



**Carleton**  
University

**NPSIA**

The Norman Paterson School  
of International Affairs

# MA Program Registration Package Fall 2026

<i>PERSONNEL/CONTACT INFORMATION</i>	2
<i>NPSIA PROGRAM OVERVIEW</i>	3
MA Program Summary	3
<i>REGISTRATION INFORMATION</i>	4
Course Schedule	4
Registration Steps	4
Conditional Admission	4
Economics Prerequisite	5
Course Load	5
Mandatory Classes	5
Field Designated Classes	5
Elective Classes	5
Non-NPSIA Classes	5
Last Day for Registration	5
Fees	5
Student Status	6
<i>ORIENTATION</i>	6
<i>FREQUENTLY ASKED QUESTIONS</i>	6

## PERSONNEL/CONTACT INFORMATION

Please note that the MA Administrators (cc [internationalaffairs@cunet.carleton.ca](mailto: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](mailto: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](mailto: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: Ann Morneau  
[AnnMorneau@cunet.carleton.ca](mailto:AnnMorneau@cunet.carleton.ca)

### **Faculty Overseeing the MA Program:**

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

MA Associate Director: Professor Leah West  
[LeahWest3@cunet.carleton.ca](mailto:LeahWest3@cunet.carleton.ca)

PhD Associate Director: Professor Philippe Lagasse  
(MA Admissions) [PhilippeLagasse@cunet.carleton.ca](mailto: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 on **Wednesday, September 9, 2026 at 11:30am after Fall Orientation**.

\*\*\*\*\*

### 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 required economics course.

NPSIA offers [four fields](#), each with a designated economics course. 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](#). The application form for these collaborative specializations has been included with the registration information email you just received. If you are interested, please complete an application form and return it to the International Affairs email as soon as possible. Some collaborative specializations have required classes you must take in your first term at NPSIA (CYBR & CLIM).

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) to be eligible to participate in Coop or Exchange.

## REGISTRATION INFORMATION

### Course Schedule

The Fall 2026 and Winter 2027 schedule will be posted on Carleton Central on May 25, 2026. 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 2026-2027 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 10). If conditions remain, you may face a delay in the registration process.

All required official transcripts should be submitted **no later than June 19<sup>th</sup>** 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 19<sup>th</sup>, 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](mailto:graduate.studies@carleton.ca). If possible, please have the institution include your name and Carleton student number/user ID.

If you are submitting your transcript through **MyCreds**, please be sure to select the option to have the transcript sent to an email address, rather than selecting Carleton University from their drop-down menu. Please input the email address ([graduate.studies@carleton.ca](mailto:graduate.studies@carleton.ca)) as the document recipient.

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 19** indicating that you are registered in your micro/macro course(s) and provide information on your final examination date(s).

**\*N.b. ALL field economics courses require an override submission in order to verify completion of Economics prerequisite courses (Intro Micro/Macro)**

## 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 CFD & DIFP field, so only students in those fields will be able to register in this course. If space remains, the course will open to non-field 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 15, 2026, 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 2026, tuition is due by August 25, 2026. Unpaid accounts will result in late fees & interest.

For Winter 2027, tuition is due by November 25, 2026. For more information on tuition payments, please click [here](#).

### Student Status

Graduate Studies is implementing a new course based tuition framework for select graduate programs at Carleton. The course-based tuition framework will begin in Fall 2026 for new students. Final tuition tables will be published on the Student Accounts website once approved. Tuition will be charged on a per-course basis rather than a flat per-term tuition fee (i.e., students' tuition fee assessment will be based on the number of courses in which they register in a term). Note that students' full-time or part-time status is set during the admission process and does not change automatically based on the number of registered courses in a particular term.

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 8, 2026**.

NPSIA's orientation will be held at **9:00 am on Wednesday September 9, 2026**.

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 on **Wednesday, September 9, 2026 at 11:30am after Fall Orientation**.

### 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. **What economics course should I take?** You should take the economics course associated with your field. Please consult the calendar.
4. **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.

5. **What happens if the course I want is listed as “Full”?** You can submit an [override request](#) to be considered for a waitlist.
6. **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](mailto:international.affairs@carleton.ca). *Students are advised to communicate with us using only their Carleton Email (Cmail) and to Include your student number.*