

## 2.0 Graduate Student Checklist

**Read the Graduate Student Handbook**

**Registration**

All graduate students must register 3 times per year - September, January and May, until the graduate program is complete. Registration forms are available in the Registrar's Office or the Graduate Studies and Research Office at AVC.

**Course Reminders**

**PhD students:** PhD students are normally required to take at least one course in each of biostatistics and animal experimentation. Along with any other courses that you may be taking, you must always register in 900 (research) and in 990 (seminar) until your Department Chair has submitted a grade for the seminar course (usually after you have been enrolled for at least 4 semesters).

**MSc students:** MSc students are normally required to take at least one course in each of biostatistics and animal experimentation. Along with any other courses that you may be taking, you must always register in 800 (research) and in 890 (seminar) until your Department Chair has submitted a grade for the seminar course (usually after you have been enrolled for at least 4 semesters).

**MVSc students:** Along with any other courses that you may be taking, you must always register in 860 (Research Project) and in 890 (seminar) until your Department Chair has submitted a grade for the seminar course (usually after you have been enrolled for at least 4 semesters).

**Picture I.D. Cards** - go to the front desk of the sports centre and request a picture ID.

**E-mail User Name** - go to a computer kiosk in AVC. Log in and you will be prompted for your student number and PIN number. The program will take you through the process and assign an email address.

**Supervisor - Student Meetings** – meet on a regular basis with your Supervisor (weekly, bi-weekly – will depend on stage of research project) to ensure that you are “on track” with courses, research, etc.

**Supervisory Committee Meetings** - meet with your Supervisory Committee 2-3 times per year – a minimum of once during the fall semester and once during the winter semester.

**Thesis Review** - allow 3 weeks for review of your thesis by the Examination Committee.

**Binding of Thesis** -Bring six (6) copies of the thesis (in the final approved form) for binding to the office of Graduate Studies and Research at least three weeks prior to convocation. The original copy should be printed on classic linen paper (obtained from your Department). If you have a co-supervisor, bring seven (7) copies for binding.

**Application for Graduation:** application to graduate can be done “on-line” at the UPEI Registrar's Office in the October prior to the date of planned convocation.