

## May 2010 Graduands

Below is a list of pertinent information that you, the graduand, will need to examine prior to your convocation on **May 18<sup>th</sup>**.

### Eligibility to Graduate

The Student Records Office has **already reviewed** your file to ensure that you have met the program criteria to graduate. If you needed to enroll in additional courses, you would have been contacted via **e-mail**.

Once you complete your winter courses (if applicable) and your marks are inputted into the database, you will be e-mailed to confirm your graduation status. If you do not receive an e-mail by **May 7<sup>th</sup>**, please contact the Student Records Office at [divreg@mcmaster.ca](mailto:divreg@mcmaster.ca) or ext. 23277.

### Form Completion

In order to graduate, you *must* complete an **Application for Graduation** form (see enclosed). You must submit the form and the **graduation application fee of \$35** (made payable to *McMaster Divinity College*) by **January 29<sup>th</sup>**, 2010.

If you are completing courses **off-campus** this academic year, you *must* request a transcript of your final grades from the institution. The Student Records Office must receive the transcript by **April 19<sup>th</sup>**, 2010.

### Financial Status

Please review your MUGSI account in January and April to ensure that you have a balance of **zero**. If you have any concerns regarding your account, please contact the Student Records Office.

### Graduation Photographs

Please book your personal **photo appointment** at *Life Touch Studios* to ensure you are included in the class composite. Life Touch is located in the McMaster Student Centre. To book your appointment, please call (905) 525-9140 ext. 26222. Packages can be purchased for as low as **\$35.00**.

### Thesis Students

Follow the thesis timelines closely to ensure you are approved to graduate. The **timelines** are available in the Student Records Office, Room 210. If you have any questions, contact Student Records at [divreg@mcmaster.ca](mailto:divreg@mcmaster.ca).

### May 18<sup>th</sup> - Convocation Day Itinerary

Time Period	Activity
12:45 p.m. – 1:00 p.m.	Arrive at <i>McMaster Divinity College</i> .
1:00 p.m. <i>sharp</i>	<i>Hurlburt Hall</i> -- select your <b>gowns</b> . The <b>dress rehearsal</b> will follow.
4:00 p.m. – 5:30 p.m.	<i>MacDiv Chapel</i> -- <b>service</b> of celebration.
5:30 p.m. – 7:30 p.m.	<i>Hurlburt Hall</i> -- enjoy a light <b>supper</b> .
7:30 p.m. – 8:00 p.m.	Arrive at <i>Convocation Hall</i> -- <b>convocation ceremony</b> .
8:00 p.m. – 9:30 p.m.	Convocation
9:30 p.m. – 10:30 p.m.	<i>Hurlburt Hall</i> -- <b>refreshments</b> . This is a good opportunity to review your photo and framing needs with <i>Titles</i> bookstore ( <b>onsite</b> ).

### Contact List

If you have any questions regarding **grades and records**, contact [divreg@mcmaster.ca](mailto:divreg@mcmaster.ca). If you have *general questions* regarding **convocation ceremonies**, contact Nina Thomas at [thomn@mcmaster.ca](mailto:thomn@mcmaster.ca).