**LAST STEPS LIGHT**

1. Please use the directions in the "Last Steps" to upload a copy of your thesis, National Copyright, and Partial copyright, before the defence. The system will then give you an email. You will need three copies of this email to place in a letter-size file folder called DOC. You will need three file folders all together.
2. DOC file: Items required in this file are the email copies signed off by the Program Assistant, a copy of your updated Ethics letter. Any other Ethics letters that may have been required. A copy of the signed results document from the defence (if you passed with revisions then I need an email from Peter that he is satisfied with the revisions). This will go into the DOC folder as well.
3. ARCH file: one unbound Archives copy printed on a laser printer.
4. CIRC file: one unbound Circulation copy printed on a laser printer.
5. Once you have all this together you then call me so that I will know when to expect you, and that I'm here.
6. I will have all the signed paperwork from the defence.  When you come in with your folders and copies, I will then put the defence documents into your thesis copies.
7. You then take your thesis to the Thesis Assistant in the Bennett Library on the 7th floor.