

Winter 2019 Term

# Very Important Points

**Read this information NOW and then save it for future reference.**

[www.carleton.ca/slals/credit-esl/](http://www.carleton.ca/slals/credit-esl/)

## ESLA Courses and the English as a Second Language Requirement (ESLR)

<http://calendar.carleton.ca/undergrad/regulations/admissions/general/> (in section 4)

Check your ADMINISTRATIVE HOLDS on Carleton Central, <https://central.carleton.ca/>

Contact us by email at [credit.esla@carleton.ca](mailto:credit.esla@carleton.ca) or come to 358 SP

Please note: **studying ESLA in the SUMMER is EXPECTED.** The summer term (May to August) is part of the ESLR period. By not studying during the summer, you will have thrown away a chance to complete the ESLR.

**If your ESLR Period Deadline is the end of the summer term,** it is REALLY important to study ESLA in the summer. There can be serious consequences if you choose not to study in the summer term:

- If you have **NEVER** successfully completed an ESLA course, you **WON'T** be allowed to return to your ESLA studies in the fall term – this means **ALL your STUDIES WILL STOP.**
- If you already know (or find out at the end of the winter term) you are going to be given a fall term ESLR Period Extension, you will only have **ONE term** (instead of two) to successfully complete your ESLA course. If you **DON'T** get the required ESLA grade in the fall term (eg B- in ESLA 1900), you won't be allowed to continue your ESLA studies - this means **ALL your STUDIES WILL STOP.** Be realistic in your expectations – how likely is it that you will be able to pass the course in the fall (especially if you will be studying a new level of ESLA)?

### To satisfy the ESLR

- You will need to get a **B- or higher in ESLA 1900**
- Or at any time you can submit an official English language test result that is high enough to satisfy the ESLR (see Option 1 in the ESLR calendar link above)

#### Remember:

- Don't miss class to prepare for taking a test
  - Send us an email to let us know that you have new official test results coming
  - You **get 3 consecutive terms to study ESLA** (see your ESLR Period Deadline in your holds)
- #### Remember:
- You must have continuous registration (even in the summer term: May to August)

- You can never be registered in any course(s) without also being registered in ESLA while you have an ESLR
  - If you test again, if the score is only high enough to give you a higher ESLA placement (option 2 of the ESLR) and registration is closed, you will have to **stay registered in your ESLA course** and can only use the results for the next term
- If you still haven't satisfied the ESLR by the end of your ESLR Period Deadline:
  - If you have **successfully completed** at least one ESLA course during those 3 terms, you will be **eligible for an automatic ESLR Period Extension** so you can study ESLA one more time
  - If you **weren't successful** in any of your ESLA studies, your **studies will STOP** and not start again unless you request and are granted an exceptional ESLR Period Extension, or submit English language test scores high enough to satisfy the ESLR

### Your ESLA Grade

- You **must attend class**, absence impacts your final grade
  - Check your course outline to see the absence penalty policy
  - ESLA 1300 students must also attend all their Language Development labs as well as their ESLA 1300 lectures
- If you **plagiarize**, it is serious (may involve the Dean's Office) and will negatively impact your final grade (see your course outline for details)
- If you **SUCCESSFULLY complete your ESLA course** (minimum grade required: C in ESLA 1300; C+ in ESLA 1500; B- in ESLA 1900):
  - You can **move up** to the next level of ESLA (**Note**: you can't skip a level unless you receive a higher placement from a new test AND registration is still open and space is available)
  - Your ESLA grade will decide your **future course load** (degree students who get a B- or higher in their ESLA course get a higher course load in the future)  
**Note**: course loads are lower in the summer and for Special students every term, see 'What your hold really means' on our website  
<https://carleton.ca/slals/esl/credit/advancing/>
  - You will be automatically eligible for an ESLR Period **Extension** (if needed)
  - You won't need to worry about the '**3 Times Out Rule**'
    - You can only attempt an ESLA course level 3 times
    - If unsuccessful on your third attempt at a course level (during your initial ESLR Period), you won't be able to study for one year, and then can only return once you have English language test scores high enough to place you into the next course level or higher
- Your ESLA grades will **show on your transcript** and may possibly be used in the calculation of your **GPA** (check with your department)

