

GUIDE FOR NEW SPROTT STUDENTS



Carleton
UNIVERSITY



SPROTT
SCHOOL OF BUSINESS

Welcome to Sprott

It gives me great pleasure to welcome you to the Sprott School community. During your studies here, I encourage you to take advantage of the many opportunities both in and outside the classroom to explore your interests, develop new skills, and expand on your social and professional networks. In doing so, you will enrich your education and be well equipped to prepare, search for and succeed in getting your choice job upon graduation. I look forward to seeing you on campus!

Sincerely,
Dr. Howard Nemiroff
Associate Dean, Undergraduate Studies



Get Started

Prepare for your transition to university by attending Carleton's orientation events. Register online at carleton.ca/orientation.

- **Summer Orientation (Various dates)**

A one-day program for new students and their parent(s) or guardian(s). Learn about your new school, verify your course selection and meet fellow Sprott students.

- **Fall Orientation (Aug. 30 to Sept. 5)**

Sprott's fun-filled SPROSH Week gives you the chance to make new friends before classes start, meet upper-year students and gain skills to help you transition to life at Carleton.

- **Academic Orientation (Sept. 1)**

Meet Sprott faculty, staff and students who will share tips for success and what you need to know before heading to class.

- **International Student Orientation (Aug. 31)**

A full day introduction to Carleton University and university life in Canada.

- **MATH MATTERS (AUG. 19 TO AUG. 26)**

If you didn't take Calculus in high school or if you earned less than 80%, we strongly encourage you to enroll in Math Matters for Business Students to ensure you are prepared for BUSI 1009. carleton.ca/mathmatters

SIGN UP FOR YOUR CARLETON EMAIL

Activating your [MyCarletonOne](#) account through Carleton Central is very important. It is the only way that Sprott can contact you. Once your account is activated, you will get email through the MyCarleton portal or using the Carleton student app.

CARLETON UNIVERSITY TRANSITION GUIDE

Be sure to check out [CU Start](#), Carleton's online transition guide, for information on course registration, residence, finances, information for parents, Carleton's mobile app and more.

SPROTT.CARLETON.CA/NEW-STUDENTS



Spratt Student **Services**

The 7th floor of Dunton Tower is a popular hub for Spratt students. It's where all Spratt undergraduate student services are located.

SPROTT UNDERGRADUATE STUDENT SERVICES OFFICE

710 Dunton Tower
613-520-2600 ext. 3105,
studentservices@spratt.carleton.ca

ACADEMIC ADVISING

Spratt's academic advisors can help you make decisions about courses and they are your most reliable source for information about your degree requirements, CGPAs, university regulations, and more! Email bcom@spratt.carleton.ca or bib@spratt.carleton.ca, or drop in weekdays between 8:30 a.m. and 4:30 p.m..

STUDENT SUCCESS ADVISING

Spratt's student success officer can help you if you're having difficulty with academics or transitioning to university life, or if you are looking for additional opportunities to get involved.

BUSINESS CAREER MANAGEMENT CENTRE

704 Dunton Tower
613-520-3973,
sprattcareers@spratt.carleton.ca

Planning and preparing for your career throughout your studies is key to finding a rewarding job after

graduation. The BCMC team offers a full range of services, including exclusive job postings, employer and alumni connections, resumé and cover letter help, career advising, and fun career events. Sign up for [mySpratt](#) in Carleton Central.



Get Involved

Getting involved outside the classroom can help you build your resume, meet new friends and have a more exciting experience at Sprott. So as not to overload yourself, we recommend starting with one or two activities. Remember you have all four years to try them all! There are many extracurricular opportunities at Sprott. Here are just a few:

SPROTT STUDENT CLUBS

As a BCom or BIB student, you are automatically a member of the [Sprott Business Students' Society \(SBSS\)](#), which offers a variety of social, academic and professional opportunities. You can also join the concentration-focused student clubs and special interest groups. Learn more about Sprott and Carleton student clubs at Expo Carleton on Academic Orientation Day.

SPROTT COMPETES

Sprott's case competition teams compete against top business students in Canada and around the world, while honing valuable skills that employers demand. Check out Sprott's internal case competitions to get started. sprottcompetes.ca

SPROTT STUDENT INVESTMENT FUND

SSIF offers select finance students the chance to learn investment strategies in a team setting and manage a real investment portfolio valued close to \$900,000.



