Thesis Registration Form 2010-2011

Revised July 20, 2010

Please complete the following steps before submitting this thesis registration form: (1) register for and attend a Thesis Orientation Seminar (offered each Fall and Winter term; mandatory for MCS students; optional but recommended for ThM students), (2) find a member of faculty to serve as your thesis supervisor, (3) have your thesis proposal approved by the thesis proposal committee, and (4) have this form signed by your supervisor.

To register for your thesis, please submit this form along with a regular course registration form (or a course change form if you've already registered for something else in the same term). **Tuition and fees must be paid in full at the time of registration, unless you are registering before the tuition payment due date of the term**. You must register for your thesis (the initial 6 or all 12 credits) by the Thesis Registration Deadline of the same term in which your proposal is approved (deadline is 1 week prior to the end of term) or by the Friday before classes begin in the following term. You may choose to split your registration and payment over two consecutive terms (e.g., 6 cr. in Fall; 6 cr. in Winter). If you choose this option, you do not need to submit a registration form for your final 6 credits; **you will automatically be registered and charged for the final 6 credits at the beginning of the following term (including Summer), and must pay the fees by the Friday before classes begin in that term in order to avoid late payment charges.** A $300 deposit towards the binding, proofreading, microfilming and handling of the thesis will also be charged at the time of registration.

You have three years to complete a thesis, dating from the first September after registering. If you have not completed your thesis by the first September after registering, you will be required to pay a continuation fee, which includes the regular registration fee. For example, a student who splits the thesis registration over the Winter and Summer terms will begin paying continuation fees in September of the same year; however, a student who splits the thesis registration over the Summer and Fall terms will begin paying continuation fees the following September (though their 3-year completion deadline will be calculated from that initial Fall term). As long as the thesis is not complete (i.e., a final grade has not been submitted by the supervisor), **a thesis continuation fee of $135 will be charged automatically** once each year at the beginning of each Fall term following the registration of the thesis.

To go beyond the three-year time limit, you must appeal in writing to the Academic Standards Committee for an Extended Continuation. **The appeal should be given to the Registrar at least four months before the end of your three-year period** and must include: (i) a description of the progress made; (ii) an explanation of why the thesis is incomplete; (iii) a proposed date of completion; and (iv) a supporting letter from the thesis supervisor. Extended Continuation fees are $535 per year.

In order to avoid any late payment charges, you must pay the thesis tuition fees and continuation fees by the tuition due date of the term in which they are due.

_____ Name: _____ _____ _____

Student ID | Surname | Given Name | Middle Name

Program of Study: ❑ MCS ❑ ThM Area of Concentration: _____

I am registering for: ❑ all 12 credits ❑ the first 6 credits (and will automatically be registered for the final 6 credits at the beginning of the following term).

Registration Term:
❑ Winter ❑ Summer ❑ Fall Year: _____

Supervisor: _____ Course #: _____

I have taken the Thesis Orientation Seminar (optional for ThM) and agree to abide by the above policies and pay all fees.

_____ _____

Signature of Student | Date

I certify that the above named student has had his/her thesis proposal approved and may proceed with registration of the thesis.

_____ _____

Supervisor's Signature | Date