## Registration: Adding and Dropping ESLA

- Registration Dates and Deadlines
  - Summer <https://carleton.ca/summer/dates-and-deadlines/>
  - Fall and Winter <https://carleton.ca/registrar/registration/dates-and-deadlines/>
- If you register in other courses and **don't add your required ESLA course** (violating the ESLR) you may either be withdrawn from all courses for a term or the Registrar's Office may change your timetable to include ESLA (including possibly withdrawing you from some of your courses)
- **ESLA registration is 'locked' down** once registration for the term has ended – you must request the Registrar's Office withdraw you:
  - If you have satisfied the ESLR (with updated holds to reflect this), they can withdraw you from your ESLA course (you can keep your other registrations)
  - If you still haven't satisfied the ESLR, they will withdraw you from your ESLA course only after you have withdrawn yourself from all other courses on Carleton Central
- Space in ESLA courses is limited:
  - If a section of ESLA is full, you can only register in it once a space becomes available on Carleton Central (no override requests can be submitted and the instructor has no control over this)
  - If all sections of a level of ESLA are full, you must contact our office to see about a waitlist

## Did you know?

- Your ESLA credits may be accepted as part of your program, see section 6.9 in the calendar <http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv6/>
- If you take an ESLA course, you don't need to take a FYSM
- Some courses may not be open to ESLR students (eg CCDP 2100) - check the prerequisites for all your courses in the calendar, <http://calendar.carleton.ca/undergrad/courses/>

## Getting Help

- Your instructor has office hours - don't wait, go to them as soon as you are experiencing difficulties
- There are ESLA TAs available for one on one appointments – check your ESLA cuLearn to find out how to book them
- If you have questions about your ESLA registration, ESLR issues, including your ESLA Period Deadline and eligibility for an extension, contact Judy Greiner at the main office (358 SP)
- If you have other questions, please contact the ESLA Coordinator

➤ **School of Linguistics and Language Studies (SLaLS)**

[carleton.ca/slals](http://carleton.ca/slals)

credit.esla@carleton.ca

358 St. Patrick's Building

613 520-6612

**Hours:** 9 am – 4 pm, Monday - Friday

**Director (acting):** Jaffer Sheyholislami

**ESLA Coordinator:** Don Myles

**Registrarial Administrator:** Judy Greiner

➤ **Language Learning Resource Room (LRR)**

[carleton.ca/lrr/activities/](http://carleton.ca/lrr/activities/)

337 St. Patrick's Building

Hours are also posted outside of the room

➤ **Centre for Student Academic Support (CSAS)**

(including Writing Services, Skill Development Workshops, and English Conversation Sessions)

[carleton.ca/csas](http://carleton.ca/csas)

csas@carleton.ca

4<sup>th</sup> Floor MacOdrum Library 613 520-3822

➤ **Academic Advising**

[carleton.ca/academicadvising/](http://carleton.ca/academicadvising/)

academicadvising@carleton.ca

302 Tory Building

613 520-7850

➤ **Registrar's Office**

for Undergraduate and Special students

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

registrar@carleton.ca

300 Tory Building

613 520-3500

➤ **Faculty of Graduate and Postdoctoral Affairs (FGPA)** for Graduate students

[graduate.carleton.ca](http://graduate.carleton.ca)

graduate.studies@carleton.ca

512 Tory Building

613 520-2525

➤ **International Student Services Office (ISSO)**

[carleton.ca/isso](http://carleton.ca/isso)

isso@carleton.ca

128 University Centre

613 520-6600

➤ **University Calendars**

Undergraduate [calendar.carleton.ca/undergrad](http://calendar.carleton.ca/undergrad)

Graduate [calendar.carleton.ca/grad](http://calendar.carleton.ca/grad)