# Icon Description automatically generated with low confidenceAwards & Convocation Tip SheetIcon Description automatically generated with low confidence

*For programs that follow the regular academic year, Convocation is the ceremony that takes place when students have successfully completed and graduated from their programs of study. While the ceremonies at 3 of the campuses are organized overall by the* [Registrar’s Office (or Office of the Registrar)](https://department.flemingcollege.ca/ro/convocation/) *and happen in the front half of Spring semester (beginning to mid-June) regardless of when students completed their programs, Coordinators have various duties to complete before and during. These responsibilities include confirming graduation audits, academic advising for students that may have outstanding academic requirements preventing them from graduating, selecting award recipients, presenting the awards, as well as attending for School Convocation ceremonies*. *Both Awards and Convocation ceremonies occur by School at different locations, dates, and times.*

## Graduation Audits Before and at the End of the Final Semester in a Program

* It is recommended between Weeks 8 to Weeks 10 of the Winter semester, Coordinators contact faculty teaching students in their final semester. You will want to know if there are any students who may not pass course(s) which would prevent them from graduating. Because the deadline for eligibility for Spring Convocation is usually not until the end of May or early June, this allows you to engage in academic advising with students in this position about whether there are options that would still allow them to meet the requirements to graduate as originally planned before the deadline. It allows both you and students a lot of time plan for next steps if meeting the academic requirements in time is not possible.

* It is common that before the final semester of a program is completed for students, the [Records](https://department.flemingcollege.ca/ro/records/) department in the Registrar’s Office completes a graduation audit to make sure all students who are supposed to graduate have completed all academic requirements. You may receive an email from a Records representative about students in your program(s) missing courses or are ineligible to graduate.
* The list of students is then again confirmed by the Registrar’s Office, after final grades are submitted by all faculty on the Tuesday afternoon of Week 16 of the Winter final semester. Depending on the number of intakes for programs and how often courses run each semester, this graduation audit could include students who perhaps completed all their requirements in the Fall or Spring semester of the previous year.
* If there are any students that have outstanding academic requirements, typically a representative from Records will alert the Coordinator by email and next steps will likely be discussed with both Records and the student(s).
* You will likely receive from students that have met all requirements to graduate, requests for evidence of successful completion of their program before they receive their diploma during convocation; especially if the Convocation ceremony is one or two semesters later from when they officially completed their program(s). These requests will likely be due to needing proof so that they can be hired for employment or to register as a member of a professional regulatory body. Some employers or regulatory bodies may also be satisfied with an official copy of the student’s transcripts, but students typically pay for an official copy which they also must request through the Registrar’s Office.
* **Please be aware that only the Registrar’s Office can confirm and provide evidence of graduation for any student**. Please direct student or organizational requests for proof of graduation to the Registrar’s Office.

**Before and During the Awards Ceremony**

* Review the list of awards that your students qualify for from the School, program (typically donated by stakeholders), and/or local Union 352 upon completing their program of study. This list may be retrieved from your Chair, previous Coordinators, other faculty or from the Academic Administrative Assistant (AAA). It is recommended this review be completed quickly after the Winter semester. A separate email may come with information about nomination forms for Union awards.
* Connect with your program team by providing them with a description of the awards that students in the program(s) are eligible for and then ask for recommendations of which students best meet award requirements. Connecting with your team can be done through just email if time is limited, but best practice would be to discuss the possible student candidates in a team meeting through WebEx, Teams, or in-person to obtain agreement. This is especially important so that students that perhaps completed their program requirements in the previous Fall or Spring semesters are also considered.
* If there are challenges with finding appropriate student candidates or perhaps needing to confirm information about students that may be helpful in making decisions (ie. their resume, community involvement, and grades), you or other faculty can inform the student(s) that they are being considered for an award to get permission to obtain this information from them.
* One of most prestigious awards is for Valedictorian which is selected for the School and not for each program. Make sure to include one or two candidates from your program that meet or exceed the requirements. Likely you as the Coordinator will complete the nomination form which has a specific criteria and deadline. Again, you may be relying on other faculty and students to provide you with enough accurate and important information to share about the student in the application so you can submit it in a timely manner.
* Email the completed Valedictorian nomination form to the AAA or designate because this will be forwarded to the Chair or Dean to decide. It is common for Deans or Chairs to select a deserving student from a different program in the School each year for fairness.
* Once the selection process is completed for all other awards, email your list of student names attached to each award to the AAA or designate along with any nomination forms required. This person or another designate associated with the Awards Ceremony will contact the students directly about their receiving an award, as well as the location and date and time of the presentation.
* You will also be invited to the Awards Ceremony which may occur the evening before convocation at Sutherland Campus, the morning of convocation at Frost Campus, or during the convocation at Haliburton Campus.
* If you are asked to speak about one or more students during the Awards Ceremony, make sure to have something short yet meaningful prepared. If you are unable to attend, you may need to ask another faculty to attend in your place.
* Make sure to attend in-person for both the reception portion which occurs about an hour before the Awards Ceremony at both the Sutherland and Frost Campus. Dress is typically business attire to semi-formal. The event typically is approximately 2-2.5 hours in length.
* Be prepared to interact and take photographs with the students, their families and friends that accompanied them.

