

Information for Graduates

2012 FALL

CONVOCATION



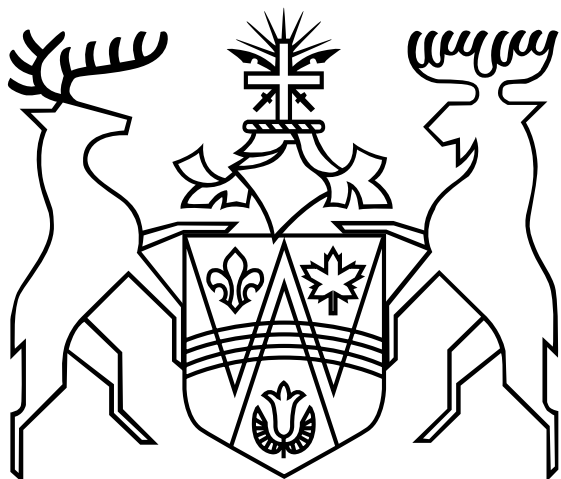
SATURDAY, OCTOBER 13, 2012

10:00 a.m.

Faculty of Engineering (including Graduate Studies)
Faculty of Nursing (including Graduate Studies)
Faculty of Science (including Graduate Studies)
Inter-Faculty Programs

3:00 p.m.

Faculty of Arts & 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 Law



**Convocation ceremonies are held in the
St. Denis Centre, University of Windsor**

Office of the Registrar

registrar@uwindsor.ca . 519.253.3000 ext. 3315

Convocation Information

Convocation ceremonies are held in the St. Denis Centre, University of Windsor, corner of College and California, Windsor, Ontario. Diploma and call card pick-up takes place at the Human Kinetics Building (main entrance) on College Avenue.

CONVOCATION TICKETS:

The number of tickets allocated is based on the number of graduates expected at that session. Normally, four tickets are provided to each graduate. Graduates do not require tickets. Guests without tickets will be admitted to the Convocation (space permitting) thirty minutes prior to the ceremony. An area on the application form is used to indicate the number of tickets requested. The number requested is not guaranteed and the number available will be known approximately one month prior to graduation. Tickets will be mailed approximately three weeks prior to graduation. Ensure that we have your correct mailing address.

RENTAL OF ACADEMIC DRESS:

Students are required to wear academic dress during the ceremony. A gown (for all candidates) and a hood (for recipients of degrees) are rented by the student from the D. Milne Company whose representative comes to Windsor in October. The rental fee is \$25 (\$12.50 for the gown + \$12.50 for the hood) with the exception of the Ph.D. fee which is \$40 (\$27.50 for the gown + \$12.50 for the hood). Fee includes taxes, cash only. These fees are set by D. Milne and not the University of Windsor. You (or your delegate) must present the graduate's student identification number. The company representative will be situated in OAK ROOM LOUNGE, Vanier Hall, from Friday, October 12 to Saturday, October 13 (Friday, 12 Noon - 7:00 p.m.; Saturday, 8:00 a.m. - 7:00 p.m.) Your gown and hood must be returned to OAK ROOM LOUNGE within one hour following the ceremony.

ACADEMIC DRESS NOT RETURNED BY 7:00 P.M., MUST BE SHIPPED BY COURIER TO D. MILNE TAILORS, 3592 BOUL POIRIER, ST. LAURENT, QUEBEC, H4R 2J5 AT THE GRADUATE'S EXPENSE. (Convocation is a formal event, ...appropriate attire under the gown is recommended.) Graduates 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 (College Avenue - Main Entrance): at 8:30 a.m. for the morning session and 1:30 p.m. for the afternoon session. The "call card" is used to announce the name of the graduates as they cross the stage. Diplomas are held until all student fees are paid.

GRADUATES' ASSEMBLY AREA:

After securing the diploma and call card, graduates will be directed to the ST. DENIS CENTRE (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. Please note that the graduate procession departs up to 30 minutes before the ceremony begins. While every attempt will be made to allow late graduates to participate in Convocation, this cannot be guaranteed.

CROSSING THE STAGE:

When graduates 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 1.5 to 2 hours depending on the number of graduates. It is strongly recommended that small children not attend Convocation.

STUDENT DISABILITY SERVICES:

Graduates with a mobility impairment (wheelchair, crutches, etc.) should notify the Office of Student Disability Services (519) 253-3000, Ext. 3463 so that appropriate accommodations can be made.

REFRESHMENTS:

Refreshments sponsored by the Alumni Association Board of Directors will follow Convocation in the West 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.

GRADUATES: Please note...

As the graduates' procession begins 30 minutes prior to Convocation, it is essential that you arrive at the St. Denis Centre with your gown and hood *at least 45 minutes prior to the scheduled start time* of Convocation.

There is no guarantee that graduates arriving late will be placed in the proper order to cross the stage.

SECURING DIPLOMAS AFTER CONVOCATION (FOR THOSE NOT ATTENDING):

PICKUP: Beginning on Tuesday, October 16, 2012, diplomas may be picked up in the Office of the Registrar, Chrysler Hall North. Transcripts with the degree notation can be ordered at that time.

MAILING: Your diploma will be held in the Office of the Registrar (Room 1118 CHN) for eight (8) weeks following Convocation. Diplomas for students living in the Windsor area must be picked up. After the 8 week period, diplomas for students who live out-of-town will be mailed by Courier to the 'mailing address' on the SIS. Graduates must ensure that their mailing address is correct through: my.UWindsor.ca

PARKING ON CONVOCATION DAY: A total of 885 parking spots are available for Convocation guests in Lots G, H, U, V, Y and Z. There is no charge for parking in these lots on Convocation days. Consult the University map for the locations of these lots. Usual parking regulations apply at other lots on campus.



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 Centre for Teaching and

Learning, (519) 253-3000 Ext. 3044, using the form below or order online at <http://www.uwindsor.ca/ctl>. All sessions are aired on Cogeco 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 and Lifetouch Photography after graduation in the CAW Centre, Lower Level, Unit B-101. 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 one's university experience. Be sure to arrive early or you may not be able to proceed across the stage. As a courtesy to all attendees, graduates and guests are asked to remain in attendance for the entire ceremony. Enjoy this special day!

Convocation DVD - Fall 2012

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

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

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

DVD \$30.00 \$30.00 VHS

October 13, Saturday - 10:00 am

October 13, Saturday - 3:00 pm

Cost after Nov. 30, 2012 \$40.00

Mail to: University of Windsor, Centre for Teaching and Learning-DVD, 401 Sunset Ave., Windsor, ON, Canada, N9B 3P4

Name: _____ Telephone: _____

Address: _____

City/Province: _____ Postal Code: _____

OFFICE USE ONLY
Rec'd: \$30.00 \$40.00
Other:
Receipt #/Mailed: _____

Note:

- Overseas requests are VHS formats only and \$10.00 must be added to your order.
- 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.