



CONGRATULATIONS!

Below, please find information regarding the **Fall Convocation Ceremony** to be held Tuesday, October 28 at the National Arts Centre (53 Elgin Street, Ottawa). This provides you with important details regarding Convocation.

Ceremony	School
Tuesday, October 28, 2014 2:00 p.m.	Centre for Continuing and Online Learning School of Advanced Technology Algonquin Centre for Construction Excellence School of Business
Tuesday, October 28, 2014 6:30 p.m.	Faculty of Arts, Media and Design Language Institute Police and Public Safety Institute School of Health and Community Studies School of Hospitality and Tourism

CONVOCATION REGISTRATION PROCESS

Graduating students are **required to register** for Convocation in order to receive their backstage pass (Marshall Card) and guest tickets. Graduates may request up to five guest tickets, if required. Guest tickets are issued on a first-come, first-served basis. Please read the following explanation carefully to become informed on what is involved in the Convocation Registration process. If you do not register, your credential will not be available at the ceremony.

- **Registration begins Tuesday, October 14, 2014 at 8:00 a.m. and concludes Monday, October 27, 2014 at noon. You may register:**
 Online: <http://www3.algonquincollege.com/ro/graduate/>
 Phone: 613-727-0002
 Toll-free: 1-800-565-4723
 Please note: Telephone registration will close Monday, October 27, 2014 at noon.
- **Your registration package with your Marshall Card (back-stage pass) required for participation and guest tickets (if applicable), will be available for pickup from the Registrar's Office, C150, 2 business days after your registration or until October 27, 2014 at 3:00 p.m. A designate may pick up your convocation package on your behalf provided they produce written authorization from you to do so, or you can pick up your tickets, one hour prior to your respective ceremony at the NAC. Please note: photo I.D. is required for pick up.**

Detailed instructions regarding the Convocation Ceremony will be included in the package with your guest tickets. Instructions also appear at the end of the convocation on-line registration.

Parking/OC Transpo

The National Arts Centre has **limited public parking available**. We recommend, where possible to carpool or use public transportation. Please visit www.octranspo.com for bus route information and schedules.

Photographs

- There will be a professional photographer taking pictures of graduates crossing the stage and backstage. When you are registering for Convocation online, you will be prompted to have your information released to the photographer. By agreeing to this, you are allowing Algonquin College to release your contact information to the photographer. A digital proof will be sent to you via email within one week after Convocation. Students will be able to purchase prints via a secured website.
- Your guests are welcome to take photographs from their seats during the ceremony.

Robing

The College hires Gaspard to provide robes to graduates at the College's Convocation Ceremonies, and to facilitate the process of distributing and collecting these robes. By registering online for Convocation, you are consenting to the provision of your contact information by the College to Gaspard, should your gown not be returned upon conclusion of the ceremony.