University of Victoria

Faculty of Engineering and Computer Science | Electrical and Computer Engineering
Engineering Office Wing Room 448 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
T 250-721-8781 | ecegsec2@uvic.ca |

Master of Telecommunications and Information Security (MTIS) Program Degree Completion Steps

MTIS PROGRAM COMPLETION:

- MTIS students must have completed, or must be in the process of completing, all course work requirements (including co-op work term).
- If you plan on completing, you must notify the Graduate Secretary at the start of the term in which you plan to complete

STEPS FOR THE STUDENT:

1. **Connect with your Supervisor:** You must inform your Supervisor of the term in which you plan to complete your program**.**

2. **Connect with the Graduate Secretary:** You must connect with the Graduate Secretary to go over the program completion information and steps (ecegsec2@uvic.ca).

3. **Connect with the Co-op Coordinator** *(if you are on a co-op work term)***:** You must connect with the Co-op Coordinator (imenbour@uvic.ca), to go over the steps to completion and deadlines.

4. **Apply to graduate:** Complete the Application to Graduate online through your Online Tools. Please note: a credit card is required. Click here for more information on graduation requirements and deadlines.

   Application to graduate dates and deadlines to avoid late fee:

Final Term Registration	Application for Graduation Deadline	Convocation Ceremony
Fall (September – December)	15 November	Spring (June)
Winter (January – April)	15 February	Spring (June)
Summer (May – August)	15 July	Fall (November)

5. **Register to attend convocation:**
   a. If you will be attending the Convocation Ceremony, registration is required.
   b. Click here for registration information.

6. **Apply for a Degree Completion Letter (optional):**
   a. A Degree Completion Letter confirms that your program requirements have been met.
   b. Graduate Admissions and Records will issue the letter once your degree completion paperwork has been processed. Click here for further details.

7. **Return Keys:** Coordinate with your Graduate Secretary in regards to returning any keys you may have signed out with our department. (MTIS Locker & Lab Keys, etc.)

8. **Email address:** Provide the Graduate Secretary with a forwarding email address. Students will not retain access to their UVic email addresses upon completing their program.

CONGRATULATIONS, you are done!!!