

## **TOP TEN TIPS FOR GRADUATE STUDENTS**

1. Maintain continuous registration throughout duration of program.
2. Be aware of the time limits for students to complete their graduate programs (5 years for Masters; 7 years for PhD).
3. Check your UNBC e-mail address daily as that is where all official correspondence is sent.
4. Do not assume that any request or application is guaranteed or will be automatically granted.
5. Submit forms required by Office of Graduate Programs, by the required deadlines in after your first semester. (refer to calendar regulations 4.1.1 & 4.1.2).
  - Program Approval
  - Supervisory Committee
6. Submit a yearly progress report in consultation with your supervisor.
7. Request a leave of absence, time extension or exchange agreements in advance of the intended period of time and in accordance with the regulations.
8. Comply with any conditions and deadlines imposed by a continuance review else you may not be allowed to register and/or remain on your graduate program.
9. Comply with the six week (Master's) or eight week (Dissertation) rules of notification for the scheduling of defences.
10. Ensure that all your administrative paperwork in your student file is up to date before applying for any awards or scholarships overseen by the Office of Graduate Programs.