

Convocation Graduand Instructions

**These instructions are to assist you in understanding how the ceremony will proceed.
Please take a few minutes to read this information carefully.**

If you are in need of special assistance or accommodation at the ceremony, please notify the Registrar's Office (306-585-4175) or email ur.graduation@uregina.ca as soon as possible.

Pre-Ceremony

1. At 12:15 p.m., enter through the East Entrance of the CKHS building (by parking lot 10). Look for the welcome banner. **Important:** *Guests must enter through CKHS Atrium (main south doors). Guests are not permitted in Gyms 1 and 2.*
2. **BE ON TIME.** It takes time to line up the procession. The ceremony starts promptly at 2:00 p.m. If you arrive after 2:00 p.m., there is no guarantee that you will be seated.
3. Collect your regalia in Gym 2. If you are graduating through one of the federated colleges, go to your college table.
4. Show your student ID card (or government issued photo identification) to the gown attendant. Ensure you have the correct gown:
 - U of R: Black
 - PhD: Blue/Scarlet
 - Champion: Red
 - Luther: Royal Blue
 - FNUniv: Sky Blue
5. With your regalia, proceed to the designated dressing area in Gym 2. One of our volunteers will help you put on your hood (if applicable). All graduands must have their regalia on before entering Gym 1.
6. When fully dressed, you walk through the connecting hallway into Gym 1 to collect your name card and parchment(s) from a faculty representative. Look for your primary faculty sign.
7. If you think your name will be mispronounced, stop at the orator table with your name card. The orators are assigned different faculties; watch for signs.
8. Next, get in line with your faculty. Your name card will have a number on it – line up in numerical order. There will be signs posted and volunteers to assist you.
9. Around 1:30 p.m., the Lead Marshal will provide verbal instructions. Give your full attention.
10. At 1:45 p.m., stage marshals* will lead the graduand procession (in two lines) to Gym 3. Tip: Quickly and quietly, follow the person in front of you.

*Stage Marshals will be wearing black gowns with a gold shoulder sash. If you need assistance at any time before or during the ceremony, please wave to get their attention and they will assist you.

During the Ceremony

1. At 2:00 p.m., the ceremony begins. On cue, graduands will enter the gym in two lines – stay in your line! Stage Marshals will direct you to your row. You can wave at your loved ones, but keep the line moving and do not leave gaps.
2. Once you are at your chair, be seated until the procession is complete. **Important:** *Graduands are not permitted to sit with guests in the stands and guests are not permitted to sit with graduands on the floor.*
3. Listen for further instructions from the Master of Ceremonies.
4. When it is time for the graduands to be presented, a stage marshal will direct you to the stage.
5. Pay attention when it is your turn to cross the stage. When the person in front of you begins moving across the stage, give the Orator your name card to be read.
6. When your name is announced move forward along the red carpet, pause (very briefly) to acknowledge the Chancellor at center stage.
7. Near the end of the stage, shake hands with President Keshen.
8. Walk down the stairs at the front of the stage where an Alumni representative will present you with a pin.
9. A stage marshal will direct you to return to the next available chair on the floor. It may not be your original seat.

Post-Ceremony

1. Wait for instructions from the Master of Ceremonies about how to exit the gym.
2. You can meet your family and friends in the Atrium or outside for hugs and photos. **Tip:** *To avoid getting lost in the crowd, make plans with your guests to meet at a specific location.*
3. **Regalia must be returned to the gown pick-up room (Gym 2) no later than 5:30 p.m.** There will be a replacement charge for any unreturned items:
 - Bachelor hood \$85.50
 - Master hood \$96.80
 - PhD hood \$151.40
 - Bachelors gown \$112.25
 - Master gown \$153.45
 - PhD gown \$540.75

Important Items to Note

1. Eat a good meal and hydrate before arrival.
2. Bring your U of R photo id or government issued photo identification.
3. **BE ON TIME.** Entry is not guaranteed once the ceremony begins.
4. **Cellphones must remain on silent** throughout the ceremony.
5. Avoid chewing gum. It is very noticeable on the jumbo screen.
6. Visit the washroom prior to 1:30 p.m. Graduands will use the locker room washrooms in the north hallway (*See map*).
7. The ceremony could take up to two hours. As a courtesy to your fellow graduates, you are to stay until the end of the ceremony.
8. Personal belongings such as bags and coats are not permitted in GYM 3. Your items can be stored in GYM 2 **at your own risk.** The University of Regina is not responsible for any lost or damaged property. **These items must be retrieved by 5:00 p.m.** Any remaining items can be picked-up at the Registrar's Office, AH 210, during regular office hours the next business day.
9. **This is your moment - Celebrate!**