



Carleton
University

NPSIA

The Norman Paterson School
of International Affairs

MA Program Registration Package Fall 2025

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PERSONNEL/CONTACT INFORMATION

Please note that the MA Administrators (cc internationalaffairs@cunet.carleton.ca) are your first point of contact for any program inquiries.

In all correspondence, please include your student number so we can easily access your information in the Carleton system.

Administrative Team:

General Inquiries: InternationalAffairs@cunet.carleton.ca

MA Administrator: Avi Slack
AviSlack@cunet.carleton.ca
Responsible for MA and MA/JD Administration.
First point of contact for MA/JD students – general program inquiries.

MA Administrator: Tracy Huang
TracyHuang@cunet.carleton.ca
Responsible for MA and MA/JD Admissions
First point of contact for MA/JD – economics prerequisite and language requirement.

EA to the Director: Allyson Fitch
AllysonFitch@cunet.carleton.ca

Resource Centre and Communications: Ann Morneau
AnnMorneau@cunet.carleton.ca

Faculty Overseeing the MA Program:

NPSIA Director: Professor Yiagadeesen (Teddy) Samy
YiagadeesenSamy@Cunet.Carleton.Ca

MA Associate Director: Professor Valerie Percival
ValeriePercival@cunet.carleton.ca

PhD Associate Director: Professor Philippe Lagasse
(MA Admissions) PhilippeLagasse@cunet.carleton.ca

NPSIA PROGRAM OVERVIEW

As a NPSIA student you are governed by the regulations of [the Office of Graduate Studies](#), the [Faculty of Public and Global Affairs](#) (FPGA), and the [Graduate Calendar](#) requirements for the term of admission. You must also abide by Carleton University's [Student Rights and Responsibilities Policy](#).

Please ensure that you are aware of [program completion requirements](#), and consult Carleton's Graduate Studies [Calendar](#) for specific and up-to-date information on NPSIA's program.

For further information, please consult the [NPSIA Website](#) including our [FAQs](#). Please familiarize yourself with important [dates and deadlines](#).

If you have any additional questions about the program, please speak to the [MA Graduate Administrator](#).

Fall classes for NPSIA will begin after orientation on **Wednesday, September 3, 2025**.

MA Program Summary

NPSIA is a 5.0 credit MA program.

Students can complete 5.0 credits in one of three ways: through **Coursework**, with a **Research Essay**, or a **Thesis**. Please consult the NPSIA [program pathway](#) for our recommendations for student progression through the program.

In their first year of study, NPSIA full-time students must complete the mandatory INAF courses in Statistics (INAF 5016), Policy (INAF 5017), Law (INAF 5018), and their economics field requirement.

NPSIA offers [eight fields](#), each with a designated economics course, except for the IEP field which has two designated economics courses. Your letter of offer will indicate your field of admission. To obtain a field designation on your transcript, you must take 1.5 designated field courses. Students can complete their degree requirements without a field designation.

Designated field courses are listed in the [graduate calendar](#). Students are given priority in their field's designated classes.

NPSIA also offers [five collaborative specializations](#). We will send an application form for these collaborative specializations in July. If you are interested, please apply before the first week of classes. Some collaborative specializations have required classes you must take in your first term at NPSIA.

All non-NPSIA classes require pre-authorization from the MA Associate Director to count towards your degree. Please see [the FAQs](#) for the criteria for approval of non-NPSIA classes.

NPSIA has a [second language requirement](#). Please consult our guidelines for the various ways in which this requirement can be fulfilled.

Note that NPSIA students are eligible to apply for Carleton's [Coop Program](#), as well as the [International Academic Exchange](#) program. Students must have completed 3.0 full credits, including their required courses (INAF 5017, INAF 5018, INAF 5016 and their designated economics course or courses in the case of the IEP field) to be eligible to participate in Coop or Exchange.

REGISTRATION INFORMATION

Course Schedule

The Fall 2025 and Winter 2026 schedule will be posted on Carleton Central on May 26, 2025. Review the course listings prior to registration as the course schedule is subject to change.

Registration Steps

Students register for courses electronically through [Carleton Central](#). Familiarize yourself with Carleton Central as it will be your one-stop service for registration, student records, admission, and tuition fee information.

Registration information for the Fall/Winter 2025-2026 session can be found [here](#).

For further details:

- [Time Ticket*](#)
- [Registration Steps](#)
- [Program Requirements \(Graduate Calendar\)](#)
- [Language Requirement Policies](#)
- [General Course Descriptions](#)
- [Dates & Deadlines](#)
- [New Student Registration Videos](#)

* Times are assigned based on the last 2 digits of your Carleton University student number. You can find your time ticket information in Carleton Central under the tab 'Step 1: Registration – Getting Started!'.

➔ **NOTE:** Please register for **BOTH** your Fall and Winter courses when registration opens in July.

Conditional Admission

If you received a conditional offer of admission, these conditions need to be removed before you can register (July 8-11). If conditions remain, you may face a delay in the registration process.

