

May 2009 Graduands

Below is a list of pertinent information that you, the graduand, will need to examine prior to your Convocation on **May 19th**.

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 8th**, please contact the Student Records office at divreg@mcmaster.ca or ext. 23277 or ext. 26096.

Form Completion

In order to graduate, you *must* complete an **Application for Graduation** form (refer to insert). You must submit the form and cheque for \$35 (made payable to *McMaster Divinity College*) by **January 30th**, 2009.

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 20th**, 2009.

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 Center. 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.

May 19th - Convocation Day Itinerary

Time Period	Activity
12:45 p.m. – 1:00 p.m.	Park at <i>McMaster Divinity College</i> . Notify the attendant that you are attending the Convocation Ceremony for McMaster Divinity College.
1:00 p.m. <i>sharp</i>	<i>Student Lounge</i> -- select your gowns . The dress rehearsal will follow.
4:00 p.m. – 5:30 p.m.	<i>MacDiv Chapel</i> -- service of celebration.
5:30 p.m. – 7:30 p.m.	<i>Student Lounge</i> -- enjoy a light supper .
7:30 p.m. – 8:00 p.m.	Arrive at <i>Convocation Hall</i> -- convocation ceremony .
8:00 p.m. – 9:30 p.m.	Convocation
9:30 p.m. – 10:30 p.m.	<i>Student Lounge</i> -- refreshments . This is a good opportunity to review your photo and framing needs with <i>Titles</i> bookstore.

Contact List

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