

STEP#1

User Login

Your User ID is a 9-digit number - 100XXXXXX or 101XXXXXX

For your first login only, your PIN is your date of birth (YYMMDD format).
You will then be asked to select a new 6-digit PIN **number**. Do not use letters or special characters.

To change your PIN, login and click "Change your Carleton Central PIN" under the "Personal Information" menu.

User ID: 100123456
PIN: ●●●●●●

Login Forgot PIN?

RELEASE: 8.5.2

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STEP#2

Main Menu

Last web access on Jun 16, 2015 at 03:33 pm

Personal Information Student Services Employee Services

Personal Information

- Change your Carleton Central PIN
- Change security question
- Update addresses and phone numbers
- View name change information
- Personal Emergency Contact Information
- Campus Card:** The CampusCard online services can now be accessed through the CampusCard Web Center
- MyCarletonOne Account information and Carleton Email address
- Travel Registry
- Manage Email Communications

Campus Alerts

- Emergency Notification System (ENS):** Register your cellphone and subscribe to receive alerts from Campus Safety in the event of an emergency on campus.
- Service Disruption Notification:** Subscribe to receive text message alerts in the event of an unplanned service disruption on campus (e.g. road/pathway closures, elevator outages, etc).

Student Records

- Graduate Admissions:** Graduate Admissions and Graduate In-Program Revisions.
- Admissions:** Review admission application, View Holds and Conditions of Offer, Internal Application for Admission
- myGrades:** Display grades
- myProgress (APE: Academic Performance Evaluation)**
- myAudit:** View academic audit
- myExam Schedule**

Registration

- Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, Registration Override Requests
- Other:** Add/Drop Classes, French Placement Test, Purchase Books
- Learning Communities (Science):** Join a learning community
- Student Accounts:** Calculate amount to pay, View student account, Optout Undergrad Insurance, Print tax receipts (T2202A, RL-8, UPass Receipt)

Awards and Financial Assistance

- Student Award Information:** Click here to display all awards and/or funding (Student loans, bursaries, scholarships, graduate funding) and their status.
- Submit Social Insurance Number (SIN):** Your Social Insurance Number (SIN) is required for Carleton University to prepare a tax information slip (T4A) to report scholarships, bursaries, awards, prizes and tuition waiver amounts.
- Undergraduate Online Application Forms:** Undergraduate bursaries/awards, other financial aid applications (e.g. OSAP Summer Extension Form, Work Study etc). Check application status.

Student Support Services

STEP#3

Personal Information **Student Services** **Employee Services**

Select Term

Select a term from the drop-down menu.

Select Term: Winter 2016 (January-April) ▼

Proceed to Search



RELEASE: 8.2

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STEP#4

If searching based on **hypothetical** courses, **DO NOT** make any further selections below this search criterion.

HYPOTHETICAL COURSES FROM AUDIT: (Undergrad ONLY)

NOTE: No courses will appear above if you have not selected any hypothetical courses in your interactive audit. Click [here](#) to plan your course selection in your Audit based on your current program requirements.

COURSE LEVEL:

SUBJECT:

NOTE: Select at least one subject from the list. Select multiple subjects by holding the CTRL key on your keyboard for Windows and the Command key for MAC's.

COURSE NUMBER:

NOTE: Search the course number in whole or in part. Example: to search all 1st year courses in a particular subject, enter 1 in the course number field.

SEARCH BY CRN:

NOTE: If you know the CRN (5 digit course reference number) enter it here.

SPECIAL CRITERIA:

NOTE: "Show courses that are open for registration" will **NOT** include courses that have an open waitlist.

[Click here for advanced search options](#)

 

STEP#5

Search Results

HOW-TO VIDEO USER GUIDE UNDERGRAD CALENDAR CRADIA

Registration Term: Winter 2016 (January-April)

- Add a course to your **draft** worksheet by selecting the checkbox next to the course you want, then scroll to the bottom of the page and select "Proceed to Worksheet".
- Additional course information (i.e. course description, restrictions and prerequisites) can be viewed by clicking on the blue CRN, Subject or Course Title.

Select	Status	CRN	Subject	Section	Title	Credits	Schedule	Prereqs?	Restrictions?	Full Session Info	Instructor
<input type="checkbox"/>	Open	10493	BIT 1006	A	Elective	.5	Lecture	No	Yes		David Bray
Meeting Date: Jan 06, 2016 to Apr 08, 2016 Days: Time: Section Information: ON-LINE Algonquin College course, History of Design Prerequisites additional credit for BIT 2003 (no longer offered) .											
<input type="checkbox"/>	Open	10494	BIT 1006	B	Elective	.5	Lecture	No	Yes		David Bray
Meeting Date: Jan 06, 2016 to Apr 08, 2016 Days: Time: Section Information: ON-LINE Algonquin College course, Ethics,what's the big deal Prerequisites additional credit for BIT 2003 (no longer offered) .											
<input type="checkbox"/>	Open	10495	BIT 1006	C	Elective	.5	Lecture	No	Yes		David Bray
Meeting Date: Jan 06, 2016 to Apr 08, 2016 Days: Time: Section Information: ON-LINE Algonquin College course, Science Fiction Prerequisites additional credit for BIT 2003 (no longer offered) .											
<input type="checkbox"/>	Open	10496	BIT 1006	D	Elective	.5	Lecture	No	Yes		David Bray
Meeting Date: Jan 06, 2016 to Apr 08, 2016 Days: Time: Section Information: ON-LINE Algonquin College course, Film and Multiculturalism Prerequisites additional credit for BIT 2003 (no longer offered) .											
<input type="checkbox"/>	Open	10497	BIT 1006	E	Elective	.5	Lecture	No	Yes		David Bray
Meeting Date: Jan 06, 2016 to Apr 08, 2016 Days: Time:											

Select the section you prefer by clicking any of the boxes
Then, click on

DRAFT TIMETABLE

- Classes begin on 06-JAN-16 and end on 08-APR-16
- Courses that have scheduled conflicts will appear in red. Tabularize Prerequisites enables this conflict.

STEP#6

My Course Worksheet

HOW-TO VIDEO

Registration Term: Winter 2016 (January-April)

My Course Worksheet displays your **draft** timetable(s). Check the **Warnings** column for any [registration warnings](#) that you may encounter (such as restrictions and prerequisites).

- If you are planning your timetable **before** your time-ticket opens, make sure you:
 1. Save your worksheet
 2. Create multiple worksheets – courses can fill up by the time you register!
 3. Continue to check the "Warnings" column for any new messages (i.e. The course is full)
 4. **Make sure** you add the 2nd half of any full session courses if you are planning your worksheet in the Winter term
- If you are planning your timetable **when** registration is open:
 1. Complete your registration by clicking the "Proceed to Registration" button AND
 2. Follow the instructions at the top of the next page.

Adding a course to your worksheet **does not** reserve a seat in the class. **Make sure** you register for your classes when your registration time ticket opens.

WORKSHEET

Current Worksheet: [NEW worksheet]

Save As:

Remove	Status	CRN	Course	Title	Meeting Time	Credits
<input type="checkbox"/>	On Your Worksheet	10493	BIT 1006 A	Elective	Unscheduled	0.50
						Total Credits: 0.50

Now, your selected course is here, you must click on please, see below

To add courses to your worksheet directly, enter CRN(s) or course subject, number and section (e.g. BUSI 2003 A)

REGISTRATION

⚠ Registration is not open at this time. Please revisit once your time ticket opens on June 23, 2015 02:00 PM EST.

DRAFT TIMETABLE