

**EXCHANGE PROGRAM
UNIVERSITY OF OTTAWA - CARLETON UNIVERSITY
(UNDERGRADUATE)**

(See regulations and procedures)

NOTICE TO STUDENT

You will only be allowed to register for a course at Carleton University if: this course is mandatory for your program; it is not available at the University of Ottawa; and taking the course at Carleton would allow you to complete the requirements of your program during the current academic year.
You cannot register for a course at Carleton University if an equivalent course is available at the University of Ottawa.

<input type="checkbox"/> INITIAL REGISTRATION <input type="checkbox"/> COURSE(S) ADDED		<input type="checkbox"/> COURSE(S) DROPPED		STUDENT NUMBER			
(ENTER COURSES IN SECTION A)		(ENTER COURSES IN SECTION B)		OTTAWA		CARLETON	
LAST NAME		FIRST NAME		MIDDLE NAME			
EMAIL				@uOttawa.ca			
FACULTY/SCHOOL				DEPARTMENT		DATE OF BIRTH YEAR MONTH DAY	
PROGRAM OF STUDIES						YEAR <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth	

SECTION A INITIAL REGISTRATION / COURSE(S) ADDED

COURSE CODE (CARLETON)	UNIT	COURSE TITLE (CARLETON)	SESSION (✓)				EQUIVALENT COURSE CODE AT THE UNIVERSITY OF OTTAWA	UNIT	PREREQUISITE COMPLETED (✓)		FACULTY INITIALS	OFFICE OF THE REGISTRAR CARLETON CODE
			YEAR _____ - _____						YES	NO		
			MAY-AUG.	SEPT-DEC.	JAN-APR.	SEPT-APR.						

SECTION B COURSE(S) DROPPED

COURSE CODE (CARLETON)	UNIT	COURSE TITLE (CARLETON)	SESSION (✓)				EQUIVALENT COURSE CODE AT THE UNIVERSITY OF OTTAWA	UNIT	PREREQUISITE COMPLETED (✓)		FACULTY INITIALS	OFFICE OF THE REGISTRAR CARLETON CODE
			YEAR _____ - _____						YES	NO		
			MAY-AUG.	SEPT-DEC.	JAN-APR.	SEPT-APR.						

I AUTHORIZE BOTH UNIVERSITIES TO EXCHANGE TRANSCRIPTS OF MY MARKS. I AGREE TO ABIDE BY ALL REGULATIONS OF THE UNIVERSITY OF OTTAWA AND CARLETON UNIVERSITY.

DATE

SIGNATURE

STUDENT

APPROVAL/AUTHORIZATION

UNIVERSITY OF OTTAWA

- PREREQUISITES VERIFIED
- THE ABOVE-MENTIONED STUDENT IS IN GOOD STANDING AT THE UNIVERSITY OF OTTAWA AND IS ELIGIBLE FOR THE UNDERGRADUATE EXCHANGE PROGRAM.
- FINANCIAL RECORD VERIFIED

DATE (DEPARTMENT) SIGNATURE

DATE (FACULTY/SCHOOL) SIGNATURE

DATE (REGISTRAR) SIGNATURE

CARLETON UNIVERSITY

DATE (REGISTRAR'S OFFICE) SIGNATURE

Office of the registrar | Infoservice
 75 Laurier Avenue East, Ottawa (Ontario) Canada K1N 6N5
 Fax: 613-562-5323 | infoservice@uOttawa.ca



NOTICE TO STUDENT

REGULATIONS

1. University of Ottawa students may take courses at Carleton University, and vice-versa, without paying additional tuition fees. However, they must pay the ancillary fees related to these courses.
2. To be eligible for a credit transfer with Carleton University, University of Ottawa students must meet the following requirements:
 - be admitted to a program of studies at the University of Ottawa;
 - be registered at the University of Ottawa for the term during which the credit transfer will occur;
 - be in good academic standing.
3. Students cannot register for a course at Carleton University if an equivalent course is offered at the University of Ottawa during the same academic year, unless:
 - the course is full;
 - the course is absolutely required to complete the program; or
 - for any other valid reason.Students must obtain their faculty's approval to register at Carleton University.
4. Only courses that meet the University of Ottawa's degree requirements can be taken at Carleton University.
5. Students must provide proof that they have successfully completed prerequisite courses.
6. Courses completed at Carleton University do not count towards residence requirements at the University of Ottawa.
7. Grades obtained for courses completed at Carleton University are converted according to the equivalence table below, appear on the student's official transcript, and are included in grade point average calculations.
8. Students must comply with each university's sessional dates.

PROCEDURES

1. **FILL IN** the University of Ottawa exchange form
2. **OBTAIN APPROVAL** from the University of Ottawa by having the form signed by your faculty, and department if necessary, at uOttawa (Note: approval does not guarantee access to the course(s))
3. **OBTAIN APPROVAL** from Carleton University by having the exchange form signed by the Registrar's Office, Carleton University (Tory Building, Room 300, 1125 Colonel By Drive) and completing the registration requirements at Carleton University
4. **SUBMIT** the approved exchange form to InfoService, University of Ottawa, 75 Laurier Avenue East, Room 129, before the registration deadlines to complete the registration process and pay the required fees for courses to be taken at both universities.

To check the Carleton University course timetable, visit their website at www.carleton.ca/registrar/registration

To register for additional exchange program courses, fill out a new exchange form and repeat steps 1 and 2 above within Carleton University's registration deadlines.

The Registrar's Office at Carleton University will automatically forward marks for courses you take at Carleton to the Office of the Registrar, University of Ottawa.

If you wish to withdraw from a course or cancel a registration at Carleton, you must report to the Registrar's Office at Carleton University within their deadlines. This Office will then notify the Office of the Registrar at the University of Ottawa, who will update your financial account.

EQUIVALENT GRADES

CARLETON UNIVERSITY			UNIVERSITY OF OTTAWA	
A+	12	=	A+	10
A	11	=	A	9
A-	10	=	A-	8
B+	9	=	B+	7
B	8	=	B	6
B-	7	=	B	6
C+	6	=	C+	5
C	5	=	C	4
C-	4	=	C	4
D+	3	=	D+	3
D	2	=	D	2
D-	1	=	D	2
F	0*	=	E	1*
FND	0**	=	F	0**
WDN	-	=	DR	-
IP	-	=	CTN	-
DEF	-	=	DFR	-
AUD	-	=	AUD	-
ABS	0	=	ABS	0
CTN	-	=	CTN	-
SAT	-	=	S	-
AEG	-	=	S	-
UNS	-	=	NS	-
GNA	-	=	NNR	-

* REDEEMABLE FAILURE IN SOME FACULTIES
** NON-REDEEMABLE FAILURE

NOTICE OF COLLECTION OF PERSONAL INFORMATION

Your personal information is collected under the authority of the *University of Ottawa Act*, 1965, in accordance with the *Freedom of Information and Protection of Privacy Act* of Ontario and University Policy 90. The personal information you provide on this form will be used by the University for purposes consistent with the administration of University programs and activities, and the provision of services and performance of functions including recruitment, admission, enrolment, academic programs, evaluations, official document requests, financial aid and awards, assisting student associations and graduation. Your personal information may be transmitted to other educational institutions and partners involved in the delivery of programs offered at, with, or through the University, including, but not limited to, entities involved in the provision of joint degrees, programs, practicums, exchanges, placements and CO-OP positions.

If you have questions about the collection, use and disclosure of your personal information, please contact InfoService at 613-562-5630 or infoservice@uOttawa.ca.