

Information for Graduands

2017 SPRING

CONVOCATION



University
of Windsor

PROMISE
@ uwindsor.ca

Tuesday, May 30, 2017

Session 1 **Student Procession 9:30 a.m.**
Ceremony 10:00 a.m.

Faculty of Education and Graduate Studies
Faculty of Human Kinetics and Graduate Studies

Session 2 **Student Procession 2:30 p.m.**
Ceremony 3:00 p.m.

Faculty of Engineering and Graduate Studies

Wednesday, May 31, 2017

Session 3 **Student Procession 9:30 a.m.**
Ceremony 10:00 a.m.

Odette School of Business and Graduate Studies

Session 4 **Student Procession 2:30 p.m.**
Ceremony 3:00 p.m.

Faculty of Science and Graduate Studies

Thursday, June 1, 2017

Session 5 **Student Procession 9:30 a.m.**
Ceremony 10:00 a.m.

Faculty of Nursing and Graduate Studies

Session 6 **Student Procession 2:30 p.m.**
Ceremony 3:00 p.m.

Faculty of Arts, Humanities & Social Sciences and Graduate Studies
**Programs in Disability Studies; Languages, Literatures and Cultures;
Psychology; Philosophy; Social Work; Certificate in Second Language
Education**

Friday, June 2, 2017

Session 7 **Student Procession 9:30 a.m.**
Ceremony 10:00 a.m.

Faculty of Arts, Humanities & Social Sciences
Bachelor of Arts and Science and Graduate Studies
All programs, excluding those listed in Session 6 above.

Session 8 **Student Procession 2:30 p.m.**
Ceremony 3:00 p.m.

Faculty of Law

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 DRESS

Graduands are required to wear academic dress during the ceremony. Gowns and hoods are automatically ordered for all graduands attending, there is no need to pre-order. A wide range of hoods and gowns (in all sizes) are available for the graduation ceremony. The graduand can rent their gown and hood from Gaspard whose representative will be available at the University - 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 the day before the ceremony, or the between 8 a.m.-9 a.m.morning of their graduation

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

(PLEASE NOTE: Gown and hood pick-up is at the Human Kinetics Building RM140 (College Ave. – Main Entrance) in front of the St. Denis Centre. 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.

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 GASPARD, 1035 RANGEVIEW RD., MISSISSAUGA, ONTARIO, L5E 1H2 TEL: 905-891-1202 AT THE GRADUATE'S EXPENSE.** (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.

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 and robing (gown and hood) for Convocation. 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 the Chancellor. The graduates then proceed off the stage via the ramp on the far right to be directed back to their seat. At the end of the ceremony, the graduates will 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. 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 St. Denis Centre 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, June 6, 2017. 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 June 6, 2017. Diplomas are 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. (Please ensure your mailing address on myuwindsor is correct) If 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 Cashier's web page <http://www1.uwindsor.ca/cashiers/payment-options>. Once your fees have been deposited, please send an email to shari@uwindsor.ca indicating that you have deposited your mailing fee and the 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 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 - Spring 2017

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 July 31, 2017 \$40.00**

- | | | |
|--|-----------------------------------|----------------------------------|
| <input type="checkbox"/> May 30, Tuesday | <input type="checkbox"/> 10:00 am | <input type="checkbox"/> 3:00 pm |
| <input type="checkbox"/> May 31, Wednesday | <input type="checkbox"/> 10:00 am | <input type="checkbox"/> 3:00 pm |
| <input type="checkbox"/> June 1, Thursday | <input type="checkbox"/> 10:00 am | <input type="checkbox"/> 3:00 pm |
| <input type="checkbox"/> June 2, Friday | <input type="checkbox"/> 10:00 am | <input type="checkbox"/> 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