

# CHECKLIST & TIPS FOR CONVOCATION DAY

## June 2024

### CHECKLIST

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#### Before Convocation

- Order Academic Regalia through the Gaspard web link **(May 27 deadline)**
- Pay off any accounts owing and return any library books due
- Invite your family and friends (please limit to 4 guests). Direct them to the convocation website for information on parking, accessibility, and arrival time.  
<https://www.uwinnipeg.ca/convocation/family-friends-guests.html>
- Fill out a Photo Order form if you would like a stage photo. Bring the form with you the day of convocation. The form is on the convocation website here:  
<https://www.uwinnipeg.ca/convocation/docs/photo-request-form-spring-2024.pdf>

#### The Day of Convocation

- Arrive at the main floor of the RecPlex (Robing Area) between 8:00-8:15 A.M.
  - Arrange to leave any valuables like purses and coats with your guests as there is no storage available.
  - Bring your photo order form if you would like one.
  - Pick up your Procession card, then your regalia, then drop off your photo order form.
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# TIPS FOR CONVOCATION DAY

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## Arrival

- Arrive at the Robing area, main floor of the RecPlex between 8-8:15am.

## Procession Cards

- Pick up this card first on the day of your convocation in the Robing Area.
- Don't lose this card. You need it for every move you make.
  - picking up your cap and gown
  - registering with the photographer
  - lining up in the right spot
  - for the Registrar to announce your name

## What to wear under your regalia

A few pointers to make you feel more comfortable:

- Dress cool – although suits look good, you will be very warm in a full suit
- Do not wear high heeled shoes as there are many stairs and you may fall out of the processional order or injure yourself. **\*\*Students with high heeled shoes will be asked to remove them while in the RecPlex robing area as they damage the turf floor.\*\***
- Don't spend hours on your hair, your mortarboard (cap) will crush it. Mortarboards are meant to be worn on the top of your head, not on the back. If your cap is too far back you will be asked to adjust it.

## Other tips and answers to commonly asked questions

- Convocation lasts about 2 ½ hrs.
- Leave valuables like purses and bags at home or with a guest as there is no place to leave valuables during the ceremony
- Arrive on time and once you are lined up DO NOT leave the line
- If you are registering for a photo ensure you are on time. The Photo registration desk closes about ½ hour before Convocation
- Pause briefly when you receive your degree so the photographer has a chance to get a great picture
- Set up a meeting place with your guests after Convocation so it is easy for them to find you
- The Alumni Association will be selling University of Winnipeg degree and portrait frames before and after Convocation and throughout the year at the bookstore.

**You've worked hard for this day...enjoy it!**

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