

2011-12 Checklist for MBA students

- Accept admission offer through Carleton Central
- Accept and pay non-refundable tuition deposit of \$500.00 Cdn.
- Ensure any and all conditions on admission are removed by providing original and official documents identified on your Statement of Standing on Admission.
- Sign up for Orientation Week. Go to Sprott MBA website <http://sprott.carleton.ca/current/mba/orientationweek.html>. Part time students are encouraged to attend. Full time students with less than 2 years of professional work experience must attend Boot Camp. Full time students with 2 or more years of work experience must apply for an exemption and submit to Career Services.
- Review all MBA program requirements from the Sprott MBA website <http://www.carleton.ca/calendars/grad/current/programs/business.html>
- Review all Graduate Studies regulations as stated in the Graduate Calendar found on the Sprott website <http://www.carleton.ca/calendars/grad/current/regulations/index.html>
- New Students should check the following Graduate Studies website for more information on Graduate Studies <http://www2.carleton.ca/fgpa/current-students/new-graduate-students/>
- Register in **BOTH** sections **Fall F1 & F2, inter W1 & W2 before registration closes September 21, 2011.** **Please note registration for Winter Term has been delayed. Winter schedule to be released soon.** Registration instructions can be found by checking the following website: <http://www2.carleton.ca/fgpa/current-students/registration/>.
- Review your registration and ensure you have registered in correct section of course, ie BUSI 5801 A, B or D. Sections C and Q are for our overseas program and not available to you. Make sure you have registered in both six week sessions before registration closes. Once registration closes (check dates and deadlines) you will not be able to register in the second six week session.
- Set up and activate your Connect email account. This is the only email account used by Carleton University so please use your Connect account for all University communications.
- Ensure tuition fee payment is received by **August 31, 2011**. This is the Payment Deadline Date for your entire student account (fee payment). Late charges may be applied to the student account any time after this date. For more information on tuition fees, please check the student accounts website: <http://www2.carleton.ca/finance/student-accounts-receivable/tuition-fees/fallwinter-graduate-fees>.
- Once you have registered and you have arrived on Campus you will need to obtain your Campus Card <http://www2.carleton.ca/campuscard//>.