All required official transcripts should be submitted **no later than June 20th** so that your conditions can be removed and processed in time for registration. The transcript will also need to include your convocation date to indicate your degree has been conferred. If you cannot provide your transcript by June 20th, please contact us ASAP.

Official transcripts must be [submitted directly](#) from the institution to the Office of Graduate Studies via email to graduate.studies@carleton.ca. If possible, please have the institution include your name and Carleton student number/user ID.

If the institution is unable to send the official transcript via email, the transcript can be sent to the address below. Mailed transcripts will result in delays.

Office of Graduate Studies, Graduate Admissions
512 Tory Building, CARLETON UNIVERSITY
1125 COLONEL BY DRIVE
OTTAWA, ONTARIO, K1S 5B6

Economics Prerequisite

For those of you who have a condition to complete the economics prerequisite(s), this condition **will not** affect your ability to register (see note below). Please plan to have the economics prerequisites

completed by the first day of your NPSIA program, as stated in your Offer of Admission.

➔ **ECONOMICS PREREQUISITE:** You must email us by **June 20** indicating that you are registered in your micro/macro course(s) and provide information on your final examination date(s).

Course Load

The normal course load for full-time MA students during the Fall and Winter terms is 1.5 credits each term, excluding language courses. If you choose to register in a language course to satisfy your language requirement, the course will be extra to degree.

If you wish to take more than 1.5 credits, make a request to the MA Associate Director during the first week of classes.

Mandatory Classes

In their first year of study, NPSIA full-time students must complete the mandatory INAF courses in Statistics (INAF 5016), Policy (INAF 5017), Law (INAF 5018), and economics (various).

Please note that Statistics, Policy and Law have associated tutorials. Students can register in the tutorial of their choice. Tutorial registration is on a first-come, first-served basis with no waitlists.

Field Designated Classes

When registration opens, only students enrolled in the field will be able to register for field designated courses for the first week of registration. For example, INAF 5706 is part of the HDHP field, so only HDHP students will be able to register in this course. If spaces remain, the course will open to non-HDHP students the following week. If the course is full once it is opened to non-field students, students can submit an [override request](#) to be added to a waitlist.

Elective Classes

Consider taking courses outside your field designation to familiarize yourself with the wide array of challenges and perspectives in the field of international affairs.

MA students are NOT eligible to register for any of NPSIA's PhD courses (level 6000 courses), unless a student has received permission from the Associate Director (MA Program) and the course instructor.

Non-NPSIA Classes

Any non-NPSIA classes require advance authorization from the MA Associate Director and must meet the criteria outlined in our [FAQs](#). Students must submit a request for non-NPSIA courses using this [form](#).

Last Day for Registration

September 16, 2025 is the last day to register, change courses or sections for the Fall term. A list of other important University Dates can be found [here](#).

Fees

Tuition fee information can be found [here](#).

For Fall 2025, tuition is due by August 25, 2025. Unpaid accounts will result in a late fee.

For Winter 2026, tuition is due by November 25, 2025. For more information on tuition payments, please click [here](#).

Student Status

Students who enter the program as full-time students are charged full-time student fees regardless of the number of courses in which they are enrolled.

Students must be registered as full-time students to access funding, including TA assignments.

If students want to change their status to part-time – either temporarily or permanently - they must meet the requirements for this change of status ([see FAQs](#)) and apply for a [change in status](#).

Students will lose their student status if they remain unregistered for three continuous terms (twelve months).

You must contact the MA Graduate Administrator to request to be moved to part-time status by filling out a [Registration Change Form](#).

ORIENTATION

The Office of Graduate Studies will host an [academic orientation](#) for new graduate students on the afternoon of **Tuesday, September 2, 2025**.

NPSIA's orientation will be held at **9 am on Wednesday September 3, 2025**.

You will receive a detailed orientation program prior to the first week of classes. Please consult this program carefully as mandatory orientation sessions may be added.

Fall classes for NPSIA will begin after orientation on **Wednesday, September 3, 2025**.

FREQUENTLY ASKED QUESTIONS

A Few Things to Remember:

1. **What is a Field Course?** A field course is a class that is assigned to a specific field. Please see the [Graduate Calendar](#) for the list of field courses being offered this year. Students only have priority registration in their own field courses.
2. **What is an Elective Course?** An elective is a course that is not part of any field and all students are eligible to take. After 1.5 credits of field courses, all field courses will count as elective credit.
3. **Do I need to complete a second language requirement while in the program?** Yes, all students must complete a [second language requirement](#) to graduate. If you choose to complete this option via course work, so long as you are paying full-time fees, the cost of the course will be covered.
4. **What happens if the course I want is listed as "Full"?** You can submit an [override request](#) to be considered for a waitlist.
5. **I have a conditional offer of admission and can't register. What do I do?** You will not be able to register until you have met all your conditions (official undergraduate transcript and/or completion of micro/macroeconomics courses). Please arrange for them to be cleared as soon as possible.

Still have questions?

Please consult the [NPSIA MA - FAQ](#). If you still have a question, please email international.affairs@carleton.ca. Include your student number to enable us to easily access your file.