Get Organized

Business is personal at Sprott. Here you'll belong to a spirited student community that offers endless opportunities to explore your interests and build your personal and professional networks, all while gaining valuable skills and experiences that help you stand out to employers.

What to Bring

Unsure of what you will need as a business student? We've put together a list of basic items to get you started.

SCHOOL SUPPLIES

- Financial calculator (One of: Texas Instruments BAIIPlus, Hewlett Packard HP12C or HP10bII, Staples Financial Calculator, or Sharp EL-738C)
- Laptop, USB drive(s)
- Pens, pencils, highlighters in 3-4 colours
- Binders and loose leaf paper (This is better than notebooks because you can rearrange pages and add in

handouts and graded coursework.)

- Sticky notes in different colours
- Water bottle and travel mug

BUSINESS ATTIRE

As a business student, you will have class presentations that require business attire. There are also opportunities to attend networking events, conferences and competitions that require professional dress. Ideally, all students should have a business suit in their wardrobe. Here are the basics of what you need for these occasions.

Ladies:

- Two-piece suit (matching blazer and pants or skirt)

- Dress shirt and pants
- Business casual pants
- Closed-toe dress shoes
- Professional bag or briefcase

Guys:

- Two-piece business suit
- Dress shirt and tie
- Dress pants
- Business casual pants
- Dress shoes
- Belt
- Professional bag or briefcase



Time Management Tips from Successful Sprott Students

Managing your time means planning ahead. Once you've registered for classes, map out what your weekly schedule, including weekends, is going to look like.

1. Block off lecture and tutorial times.
2. Block off commute times, taking into account bus schedules, peak traffic periods and classroom locations.

3. Add in the hours you know you will need to work. Try to find a job that offers flexible hours and is close to campus.

4. Block off an extra 3 hours for each class. You will need this time to read, prepared for class, complete assignments, study for tests and meet with groups.

5. And go! Life as a Sprott student is busy, but rewarding. If you stick to your schedule, work hard, put academics first and get involved, you will have incredible memories, an excellent professional network and a well-earned degree at the end of your time at Sprott.

THERE'S AN APP FOR THAT!

Download these apps to help keep you organized when classes start.

- Carleton app
- Google Calendar
- Any.Do
- Exam Countdown
- iStudiez Pro
- Evernote
- Flashcard+



Get Connected

Stay informed on what's going on at Sprott and meet other Sprott students!



TWITTER:

@SprottStudents, @SprottCareers,
@SprottSchool, @SBSSCouncil



FACEBOOK:

Sprott Undergrad Network,
Sprush - Sprott School of Business
Fall Orientation



INSTAGRAM:

sprottstudents

E-NEWS:

Sprott off the Press undergraduate newsletter sent to your Carleton email every week (reduced schedule in summer). Parents can subscribe at sprott.carleton.ca/sotp.

WEB:

sprott.carleton.ca/new-students

CARLETON CONTACTS FOR NEW STUDENTS

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| Student Registration Assistance carleton.ca/registration | -Get help with navigating Carleton Central, registration system errors, planning a conflict-free schedule. |
| Admissions Office admissions.carleton.ca | -Verify if your transfer credits have been approved, or change your concentration. |
| Department of Housing housing.carleton.ca | -Get information about living on campus (rooms, meal plans, what you should bring, etc), your residence building and amenities. -Get help looking for off-campus housing. |
| International Student Services Office carleton.ca/isso | -Register for International Student Orientation Day (August 30). -Get information about moving to Ottawa, health insurance, or immigration documentation. |
| Paul Menton Centre for Students with Disabilities carleton.ca/pmc | -Request academic accommodations. -Get advice and support from learning strategists and disability coordinators. |
| Awards & Financial Aid carleton.ca/awards | -Find information about using OSAP to pay your tuition -Apply for scholarships and bursaries. |
| Student Accounts carleton.ca/financialservices/student-accounts-receivable | -Check tuition rates and deadlines. -Review payment options. |





Undergraduate Student Services
Sprott School of Business
710 Dunton Tower
Tel: 613-520-2600 ext. 3105
Email: studentservices@sprott.carleton.ca
Website: sprott.carleton.ca/new-students
Twitter: @sprottstudents



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