



**The Norman Paterson School of
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Dear NPSIA Student,

As you continue in your program, please keep this document as a resource during your studies.

You should familiarize yourself with the information on the [Graduate Studies](http://graduatestudies.carleton.ca) website. Please note, as a graduate student you are governed by the policies and regulations of Carleton University and Graduate Studies. The requirements and regulations of your program can be found in the Graduate Calendar – please remember to use the Graduate Calendar for the year of your admission. <https://calendar.carleton.ca/archives/>

Please do not hesitate to reach out if you have questions

Jennifer.links@carleton.ca

Please be sure to include your Student ID and Field in all correspondence.

IMPORTANT INFORMATION

CARLETON EMAIL

Once registered, your Carleton email address will be the university's official means of communication.

To protect your privacy, Carleton is only able to respond to inquiries about your student file/account through your Carleton email.

RESOURCES

You will want to pay close attention to your weekly copy of the

TheGraduate@Carleton newsletter, <https://gradstudents.carleton.ca/resources->

[page/newsletter/](#). This will be your main resource for **Important Dates, Upcoming Deadlines, and Scholarship Information**. You will receive an electronic copy of the newsletter every Thursday (with some exceptions) throughout the academic year.

Visit the **Grad Student site** <https://gradstudents.carleton.ca/> regularly for grad student stories and relevant information such as **policies and thesis information**.

STUDENT STATUS

Effective Fall 2025, NPSIA's Ph.D. program will have a Part-time option. To decide if this is an option for you, please consider the following information and requirements.

Full-time Students

Full-time status is established at the time of admission to a program. Graduate students admitted and registered as full-time students will be required to continue in, and complete their program as, full-time students and will be assessed full-time fees for the duration of their program.

Part-time Students

Graduate students admitted and registered as part-time students will be required to continue and complete their program as part-time students and will be assessed part-time fees for the duration of their program. A part-time graduate student will not register in more than 1.25 credits per term, including audit courses.

Change of Status from Full- Time to Part-Time

Students who have valid reasons for changing status from full-time to part-time prior to registration for a term may apply for permission by:

- writing to Graduate Studies stating the reason(s) for seeking exemption from the full-time registration requirements stated in section 7.9 of the Graduate Calendar.
- completing a Change of Registration Status Form, accompanied by a statement from the departmental graduate supervisor/associate chair (graduate affairs) - and the thesis supervisor, if applicable - in support of their request.

It is understood that such a status change will be granted only in exceptional cases (e.g., for medical reasons.)

****Please note: A change in status will impact funding and student loans.****

REGISTRATION

If you are still completing your required courses, you should consult both your audit and your program requirements.

To determine your **Program Requirements**, you will need to consult the **Graduate Calendar for the year that you started your program**

<https://calendar.carleton.ca/archives/>.

If have questions regarding your program requirements, please contact the Ph.D. Administrator, Jennifer Links via email at Jennifer.links@carleton.ca.

If you have questions regarding course selection, please contact Professor Lagassé Associate Director, Ph.D. at PHILIPPELAGASSE@cunet.carleton.ca

The **Fall/Winter 2025-2026 class schedule** and registration course planning tool will be available in Carleton Central (access by [logging into Carleton360](#)) on May 26th, 2025.

CHECKING YOUR AUDIT

Your academic audit, accessed through Carleton Central, is your 'road map' to academic success.

Make sure to check your audit regularly to ensure you are on the right track. The audit will inform you of the progress you have made. **Remember, you are the one responsible for making sure your requirements have been met to graduate!**

If have questions regarding your audit, please contact the Ph.D. Administrator, Jennifer Links via email at Jennifer.links@carleton.ca.

Course Load

The normal course load for full-time PhD students at any given point during the Fall and Winter semester is 1.5 credits in INAF courses, excluding language courses (if you choose to register in a language course to satisfy your language requirement or to further your language training this will be done extra to degree). If you wish to take more than 1.5 credits in INAF courses, you must make a request to the Associate Director of the PhD program, to undertake the extra course.

The **Registration Instructions** for the Fall/Winter 2025-2026 session, including how-to videos, can be found on the University's website at <https://carleton.ca/registration/registration-steps/>.

Registration for the Fall 2025 and Winter 2026 term for all new and returning graduate students will **open July 8, 2025**.

Your Fall 2025/Winter 2026 personalized time tickets (**Registration Start Time**) will be available on June 17, 2025, and you can find them by going to in Step 1 of the Registration

menu in Carleton Central. You can access Carleton Central through your virtual university hub, [Carleton360](#).

