

Information for Graduands

2018 FALL

CONVOCATION



University
of Windsor

**FUTURE FULL
OF PROMISE.**

SATURDAY, OCTOBER 13, 2018

MORNING

Session 1

Student Procession 9:30 a.m.

Ceremony 10:00 a.m.

Faculty of Arts, Humanities and Social Sciences
(including Graduate Studies)

Odette School of Business (including Graduate Studies)

Faculty of Education (including Graduate Studies)

Faculty of Human Kinetics (including Graduate Studies)

Faculty of Nursing (including Graduate Studies)

Faculty of Science (including Graduate Studies)

Faculty of Education (including Graduate Studies)

Faculty of Law

AFTERNOON

Session 2

Student Procession 2:30 p.m.

Ceremony 3:00 p.m.

Faculty of Engineering (including Graduate Studies)

INSTRUCTIONS FOR STUDENTS ON GRADUATION DAY:

Step 1: students pick up gown and hood rentals at the Human Kinetics Bldg. Rm 140 (College Ave. - Main Entrance)

Morning ceremony: students pick up gown/hood starting at Noon the day before the ceremony, or between 8 a.m. and 9 a.m. the morning of the graduation ceremony

Afternoon ceremony: students pick up gown/hood in the morning after 9:00 a.m. on the day of the graduation ceremony

Step 2: Diplomas and call cards to be picked up the day of your ceremony at the Human Kinetics Bldg. (College Ave. - Main Entrance)

**** your gowns should be picked up prior to picking up your diploma/call card**

Morning ceremony: 8:00 a.m. to 9:00 a.m.

Afternoon ceremony: 1:00 p.m. to 2:00 p.m.

Step 3: proceed to the St. Denis Centre (directly behind the Human Kinetics Bldg.) to line up for the graduation procession.

(Student procession starts 30 mins. before the ceremony)

Morning ceremony: be ready to line up by 9:00 a.m.

Afternoon ceremony: be ready to line up by 2:00 p.m.

**Convocation ceremonies are held in the St. Denis Centre, University of Windsor,
corner of College and California, Windsor, Ontario.**

Office of the Registrar
graduation@uwindsor.ca . 519.253.3000 ext. 3315

Convocation Information

CONVOCATION TICKETS

The number of tickets allocated is based on the number of graduands expected at that session. Normally, three tickets are provided to each graduate. Graduands do not require tickets. Guests without tickets will be admitted to the Convocation (space permitting) 30 minutes prior to the ceremony (pending availability). The number requested is not guaranteed and the number available will be known approximately one month prior to Convocation. Tickets will be mailed approximately three weeks prior to Convocation. Please ensure that we have your correct mailing address.

RENTAL OF ACADEMIC GOWN AND HOOD

Graduating students wear an academic gown and the hood appropriate to their discipline. Adornments (e.g. cord or medallion) awarded to a graduating student in recognition of outstanding achievement by a professional society, the University of Windsor or their home Faculty may also be worn. Exceptions to this practice are Indigenous students, active military or law enforcement personnel, and clergy or members of religious orders, who may choose to wear their unique apparel. Hoods are not required for candidates from diploma and certificate programs. **You must pre-order your Gown and Hood** - rental is available online at:

<https://www.canadiangowns.com/uwindsor>.

The rental fee (set by the company) is \$29 (\$14.50 for the gown; \$14.50 for the hood). The Ph.D. fee is \$45 (\$30.00 for the gown; \$15.00 for the hood). Prices include tax.

Representatives will be on-site on the day of your graduation to assist you. **Pick-up your Gown and Hood:** University of Windsor - HUMAN KINETICS BUILDING RM 140 (College Avenue - Main Entrance), A maximum of half a day before your ceremony

Morning ceremony: students pick up gown/hood starting at Noon until 7pm the day before the ceremony, or between 8 a.m. – 9 a.m. the morning of graduation

Afternoon ceremony: students pick up gown/hood in the morning after 10:00 a.m. on the day of graduation

The graduand or a delegate must present the graduand's student number. The gown and hood must be returned to Room 140 in the Human Kinetics Building within one hour of the conclusion of your convocation ceremony.

