

Faculty of Dentistry Convocation Brunch, Tuesday, May 29, 2014

Time: 9:30 – 12:30

The Faculty of Dentistry Awards Ceremony followed by l'Ordre des dentistes du Quebec's Official Oath of Office and Licensing Ceremonies.

In honor of all graduating students, a convocation brunch will be held at the McGill University Faculty Club. Graduating students may invite up to 2 guests.

An invitation will be sent out shortly along with ticket information. Guests must have their printed tickets to be able to enter the Faculty Club.

Health Sciences Convocation Ceremony, Tuesday, May 29th, 2014

Time: 2:00 – 4:00

It is very important that all students arrive at Redpath Hall at 1:00 pm. Further information will be provided at a later date.

www.mcgill.ca/students/graduation/convocation

Graduation checklist

1. Fees and Fines

- Students must ensure that all outstanding fees and fines have been paid before Convocation in order for a diploma and transcript to be released.
- Remember, it is your responsibility to make sure all fees and fines have been paid.
- View your account summary on Minerva by accessing Student menu -> Student Accounts menu.

2. Correct a hold on your diploma/transcript

- To find out if there is a hold on your account, check your status on Minerva and access the Student menu -> Registration menu -> View Holds. Note that any outstanding amount of \$30 or more owing to the Library will block the release of diplomas and transcripts.

To remove a hold, contact the appropriate administrator:

- **Outstanding tuition fees and loans**
Carol Pisimisis
514-398-3902
- **Outstanding library fees**
Loans desk
514-398-4701
- **Missing documents**
Contact [Service Point](#) immediately

3. **Deadline to Change your name:**

The student's name on the diploma and in the convocation program is the same as their name on the Student Information System. We encourage students to correct their name by changing the capitalization, adding accents or special characters on the Minerva *Name Change* Form under the *Personal Menu*. If they wish to change their actual name, a [Personal Data Change](#) form (with supporting documents) must be submitted to [Service Point](#) for the name change to be updated in the system. Students must make sure that any names changes, whether on Minerva or via a request, are updated or submitted by **Friday, April 25, 2014 in order for the change to appear in the convocation program. Any changes received up to Friday, May 2, 2014 will appear on the diploma (but not in the convocation program).**

Changes required to the [diploma](#) *after* Convocation will include a replacement fee of \$120.

4. **Date when a student can view their graduation record and ceremony details on the Minerva's *Graduation Approval Query*:**

Tuesday, April 15, 2014

5. **Date when "Degree Granted" will appear on the student's transcript:**

Friday, May 23, 2014, 6:00 pm - Students approved at the May 23, 2014 Senate Steering

6. **Ceremony Information:**

Students can refer to the Convocation [website](#) for more information on all details related to the ceremonies, and can view their Ceremony details on [Minerva](#) as part of the *Graduation Approval Query* form (under the *Student Records Menu*) in mid-April.

An email with other pertinent Convocation details (e.g. booking academic regalia, etc) will be sent to all graduating students in March, with additional reminders in April and May.

Convocation Checklist

1. Before Convocation

- Verify the date and time of your ceremony. (Thursday, May 29th, 2014 2:00 p.m.)
- Book your academic dress here. (**Opens May 1st – deadline May 12th**)
- Confirm where and when to pick up your academic dress.

2. The Day of the Ceremony

- If you have not done so already, bring your photo ID to pick up your academic dress.
- Pick up your academic dress and line-up card at the McGill Bookstore (Downtown Campus) at least two hours before the ceremony.
- Arrive one hour before the ceremony to line up and process to the ceremony.

After the ceremony

- Return your academic dress after the ceremony to the McGill Bookstore.

Convocation Webcast

For family members and friends who cannot attend at Convocation ceremonies in person, we offer a simulcast the day of the ceremony so that everyone can share in our ceremonies!

<http://www.mcgill.ca/students/graduation/webcast>

Guests in the Tent

As seating in the tent is limited, we ask each graduate to limit their guests to **four** persons. This will ensure that there is seating for each graduates' guests. Please note that there are no tickets; seating is on a first come, first served basis.

I will be at Redpath Hall prior to the Convocation to help you with your gowns. Students who were in the Dent-P program do not wear their cap when crossing the stage. Once they are 'tapped' onstage, they wear the cap. It doesn't matter which side the tassel is on. Very Important - Ladies, do not wear high heels!! Someone with heels slips every year (never a dental student). The stairs are very narrow and slippery. Do not keep your purses or bags with you since you can't bring them onstage and may not return to the exact same seat. I would suggest a small shoulder bag under your gown if you want to keep something with you hidden.

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