You can **build a sample timetable** within Carleton Central or you can search for available courses through the [Public Class Schedule](#). From there, you can select Fall 2025 or Winter 2026, choose subject “International Affairs” and click search. You may fill in other fields if you wish to narrow your research results.

OVERRIDE REQUESTS

Some courses have registration restrictions. Please read the error message, often all that is required is an override request. You can submit an override request through Carleton Central.

If you have never done one before, it is fairly easy, the biggest thing to remember is **before you will be allowed to apply for an override, you must first attempt to register and receive an error message** (it seems counter-intuitive– but it is a necessary step).

Go into Carleton Central – attempt to register, once the registration attempt has been logged, you will be able to submit a registration override request.

Once the override request has been logged, the request comes to Jennifer, she will approve it (if she can) and you will get an automated response and instructions. If she cannot approve your request, she will send you an email with an explanation.

You can find additional instructions here <https://carleton.ca/registrar/registration/override-requests/> there is a handy video at the bottom of the page.

If you are stuck, please do not hesitate to contact Jennifer at Jennifer.links@carleton.ca and she will step you through the process.

SCHEDULE CHANGES

We try our best not to make changes to the schedule once registration has opened, but in some circumstances, it is unavoidable. Please continue to check the schedule for updates until the courses begin.

Course Schedules:

The easiest way to see the courses available in each term is to visit the [Public Class Schedule](#).

FEES

Information on graduate fees can be found at <https://carleton.ca/studentaccounts/tuition-fees/>.

Questions related to your fees can be directed to Student Accounts.

Their regular business hours are Monday to Friday between 8:30am and 4:30pm.

Office: 301 Pigiavik (ΛΓΔϵΔᵇ) (formerly Robertson Hall)

Telephone: 613-520-2600 x3626
Email: student_accounts@carleton.ca

Fee Payment

Fee payment may be made, without incurring a late charge, for Fall 2025 by August 25, 2025. Unpaid accounts will result in a late registration fee. For Winter 2026, the deadline is November 25, 2025. For more information, please go <https://carleton.ca/studentaccounts/fee-payment/>

IMPORTANT UNIVERSITY DATES

Last day for registration

September 16th, 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:

<https://students.carleton.ca/academic-dates/>.

Fall classes for NPSIA will begin on Wednesday, September 3rd, 2025.

TEACHING ASSISTANTS (TAs)

If your funding package included a TAship, your TA assignment may take place outside the department in which you are enrolled and appointments shall be based on operational needs and individual qualifications. It is important to keep your TA profile up to date. All Priority TAs can update their TA Profile immediately after accepting their TA award through the [**TA Management System**](#) in Carleton Central.

<https://gradstudents.carleton.ca/teaching-assistants/ta-management-system/>.

You do not have to wait until you are registered or have paid your tuition fees in order to update your TA Profile.

It may be helpful to review the information posted on the **Getting Started as a Teaching Assistant** webpage here: <https://carleton.ca/deputyprovost/faculty-affairs/teaching-assistants/>

Once your profile is matched to a TA opportunity, you will receive an email. You must accept or decline within six (6) working days of the date of the offer. If you do not accept an assignment offer by the deadline, without reasonable cause, you will have declined the TA assignment for that term.

To be matched with a TA opportunity, you must be registered.

Please note that TA assignments are assigned by an Associate Dean at the Faculty level and not through the department.

FUNDING PAYMENT

If you have been offered funding, as stated in your admission offer, please read the document “Terms and Conditions of Admission and Funding” as it contains loads of important information. **Please scroll down to find the year that you were admitted to your program.**

<https://gradstudents.carleton.ca/new-students/terms-and-conditions/>

You will need to set up your direct deposit information with payroll. This can be done online:

<https://carleton.ca/hr-payroll/new-employees/>. If you have any troubles completing this electronically, please contact HR at humanresources@carleton.ca

Carleton is on a bi-monthly pay schedule with the exception of September and January – there is no mid-month pay for those two months, so plan your finances accordingly.

SCHOLARSHIP AND AWARD INFORMATION

For scholarship and award information, please refer to the Graduate Studies website:

<https://gradstudents.carleton.ca/awards-and-funding/>. Information on internal and external scholarships (OGS and SSHRC) will be circulated as it becomes available – sometimes as early as mid-August, so check your Carleton email on a regular basis!

WEBSITES OF INTEREST

<https://carleton.ca/npsia/> is a great resource for program-related information, as well as news and events updates.

<https://gradstudents.carleton.ca/> is specific for all graduate students at Carleton. You may find important information here regarding important dates, policies & forms, awards, professional development, and much more.

<https://calendar.carleton.ca/grad/gradprograms/internationalaffairs/> The graduate calendar is the governing guide for all program and course information.