This handbook is intended to provide answers to some of the questions that you might have both before and during your time as a Post-Baccalaureate Diploma or “post-bac” student at Carleton. If you can’t find the answer to your question here, please ask it of an appropriate person. For questions of an academic nature, please contact Professor Ana Dammert, M.A. Supervisor, at Ana.Dammert@carleton.ca or at 613-520-2600 extension 3753 and for questions of an administrative nature please contact Marge Brooks, Graduate Administrator, at marge.brooks@carleton.ca or at 613-520-2600 extension 3743.

**Post-Bac Program Requirements and Course Selection**

The standard requirement for a post-bac student is eight one-term courses. This requirement consists of six core courses in Mathematical Analysis in Economics (ECON 4001), Statistical Analysis in Economics (ECON 4002), Advanced Microeconomic Theory (ECON 4020), Advanced Macroeconomic Theory (ECON 4021), Econometrics I (ECON 4706), and Research and Writing in Economics (ECON 4990), and either Advanced ESL Writing for Economics (ELSA 1906) if required and one 4000-level elective in Economics or two 4000-level electives in Economics.

Students should take ECON 4001, ECON 4020, ECON 4706, and either ELSA 1906 if required or one 4000-level Economics elective in the 2017 Fall term, and ECON 4002, ECON 4021, ECON 4990, and one 4000-level Economics elective in the 2018 Winter term.

**Electives:** Below is a list of the planned 2017–18 Fall-Winter Economics electives at the 4000 level. This list is unlikely to change, but if it does, an updated version will appear on the page at carleton.ca/economics/courses/2016-summer-and-fall-and-2017-winter-offerings/#4000-level.

**2017 Fall:**
Operations Research I (ECON4004); Behavioural Financial Economics (ECON 4057); Competition and Regulatory Policy (ECON 4302); Health Economics (ECON 4460); International Monetary Theory and Policy (ECON 4602).

**2018 Winter:**
Operations Research II (ECON 4005); Financial Asset Pricing (ECON 4051); Corporate Financial Economics (ECON 4052); Market Structure and Firm Behaviour (ECON 4301); The Economics of Development (ECON 4507); International Trade Theory and Policy (ECON4601); Econometrics II (ECON 4707).

**Transfer to the M.A. Program**

Admission to the M.A. program requires completion of the post-bac program with an overall average of B+ (9.00 grade points out of a maximum of (12.00) or higher, and a grade of at least B- in each of the six core courses. Students are encouraged to apply for the M.A. program early in the Winter term of their post-bac program.
**Registration**

Carleton Central (central.carleton.ca), our Web-based information system, is the registration tool for Carleton University. Through Carleton Central you will be able to register for courses, review detailed fee information, display your grades for any academic session, create your timetable, change your address, and much more. Information and instructions on how to register can be obtained at carleton.ca/registrar/registration.

**Registration will begin on June 26.** In order to register you will have to have all your conditions of admission removed. However, please note that we will ensure that you will be able to take the courses in our department that you wish to take even if your conditions are not removed until after June 26. Please send the documents required to remove your “Condition on Admission” to Admissions Services, Carleton University, 315 Robertson Hall, 1125 Colonel By Drive, Ottawa, ON, Canada, K1S 5B6.

**You must register for both the lecture section of each course as well as any associated tutorial section or your registration will not be complete.**

**Miscellaneous**

**International students:** are encouraged to attend the International Student Services Office’s orientation on August 31. Further information and registration can be found through the ISSO Web site at carleton.ca/isso.

The ISSO Welcome Centre has important information and provides assistance during your first few days on campus. If you need assistance regarding immigration, etc., please call the International Student Service Office at 613-520-6600, or e-mail them at isso@carleton.ca, or visit them online at carleton.ca/isso.

**Campus tours:** Anyone interested in going on a campus tour should contact the Admissions Office at 613-520-2600 extension 3663 or visit their Web site at admissions.carleton.ca/campustours.

**Local residential and e-mail addresses:** Students must inform the Graduate Administrator of their local residential address and telephone number and are responsible for updating this information on Carleton Central. Also, once you have a computer account with a Carleton e-mail address, please give this information to the Graduate Administrator. We often e-mail important notices, messages, etc. to graduate students. New students will need to activate their MyCarletonOne account through Carleton Central to get their new Carleton e-mail. You simply need to log into Carleton Central and activate your new MyCarletonOne account. Once you have followed the steps provided, you will be granted your new Carleton e-mail account. Instructions for use can be found at carleton.ca/ccs/all-services/email/carleton-student-email. It is your responsibility to activate this account as soon as you are registered, and you must use this account for all communication with the M.A. Supervisor and the Graduate Administrator. The only exception to this rule is if you have a verifiable, institutional e-mail account—e.g., one provided by the federal government, an international organization, a large private sector firm, etc. In such a case, you must inform the Graduate Administrator of this alternative e-mail and ensure that you set up an auto-forward from your Carleton e-mail account to that other account.
Important Dates in late June, August, and September

June 26  –  Registration begins

August 25  –  Payment deadline date for student accounts in their entirety—late fees may be applied after this date

September 1  –  ISSO orientation for international students

September 6  –  First day of Fall-term classes at Carleton University

September 8  –  Post-bac student welcome reception

September 19  –  Last day for registration in Fall-term courses

Administration

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Ana Dammert, M.A. (and post-bac) Supervisor  Room B-846, Loeb Building  613-520-2600 ext. 3753

Dawn Bjornson, Departmental Administrator  Room C-872, Loeb Building  613-520-2600 ext. 3747

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