

How to use Carleton Central

<http://central.carleton.ca/>

Login to **Carleton Central** (<http://central.carleton.ca/>) - there is always a Return To Menu button in top right hand corner

Follow the steps below depending on what you are trying to do:

Change Program Elements (Concentrations, Minors)

Main Menu → Student Online Applications → Change Program Elements → Submit Changes

Override Request

Main Menu → Student Records and Registration → Registration Override Requests → Select Term → Press CONTINUE button → Submit a Request → Select Course or Enter CRN → Fill it in and submit your request

Tutor Referral Service

Main Menu → mySuccess → Tutor Referral Service → Tutor Application or Tutee Application → Fill out form

TA Applications

Main Menu → Student Online Applications → Undergrad TA Applications → Submit an application

Request a Transcript

Main Menu → Student Online Applications → Request a Transcript/Certificate of Enrollment → Official Transcript Request

Apply to Residence

Main Menu → Housing Services → Apply to residence → Choose term, etc.

Print tax receipts (T2202A, RL-8, UPass Receipt)

Main Menu → Student Records and Registration → Print tax receipts → Choose which tax receipt to print out (T2202A Tax Credit Form or T4A Tax Form or UPASS Tax Credit Form or Releve8 Tax Form)

Apply to Graduate

Main Menu → Student Online Applications → Apply to graduate → Apply Now (Select term in which you are graduating)

Registration Status

Main Menu → Student Records and Registration → Registration (bolded subheading) → Registration Status

Special Students/OttawaU students accessing Carleton email

Carleton.ca main page → MyCarleton (above search engine) → activate your Student computing account or change your password → enter student number and password (birth date- YYMMDD)

Questions? Call Computing and Communication Services at 613-520-3700

For Carleton Central "How To" Videos please go to:

<http://www1.carleton.ca/registrar/registration/carleton-central-how-to-videos/>

- | | |
|--|--|
| <input type="checkbox"/> How to join/remove a waitlist | <input type="checkbox"/> How to change a tutorial or lab without dropping your course. |
| <input type="checkbox"/> Registration Error Override Request | <input type="checkbox"/> Understanding your account summary |
| <input type="checkbox"/> Do a class search | <input type="checkbox"/> Request a certificate of enrolment |
| <input type="checkbox"/> Drop a class | <input type="checkbox"/> View or print your timetable |
| <input type="checkbox"/> Request a transcript | |

Main Menu



Personal Information

- [Change your Carleton Central PIN](#)
- [Change security question & answer](#)
- [Update addresses and phone numbers](#)
- [View name change information](#)
- [Personal Emergency Contact Information](#)
- **Campus Card:** [Deactivate/Reactivate CampusCard](#), [CampusCard Activity Review System](#), [CampusCard Weekly MealPlan Usage](#), **Door Access PIN Selection** [E-Laundry Service](#)
- [MyCarletonOne Account information and Carleton Email address](#)



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.
Watch video at: <http://www.youtube.com/watch?v=kegTVdLNgnI&feature=youtu.be>
- **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 and Registration

- **Admissions:** [Review admission application](#), [Display Holds and Conditions of Offer](#), [Internal Application for Admission](#)
- **ArtsOne Registration:** [Register for an ArtsOne cluster](#)
- **Registration:** [Search schedule](#), [Add/Drop/Search classes](#), [View timetable](#), [Display holds](#), [Purchase Books](#), [Registration Override Requests](#), [French Placement Test](#)
- **Student Accounts:** [View student account](#), [Calculate amount to pay](#), [Print tax receipts \(T2202A, RL-8, UPass Receipt\)](#)
- **myGrades:** [Display grades](#)
- **myProgress (APE: Academic Performance Evaluation)**
- **myAudit:** [View academic audit](#)
- **myExam Schedule**



Awards and Financial Assistance

- **Student Award Information:** Click here to display all awards and/or funding (loans, bursaries, scholarships, graduate funding) and their status, including your loan estimates for the current and future terms.
- **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 (Work Study, Parker Loan, etc). Check application status.



Student Support Services

- **BOARD OF GOVERNORS ONLINE VOTING - Voting is now Closed**
- **myCareer (Student Jobs and Events)**
- **myPMC (Paul Menton Centre for Students with Disabilities)**
- **myCo-Curricular Record**
- **Graduate TA Management System**
- **TA Training**
- **myAudit** (view academic audit)



mySuccess

- **SASC Academic Advising** (see an advisor)
- **Learning Support Services LSS - Workshops** (register for a workshop)
- **Learning Support Services LSS - Group Study Rooms** (book a study room)
- **Writing Tutorial Service WTS** (arrange to get help with a paper, essay, or report)

- **Tutor Referral Service** (apply to be a tutor/request a tutor)



Student Online Applications

- Apply to Graduate
- Change Program Elements
- Request a Transcript/Certificate of Enrolment
- Undergrad TA Applications
- TA Mentoring Applications



Employee Services

- **Benefits and Deductions:** View your retirement plans; health benefits; miscellaneous benefits; beneficiary information
- **Pay Information:** Check out your direct deposit advice; review your direct deposit breakdown; view your earnings history; view your deductions history
- **Tax Forms:** View your T4 and T4A tax forms; Give your consent to receive tax forms electronically
- **View your current leave balances**
- **Update your Emergency Contacts**
- **View Carleton's Retirement Planner Application**
- **Apply for Job Opportunities**
- **Learning and Development**
- **Other Services**



Housing Services

- Accept residence offer
- Apply to residence
- View waitlist
- Residence Maintenance



Carleton Central Terms and Conditions of Usage

- For Students
- For Staff and Faculty