

## May 2011 Graduands

Congratulations! After much hard work and dedication, you will soon be graduating from McMaster Divinity College!

Below is a list of pertinent information that you will need to **carefully** examine prior to your convocation on **May 17<sup>th</sup>, 2011**.

### 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 6<sup>th</sup>, 2011** 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 \$40.00** (cheque made payable to *McMaster Divinity College*) by **January 28<sup>th</sup>, 2011**.

If you are completing a **letter of permission (LOP)** course 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 15<sup>th</sup>, 2011**.

### 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 on our website ([www.macdiv.ca](http://www.macdiv.ca)) and in the Student Records Office, Room 210. If you have any questions, contact the Student Records Office at [divreg@mcmaster.ca](mailto:divreg@mcmaster.ca).

### May 17<sup>th</sup> - Convocation Day Itinerary

Time Period	Activity
1:00 p.m. <i>sharp</i>	<i>Student Lounge</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. <i>sharp</i>	Arrive at <i>Convocation Hall</i>
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 Alicia McTaggart at [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).