

## Application Procedures for Convocation and Graduation for February 2024

Graduate students who wish to graduate at the February 2024 convocation must submit an application by **Friday, October 20, 2023**. Applications submitted via WebAdvisor after Friday, October 21, 2023, will be assessed a non-refundable \$60.00 late application fee, which will be charged against your student account. The last day to submit an application via WebAdvisor is **Friday, November 3, 2023**. You must submit an application for graduation regardless of your intent to attend or not attend the ceremony.

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 **Friday, January 19, 2024**.

### 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 for first and middle names, 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>. Send your completed form to [gradconvocation@uoguelph.ca](mailto:gradconvocation@uoguelph.ca), 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 **Friday, January 19, 2024**. 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.). Accents will be printed on your degree. 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 be 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 couriered out to you following Convocation. If your diploma is returned to this office, it will be mailed out via Canada Post.

### 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 **Friday, January 19, 2024**.

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

There is no longer a winter ceremony. You may elect to attend the ceremony taking place the week of June 10, 2024. Please send an email to [gradconvocation@uoguelph.ca](mailto:gradconvocation@uoguelph.ca) indicating that you wish to do so. More information regarding the S24 convocation ceremonies will be communicated to you at a later date.

If you have any questions, please contact Liz Dunne, Graduate Convocation Coordinator, at [gradconvocation@uoguelph.ca](mailto:gradconvocation@uoguelph.ca).