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:

<table>
<thead>
<tr>
<th>Final Term Registration</th>
<th>Application for Graduation Deadline</th>
<th>Convocation Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (September – December)</td>
<td>15 November</td>
<td>Spring (June)</td>
</tr>
<tr>
<td>Winter (January – April)</td>
<td>15 February</td>
<td>Spring (June)</td>
</tr>
<tr>
<td>Summer (May – August)</td>
<td>15 July</td>
<td>Fall (November)</td>
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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!!!**