

## Application Procedures for Convocation and Graduation For October 2020

Graduate students who wish to graduate at the October 2020 convocation must submit an application by **Thursday, June 18, 2020**. Applications submitted via WebAdvisor after June 18, 2020 will be assessed a non-refundable \$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 in 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@uoguelph.ca](mailto:gradconvocation@uoguelph.ca). The last day changes will be accepted is September 18, 2020.

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 also need to complete the Change of Given Names(s) and/or Gender Identity Information Form on the Downloads page ( <https://www.uoguelph.ca/registrar/downloads> ) Reply to this email and attach the completed form, you **MUST** then send a separate email from your University of Guelph email account to verify this request. If you do not verify your request, your name change will **NOT** be processed.

To change your **SURNAME**, please contact Enrolment Services at [es@uoguelph.ca](mailto:es@uoguelph.ca) for instructions.

Name changes and supporting documentation will be accepted until September 18, 2020.

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 the Graduate Convocation Coordinator and 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 Graduate Convocation Coordinator at [gradconvocation@uoguelph.ca](mailto:gradconvocation@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 etc.) appears on your parchment.

### Select Degree Designation

You may choose an alternate, gender neutral 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 September 18, 2020.

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

### The Convocation Ceremony

Ceremonies for the Fall 2020 graduates are currently scheduled to be held on Tuesday, October 13, 2020. 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.

The University is closely monitoring the development of the COVID-19 pandemic. This is an evolving situation and we will post any changes affecting convocation as soon as they are available. Please monitor the convocation web page ( <https://www.uoguelph.ca/convocation/> ) for convocation updates and information.

For the latest information on the University's response to the COVID-19 pandemic, please visit the University of Guelph's COVID-19 website ( <https://news.uoguelph.ca/2019-novel-coronavirus-information/> ).

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](http://www.orderphotos.ca) immediately following the Convocation ceremony.

If you are unable to attend your October 2020 convocation ceremony, you do have the opportunity to "walk through" at the June 2021 ceremony. If you wish to participate as a "walk through" at the June 2021 ceremony please email [gradconvocation@uoguelph.ca](mailto:gradconvocation@uoguelph.ca) no later than Friday, May 21, 2021.

If you have any questions please contact [gradconvocation@uoguelph.ca](mailto:gradconvocation@uoguelph.ca)