Registration Checklist
for Carleton University Students Registering at uOttawa on the Exchange Agreement

**Summer 2018 (first day to register for Carleton students): Thursday April 12, 2018**

**Registration**

- Students can register for courses at the host university only when each of the following four conditions apply: (1) the course is essential to the student’s program; (2) the course is not offered at the student’s home university; (3) the course counts towards the requirements of the student’s current degree program; (4) the student has received written consent from their home university. Please note that this agreement only applies to courses taken for credit (visiting students cannot audit courses).

**Registration Process for Carleton Students Studying at uOttawa**

- Complete the “Carleton University Undergraduate Exchange Approval Form” or Carleton University Graduate Student Exchange Form and get the appropriate signatures from the Registrar’s Office at Carleton University for undergraduate studies or the Graduate School for graduate studies. Ensure you have noted the specific course and course code on your form. We require both course number and section letter for registration purposes. Courses may also require prerequisites.

  This information is available by verifying the course schedule and course description on the “uOttawa Timetable”: [https://web30.uottawa.ca/v3/SITS/timetable/Search.aspx](https://web30.uottawa.ca/v3/SITS/timetable/Search.aspx)

  Transcripts are normally required for proof of prerequisite completion.

- If you already have a uOttawa student ID, complete and sign the “uOttawa Undergraduate Registration Form” or the uOttawa graduate Registration Form and confirm course approval in person at the appropriate uOttawa faculty. [http://www.admission.uottawa.ca/Portals/43/Registrar/regi3162.PDF](http://www.admission.uottawa.ca/Portals/43/Registrar/regi3162.PDF), [https://www.uottawa.ca/graduate-studies/sites/www.uottawa.ca.graduate-studies/files/esup5226_e_0.pdf](https://www.uottawa.ca/graduate-studies/sites/www.uottawa.ca.graduate-studies/files/esup5226_e_0.pdf).

- If you have never applied or studied at uOttawa or St-Paul University, please complete the online form “uOttawa Personal Identification”: [https://uiforms.uottawa.ca/specialstudent/en](https://uiforms.uottawa.ca/specialstudent/en). This will accelerate the in-person registration process at the appropriate faculty. Select the special student category Transfer of credits. Also please complete the “uOttawa Undergraduate Registration Form” / or the Graduate exchange form and confirm course approval in person at the appropriate uOttawa faculty/department.

- *Please note that this form approves participation in the Exchange Program but does not guarantee access to the requested course(s), access is based on eligibility (prerequisites) and availability in the course.*

- Once the courses approved, go to InfoService in Tabaret Hall, room 129 (map site below) to get a student ID card. Please bring photo identification with you. If you already have a uOttawa ID number and have taken courses at uOttawa in the past, your ID is still active. Your ID card is good for the duration of your studies at uOttawa. It will be activated automatically once your course selection is approved by the faculty.
If someone is registering for you, you must complete a “Third Party Authorization Form”:
authorization-form-to-release-student-information-regi3200.pdf

You will be required to show identification. Once you have successfully registered in the course you must
return to Carleton University to complete the registration process. They will need the Carleton University
approval form signed by our faculty staff for confirmation.

It is your responsibility to ensure that you do not create course conflicts when participating in the Exchange
Program. If you choose to register in a course with a conflicting schedule, you will not be eligible for special
consideration or accommodations.

Exams

You must verify your exam schedule at both institutions as soon as it is available in order to avoid exam
conflicts. You can do so by logging into your uoZone account, under “Personalized Exam Timetable” or visit
the exam web site: https://web30.uottawa.ca/v3/SITS/timetable/ExamSearch.aspx

Exam conflicts must be resolved at the home institution (Carleton University).

Academic Withdrawals

For Carleton students, withdrawing from courses at uOttawa must be done within the withdrawal deadlines
deadlines of the host university (uOttawa) and must be done in person at the faculty where you originally registered
for the course. The dates and deadlines that apply for both “Financial Withdrawal” (last day to withdraw
with a fee adjustment) and “Academic Withdrawal” (last day to withdraw with no academic penalty) are
detailed below.

If you are entitled to any financial reimbursements, the home university (Carleton University) will make the
necessary adjustments. The uOttawa Registrar’s Office will provide the necessary documents to the
Carleton University Registrar’s Office to update your academic and financial file.

Any appeals to missed deadlines or university rules and regulations surrounding courses taken on exchange
must follow the process of the host institution (uOttawa), and any outcomes that affect academic or
financial status will be communicated to the home institution (Carleton University).

uOttawa Services

uOttawa Email Account:
Correspondence from uOttawa is sent to uOttawa.ca email accounts. Once you are registered, go to and enter your
uoAccess ID. Your uoAccess ID is the short name before your @uOttawa.ca e-mail address (ex: jsmit000). To access to
uoZone go to http://www.uottawa.ca/en/students

If you have not been assigned a password, or if you have trouble accessing the tool, call the technical help
line at 613-562-5800, extension 6555 to have your password set for you. It is your responsibility to check your university email account regularly.

Virtual Campus (Brightspace):
At uOttawa, virtual campus (Brightspace) is the one-stop portal allowing the University community to
access online course information as well as other e-learning resources. Virtual Campus is one of the many
applications that you will find into your uoZone account.
uOttawa Important Dates (Sessions, Academic Withdrawal and Exam Dates)

- For all session dates and deadlines including academic withdrawal and exam period dates, please consult the “uOttawa Important Dates and Deadlines” website: http://www.uottawa.ca/important-academic-dates-and-deadlines

**Other Information**

- Campus Directions and Maps: [http://maps.uottawa.ca](http://maps.uottawa.ca)

uOttawa Important Dates (Sessions, Academic Withdrawal and Exam Dates)

**Spring / summer**

<table>
<thead>
<tr>
<th>Term/session</th>
<th>DATE</th>
<th>Financial Withdrawal</th>
<th>Academic Withdrawal</th>
<th>EXAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session A</td>
<td>May 1 to July 23</td>
<td>May 25</td>
<td>July 6</td>
<td>July 26 to July 31</td>
</tr>
<tr>
<td>Session B</td>
<td>May 1 to June 11, 2018</td>
<td>May 18</td>
<td>June 1</td>
<td>June 13 to June 25</td>
</tr>
<tr>
<td>Session C</td>
<td>June 18 to July 27</td>
<td>July 6</td>
<td>July 20</td>
<td>July 30 to August 3</td>
</tr>
<tr>
<td>Session D</td>
<td>July 16 to August 27</td>
<td>August 3</td>
<td>August 17</td>
<td>August 28 to 31 August</td>
</tr>
<tr>
<td>Term</td>
<td>May 1 to August 31</td>
<td>June 1</td>
<td>August 10</td>
<td>Exams date for courses in Term session will be determined by faculty</td>
</tr>
</tbody>
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05/03/2018