

CISA Out-Processing Information Form Email Reminder

“Good Afternoon Students,

Please complete the **End-of-Year form** via O365 Forms (mobile friendly- [CLICK HERE](#)) **no later than [time and date]**. The form will close after this time. The link to this form can also be found in the Thesis Advising course you all should be enrolled in [course number]. If you do not see this course in your list of courses, please reach out to me and let me know.

For Thesis Formatting Workshops - I would like to hold sessions via Ultra, where I will take one thesis (at random) from a student in each section and demonstrate how to format it properly in the thesis template. Please send me your thesis (minimum 1 chapter, ideally multiple chapters) in Word format and identify which CIW/Eurasia section you are in.

I will hold these sessions based on your availability. I am asking for the assistance of the Seminar Leads to let me know what day and time works best for your section to ensure maximum attendance - this includes the evening (5-9pm) if necessary.

Ideally, we will hold these sessions after the end of Phase 2 Spring, the week of [date]. If your section would like to hold them in the next two weeks, that works as well.

Any additional questions regarding the template or the form, please let me know.

Regards,”