-Op Office
- Science Student Success Centre (SSSC)
- Spratt Services
- Elsie MacGill Learning Centre
- Career Services

Final Grades

Deferrals

Diplomas

Transcripts

Certificate of
Enrolment

The Registrar's Office oversees the academic records of all Carleton students. It is responsible for:

- Release of grades
- Exam deferral applications
- Printing of transcripts
- Determining students' academic standing and graduation eligibility
- Assisting students with course registration

300 Tory Building

(613) 520-3500

registrar@carleton.ca

carleton.ca/registrar

Student Registration Assistance Team

The SRA team can assist students with course registration and are available for support until September 27, 2019.

Course Selection

Build Timetable

Elective Options

300 Tory Building
(613) 520-3500
registrar@carleton.ca
carleton.ca/registrar

Audit

Academic Performance
Evaluation (APE)

Academic Status Report
(ASR)

Change of Program
Elements

Transfer Credits

The Academic Advising Centre provides advising information for students on a drop-in basis.

- Audit: Online tool that overviews courses required to complete your degree at Carleton. Includes grades earned for completed courses
- APE: Evaluation of students cumulative grade point average (CGPA). Completed at the end of each winter term to ensure students are meeting minimum grade requirements
- ASR: Online tool for students that highlights graduation requirements and potential obstacles of degree completion

302 Tory Building
(613) 520-7840

academicadvising@carleton.ca

carleton.ca/academicadvising

- Academic Advisors can meet with students to discuss potential program changes as well as advise students who have transfer credits
- Assist students with developing degree completion plans if struggling academically

Audit

Academic Performance
Evaluation

Academic Status Report

Change of Program
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Transfer Credits

302 Tory Building

(613) 520-7840

academicadvising@carleton.ca

carleton.ca/academicadvising

- Assess requests and provide academic accommodations in classrooms and for exams
- Provide various support services, such as disability counselling, peer tutoring, and learning strategy support
- Pre-screen for learning disabilities
- Volunteer opportunities available, such as volunteer notetaker

Academic
Accommodations

Disability Counselling

Peer Tutoring

Learning Strategy
Support

501 University Centre

(613) 520-3995

pmc@carleton.ca

carleton.ca/pmc

Research Support &
Library Services Desk

Study Environments

Discovery Centre

IT Help Desk

MacOdrum Library provides a wide range of services to students including:

- Research support: assist with research or citation questions
- Library Services Desk: lap top rental, assistance finding books or resources
- Study spaces: silent study areas (floors 3 & 5) and bookable study rooms
- Discovery Centre: A collaborative study space for students with a 3D printer, game lab, and white boards
- IT Help Desk: Assist students with printing, myCarletonOne account, and book study rooms

MacOdrum Library
(613) 520-2600 ext.2733
library.carleton.ca

Centre for Student Academic Support (CSAS)

CSAS supports students academic success:

- Workshops and one-on-one sessions on topics such as budgeting, time management, and procrastination
- PASS: Sessions for specific courses that are guided by a peer facilitator and designed to help students review course material
- Writing Services: Consultations designed to assist students with writing for their discipline of study

Learning Support
Workshops

Peer Assisted Study
Sessions (PASS)

Writing Services

4th Floor MacOdrum Library

(613) 520-2600 ext.3822

csas@carleton.ca

library.carleton.ca

Employability Skills

Professional Network

Co-Op Designation

Resources

Co-operative education is available to students in certain degree programs, and allows students to gain work experience throughout the completion of their degree through work terms. The Co-Op Office supports students as they progress through their co-op requirements by:

- Hosting information sessions, career fairs, and networking events to assist students in securing co-op placements in their field
- Providing resources and online course to assist students with finding a co-op placement

1400 CTTC
(613) 520-4331

co-opprogram@carleton.ca

carleton.ca/co-op

SSSC is a support centre for students in the Faculty of Science that support students in achieving their academic and career goals

- Host events related to students' area of study
- Mentoring program where upper year students mentor new students to discuss skills for academic success
- Math Matters: Optional refresher course for students from August 21 – 28. Register through the SSSC website
- Chemistry Matters: Optional refresher course for students from August 12 – 16. Register through the SSSC website

3431 Herzberg Laboratories

(613) 520-2600 ext.3111

sssc@carleton.ca

sssc.carleton.ca

Workshops & Events

Mentoring

Math Matters

Chemistry Matters

Undergraduate Student Services

Sprrott Undergraduate Student Services team supports Sprrott business students (B.Com and BIB) in their academic success.

- Provide advising to Sprrott students as they progress through their degree
- Oversees involvement opportunities for Sprrott students
- Student organizations for Sprrott students, such as Sprrott Business Student Society
- Sprrott Competes: Business case competition teams that compete locally and globally

810 Dunton Tower

(613) 520-2388

info@sprrott.carleton.ca

sprrott.carleton.ca

Student Organizations

Sprrott Competes

Volunteer & Leadership
Opportunities

Business Career Management Centre

The Business Career Management Centre is a career centre for Sprrott students. They provide tailored career support for students studying in the Bachelor of Commerce and Bachelor of International Business programs.

Resume & Cover
Letter Review

Networking Events

Career Development
Opportunities

Career Advisors

704 Dunton Tower
(613) 520-3973

sprrottcareers@sprrott.carleton.ca

sprrott.carleton.ca

24/7 Study Space

Linguistics Scholars

Engineering Scholars

Drop-In

The Elsie MacGill Learning Centre offers support for engineering students.

- Study spaces available 24 hours, 7 days a week
- Drop-in service for students registered in first year Engineering courses led by students who have been successful in courses previously

5030 Minto Centre
(613) 520-2600 ext.5790

info_engdesign@carleton.ca

carleton.ca/engineering-design



Career Services provides drop-in career support to students and alumni through supporting students in job search, applying for jobs with resume and cover letter advising, practicing interviews, and exploring graduate school options.

Interview Practice

Resume & Cover
Letter Review

Job Search Support

Graduate School
Options

Drop-In

401 Tory Building
(613) 520-2600 ext.6611
career@carleton.ca
carleton.ca/career

Questions?

SEO

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430 Tory Building



@CarletonSEO



carleton.ca/seo