ACADEMIC DRESS NOT RETURNED BY 7:00 P.M., MUST BE SHIPPED BY COURIER TO: CANADIAN CAPS AND GOWNS , 4080 NORTH SERVICE RD, UNIT 1, WINDSOR, ONTARIO – N8W 5X2 – (AT THE GRADUATES EXPENSE) TEL: 1-888-557-4696 - Email: rentals@canadiangowns.com

(Convocation is a formal event, appropriate attire under the gown is recommended.) Graduands may wish to bring a few safety pins to secure their hood or gown. Academic head-gear (mortarboards) are not used.

DIPLOMA & CALL CARD PICK-UP

Takes place at the HUMAN KINETICS Building Main lobby (College Avenue - Main Entrance): at 8:00 a.m. for the morning session and 1:00 p.m. for the afternoon session. The "call card" is used to announce the name of the graduand as they cross the stage. Diplomas are held until all student fees are paid. If fees are not paid within 7 days of your ceremony your diploma will NOT be at the ceremony, it will be available the Tuesday following convocation at the Registrar's office.

GRADUANDS' ASSEMBLY AREA

After securing the diploma and call card, graduands will be directed to the ST. DENIS CENTRE (Dennis Fairall Fieldhouse, Main Entrance) for assembly for the student procession. Personal belongings should be left with a relative or friend as that area will not be secured during the ceremony.

CROSSING THE STAGE

When graduands proceed on stage, they hand the call card to the Orator. When their name is called, the Orator's Marshall directs them to either the Chancellor or the President. The graduates then proceed off the stage via the ramp on the far right to be directed back to their seat until the conclusion of the ceremony. At the end of the ceremony, the graduates will be directed to proceed to the reception area (where they lined up initially).

THE CEREMONY

Convocation sessions typically begin on time and run between 90 minutes to two hours depending on the number of graduands. It is strongly recommended that small children not attend Convocation.

ACCESSIBILITY ACCOMMODATIONS

If you (the graduand) require special accommodations to cross the stage, or to be seated for the ceremony, you may contact Student Disability Services at (519) 253-3000, Ext. 3288. If your guest requires special seating, please inform them to show up at least one hour prior to the ceremony. If your guest requires special accommodation such as hearing impaired interpreters, please contact Shari Turcotte (shari@uwindsor.ca) at least 1 month prior, so arrangements can be made. Convocation staff will be on hand to assist with seating. No reservation for seating is required, and there are no stairs to climb. There will be a handicapped parking drop off area where the public enters. The University will not be able to supply wheelchairs, walkers, canes or other devices.

REFRESHMENTS

Refreshments sponsored by the Alumni Association Board of Directors will follow Convocation in the North end of the St. Denis Centre. All graduates and guests are welcome. A snack bar, operated by a local charity, is also located in the main entrance to the St. Denis Centre.

PLEASE NOTE

It is essential that you arrive at the Dennis Fairall Fieldhouse with your gown, hood and call card. The graduating student procession must be ready to proceed to the graduating area one half hour prior to the start of the ceremony. Late arrivals will cross the stage at the end of the ceremony, and not with your classmates.

SECURING DIPLOMAS AFTER CONVOCATION (FOR THOSE NOT ATTENDING)

PICKUP: Beginning on Tuesday, October 16, 2018. Diplomas will be held for six (6) months following convocation. Diplomas may be picked up in the Office of the Registrar, Room 1118, Chrysler Hall North. If you are unable to pick it up yourself, someone can pick it up for you. They will be required to provide photo ID and contact information for our records. Office hours are Monday and Friday 8:30 a.m. to 4 p.m. and Tuesday through Thursday 8:30 a.m. to 4:15 p.m. Transcripts with the degree notation can be ordered online beginning on Tuesday October 16, 2018. Diplomas will be held until all student fees are paid.