## Before and During the Convocation Ceremony

* In the Winter semester, Coordinators and faculty all receive an email that includes information and an invitation to attend the Convocation ceremonies for your School. All are asked to confirm attendance, but you as the Coordinator, will also be asked to complete a form for your hood from the academic institution you graduated from so that the Registrar’s Office can order it for you to wear on the day of your program’s Convocation Ceremony.
* In the invitation and information regarding the Convocation ceremonies, there should be instructions about the time, location, and duties of the Coordinators. You will likely be expected to attend 1-1.5 hours ahead of the start of the ceremony to be dressed by volunteers and pick up your cards with the names of the graduating students on them.
* Dress is business attire to semi-formal. You will be provided with a black gown to wear with your hood over your clothes.
* After you are dressed, you will find the location where your students are to meet and organize them into a line in alphabetical order giving them their name card. Ask students to look at the name on the card because they will give this to the person announcing their name as they walk to receive their diploma. If they go by a different or altered name, make sure to have a pen or pencil so that you or they can write in the correct name they wish announced. Because some programs are large, for distributing the cards and organizing the students, it may be helpful for you to enlist the support of other faculty that may be attending the Convocation ceremony as well.
* Employees from the Registrar’s Office as well as volunteers will let you know when it is time for students to be ready to walk to where the ceremony is being held. Depending on how the ceremony is organized, Coordinators may be walking with the students at the head of the line or may be asked to return to the area they dressed in and line up with other Coordinators, Management, and Administrative staff that have roles in the ceremony.
* There will be some music to accompany when you and the students walk into the ceremony location and designated seating. You could be sitting off to the side of the stage with other Coordinators, with the students, or on the stage with others who have roles in the ceremony. Because the ceremonies are live streamed and links of the recordings are provided later (see example from [Convocation 2022 for the School of Health and Community Services](https://www.youtube.com/embed/62mY97sxvLU)), just assume and be mindful that you are being recorded.
* You will be given a written program to follow which contains what will happen in the ceremony along with names of all graduates. Typically, there is an Indigenous Honor Song to the Students and the drum, the signing of O Canada, and the welcome remarks from the President, and Alumni before the Valedictorian speaks. After these items are completed, the names of graduates by program will be read so they can receive their diplomas and hoods. Here is an example of the [Convocation 2022 for Frost Campus](https://online.flippingbook.com/view/219660413/). Convocation ceremonies are about 2 hours in length each.
* In the ceremony, when the students in your program line up to receive their diplomas, you will accompany them, but it is likely someone from the Registrar’s Office or a designate will read the names. You and the students will return to your seats after this is completed.
* After the closing remarks, then an organized line will be formed for filing out of the ceremony. Students will be asked to return their gowns to a designated location as will Coordinators and then you can proceed to the in-person reception on site.
* Be prepared to interact with students and their guests as well as be photographed.