Application Procedures for Convocation and Graduation
For June 2016

Graduate students who wish to graduate at the June 2016 convocation must submit an application by **Friday, February 26, 2016.** Applications submitted via WebAdvisor after February 26, 2016 will be assessed a $60.00 late application fee, which will be charged against your student account.

Once you have submitted your application please access My Application for Graduation on WebAdvisor again and review your application information. Note that any subsequent changes you would like to have made must be requested via e-mail to gradconvocation@registrar.uoguelph.ca The last day changes will be accepted is April 29, 2016.

You must submit an application for graduation regardless of your intent to attend or not attend the ceremony.

Change to the Name to be printed on your Diploma

Please note that the names appearing on the degree parchment **will be printed in UPPER CASE.** The names that appear on the WebAdvisor application are the names under which you are currently registered. If you wish to submit a different name you may do so on your application but you will need to provide supporting documentation. You may change the surname with appropriate documentation such as marriage license or proof of a legal name change. If you wish to add a middle name(s) a copy of your birth certificate or passport must be presented to Enrolment Services, UC Level 3 immediately or faxed to 519-766-0143 to the attention of the Graduate Convocation Clerk. Name changes and supporting documentation will be accepted until April 29, 2016.

Please also note that reference to maiden name (in the format: née SMITH) are not permitted, nor are titles (eg. Dr.) or previously earned academic degrees (eg. D.V.M.)

If you plan to work overseas or in the USA please make sure the name(s) you request to appear on the degree parchment match the name(s) on your current passport.

Mailing Address

It is very important that your Mailing Address is kept current and that any changes to addresses are communicated to Enrolment Services, UC level 3, especially if your parchment is being mailed to you following Convocation. If your diploma is returned to this office because you have moved and not notified us of the change, we will not bear the expense of sending it again.

Program/College

This displays the degree, specialization(s) and college in which you are currently registered. If the program displayed is not the one to which you wish to apply to graduate you must contact the convocation coordinator at gradconvocation@registrar.uoguelph.ca immediately indicating the program to which you wish to apply. Note that once you have graduated the degree and specialization information will appear on your official transcript. Only your degree program (i.e. Master of Science, Doctor of Philosophy) appears on your parchment.

Select Degree Designation

You may choose an alternate degree designation on your diploma. For example:

Instead of "Master of Arts", the diploma would read "Magisteriate in Arts"
Instead of "Master of Science", the diploma would read "Magisteriate in Science"
Instead of "Doctor of Philosophy", the diploma would read "Doctorate in Philosophy"

The last day changes to this designation will be accepted is April 29, 2016.

Students who wish to cancel an application must do so in writing to gradconvocation@registrar.uoguelph.ca. If the parchment order has been submitted for printing then a $15.00 cancellation fee will be assessed.

The Convocation Ceremony

Ceremonies will be held the week of June 13 - 17. Exact times for each of the individual programs have not yet been established. This will be communicated to you in an email that will be sent to your @uoguelph.ca address about 7 weeks in advance of the ceremony.

As a service to graduands, during the convocation a photographer will take a personal photo of each graduate on stage with the Chancellor or Vice-Chancellor and another personal photo will be taken off stage just prior to the graduand receiving their parchment. You will be able to view your photos and order copies online at www.orderphotos.ca immediately following the Convocation ceremony.

If you are unable to attend your June 2016 convocation ceremony, you do have the opportunity to "walk through" at the October 2016 ceremony. If you wish to participate as a “walk through” at the October 2016 ceremony please email gradconvocation@registrar.uoguelph.ca, no later than Tuesday, May 31, 2016.

If you have any questions please contact gradconvocation@registrar.uoguelph.ca