MAILING: If you paid for mailing your diploma at the time you applied to graduate, and all student fees have been paid, then your diploma will be automatically mailed following Convocation. (Please ensure your mailing address on myuwindsor is correct). If you did not pay for the mailing fee at the time you applied and you would like us to mail you your diploma the following fee needs to be deposited into your student account:

- Within Canada - \$25.00
- US and International - \$60.00

Payment may be made through the University Cashier's web page:

<http://www.uwindsor.ca/finance/student-accounts>. Once your fees have been deposited, please send an email to shari@uwindsor.ca indicating that you have made the deposit to your student account so your diploma can be mailed.



PARKING ON CONVOCATION DAY

Complimentary parking spots in designated areas are available for convocation, compliments of Campus Parking Services.

DIPLOMA FRAMING: graduation diplomas can be beautifully framed by the Alumni Association in an official University of Windsor frame. For details visit www.uwindsor.ca/alumni/322/diploma-framing-service or call 519-971-3618. Prices vary depending on frame style. Framing is also available on Convocation days at the St. Denis Centre.

SOUVENIRS AND GRADUATION RINGS

The University Bookstore offers an extensive variety of souvenirs and University memorabilia all year long. The Bookstore sets up a temporary sales site at the entrance to the St. Denis Centre on Convocation days. Graduation rings can be purchased from the Bookstore or can be ordered on the day of graduation at the St. Denis Centre.

CONVOCATION SESSIONS ARE BROADCAST

All Convocation ceremonies are webcast live at: <http://convocation.uwindsor.ca>. Archived sessions are also available at that site. Professionally produced DVDs of each session can be purchased

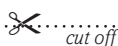
from the University's Media and Educational Technologies, (519) 253-3000 Ext. 3044, using the form below or order online at <http://www.uwindsor.ca/graduation-convocation/306/watch-webcast>. All sessions are aired on TVCogeco (Cable 11) Television on various dates after Convocation. Details on these airing times appear in the Convocation program.

PHOTOGRAPHY

Lifetouch Photography is located on campus in the CAW Centre, Lower Level, Unit B-101. Phone: (519) 253-3000 Ext. 1493. Composites will be available for pick-up at Convocation. Lifetouch Photography will be available next to the framing area at the St. Denis Centre. Cameras are permitted at Convocation but some areas are not accessible.

ONE FINAL NOTE

Convocation is a very important event – perhaps the most memorable of a student's university experience. Arriving early will ensure that all graduates are able to proceed across the stage in order. As a courtesy to all attendees, graduates and guests are asked to remain in attendance for the entire ceremony. Enjoy this special day!



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Convocation DVD - Fall 2018

webcast: <http://convocation.uwindsor.ca>

order online at: <http://www.uwindsor.ca/met>

A DVD of your complete Convocation ceremony will be available for purchase.

Order by placing a check mark (✓) in all appropriate boxes - beside your session and time. Allow 6 weeks for delivery.

DVD \$30.00 - **Cost after November 30, 2018 \$40.00**

- ☐ October 13, Saturday - 10:00 am
☐ October 13, Saturday - 3:00 pm

OFFICE USE ONLY

Rec'd: \$30.00 \$40.00

Other:

Receipt #/Mailed: _____

Note:

- A money order or certified cheque made payable to the University of Windsor must accompany your request along with this completed form.
- No refunds will be issued. DVD may be replaced for technical reasons only.

Mail to: University of Windsor, Media and Educational Technologies, Erie-G105, 401 Sunset Ave., Windsor, ON, Canada, N9B 3P4

Name: _____ Telephone: _____

Address: _____

City/Province: _____ Postal Code: _____

PERSONAL CHEQUES WILL NOT BE ACCEPTED - PLEASE DO NOT SEND CASH IN THE MAIL