Instructions for Students Participating in the Convocation Ceremony

Conexus Arts Centre, 200A Lakeshore Drive, Regina, SK

The following step-by-step instructions are to assist you in understanding how the ceremony will proceed. Please take a few minutes to carefully read this information!

1. Graduates enter by the Shumiatcher entrance at the southwest corner of the building. You will assemble in the Jacqui Shumiatcher Room found on the lower level of the Centre. **Arrive at 12:30. PLEASE DON’T BE LATE.** It takes time to line up the procession, which will proceed to the stage area at approximately 1:30 p.m. The ceremony will start promptly at 2:00 p.m. If you arrive after 2:00 there is no guarantee you will be seated on stage. **Do not bring items you will have to carry (i.e. handbags, cell phones, cameras, flowers).** There will be no secure area for you to leave them during the ceremony.

When you arrive, pick up your gown, and hood (if you require one), from the Ontario/Quebec Room; and then pick up your name card, parchment(s) and a program from a faculty representative in the Shumiatcher Room.

Your guests must enter at the main entrance and should be seated 15 minutes prior to the start of the ceremony. The theatre doors open to the public around 12:45 p.m. Seating is not reserved and tickets are not required for admission. However, due to the capacity of the venue, and fire regulations, guest attendance is limited to four guests per graduand.

Except for restricted areas, which are posted, parking is available, free of charge, adjacent to the Centre during the ceremony.

2. If you think you will need special assistance or accommodation at the ceremony please notify the Registrar’s Office (306-585-4175) or email UR.Graduation@uregina.ca and arrangements will be made to assist you through the ceremony.

A marshal will be announcing instructions for lining up. You will be lined up in alphabetical order as your name appears in the Convocation program. If you are receiving two or more degrees, diplomas, or certificates you will only cross once but all of your credentials will be announced. If you are receiving one of the two Faculty Prizes in your Faculty, you will be the last two people to cross the stage in your Faculty.

3. At 1:30 p.m., the procession will be led up the backstage stairs into the auditorium and ushered into the appropriate rows of seats on the center stage. Students will fill seats from front to back and will be seated on stage (with the curtain closed) for the start of the ceremony. At 2:00 p.m., the student body will be introduced and the curtains will lift. You will be cued to rise (if you are able) as a group, to be acknowledged and will remain standing for the entrance of the platform procession.

4. When graduates are to be presented, the Stage Marshals will direct you. You will cross the stage from left to the right as you face the audience.

5. You will line up and have your name card, diploma and program in your left hand and your hood on your right arm, trim to the elbow.

6. **Move forward to the Dean to be hooded.**

   (If you are being hooded by a family member who is part of the official approved platform party, your family member will meet you at the hooding point. The Dean will step aside. Your hood will still be on your right arm. Your family member will remove your hood from your arm, place it over your head, and congratulate you.)

7. After you have been hooded you will move forward to the Orator. Give your name card to the Orator.

8. Once your name is announced, move forward along the red carpet and **STOP** to acknowledge the chancellor, who will be seated on centre stage. There will be a mark on the carpet just before the Chancellor. He will say “I admit you”.

9. You then continue along the red carpet to the end of the stage where you will shake hands with the President of the University of Regina. A photo of you shaking hands with the President will be taken at this time.

10. **Continue along the red carpet to where the Alumni Representative will present you with a pin.**

11. Return to the next available seat in the student seating on center stage.
12. If you are a graduate and receiving the President’s Medal, President’s Distinguished Graduate Student Award, University Medal, or one of the Governor General’s Medals, you will take a seat in the first row on stage right (your right as you face the audience) after you have your photo taken. You will remain seated here until you are called to the podium when the award is to be presented (towards the end of the ceremony).

13. At the conclusion of the ceremony, the platform procession will leave first, followed by the student body. You will be ushered from the stage in two groups through the tower doors into the side lobbies, with the front row exiting first. The students seated to the right of the Chancellor will exit to the right and the students seated to the left of the Chancellor will exit to the left. Look for the arrows on the seat backs, which will show you the direction you are to exit.

14. Gowns and hoods must be returned to the pick-up room immediately following the ceremony. There will be a replacement charge for any unreturned items: PhD gown-$350, PhD hood-$55, Bachelor’s and Master’s gown-$125, Bachelor’s hood-$35, Master’s hood-$45. These prices are subject to change.

15. Please invite your guests to accompany you to attend the complimentary Convocation Reception in the Convention Hall, lowest level, immediately following the ceremony.

Refer to the corresponding numbers above for the instructions on this chart.

If nerves get the best of you on stage, just remember:
1. Dean to be hooded (face the audience to be hooded)
2. Orator to have your name read
3. Chancellor to be admitted
4. President for photo
5. Alumni for pin