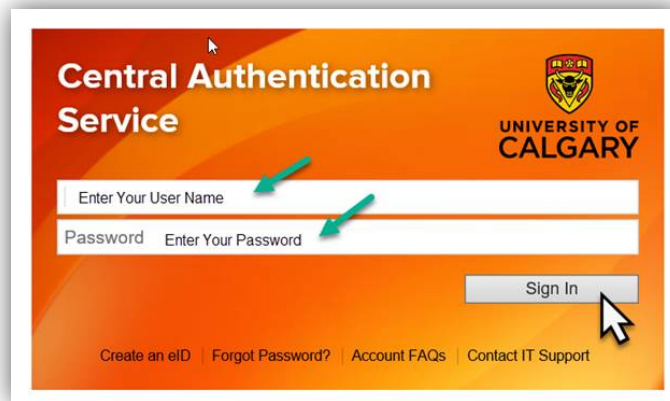


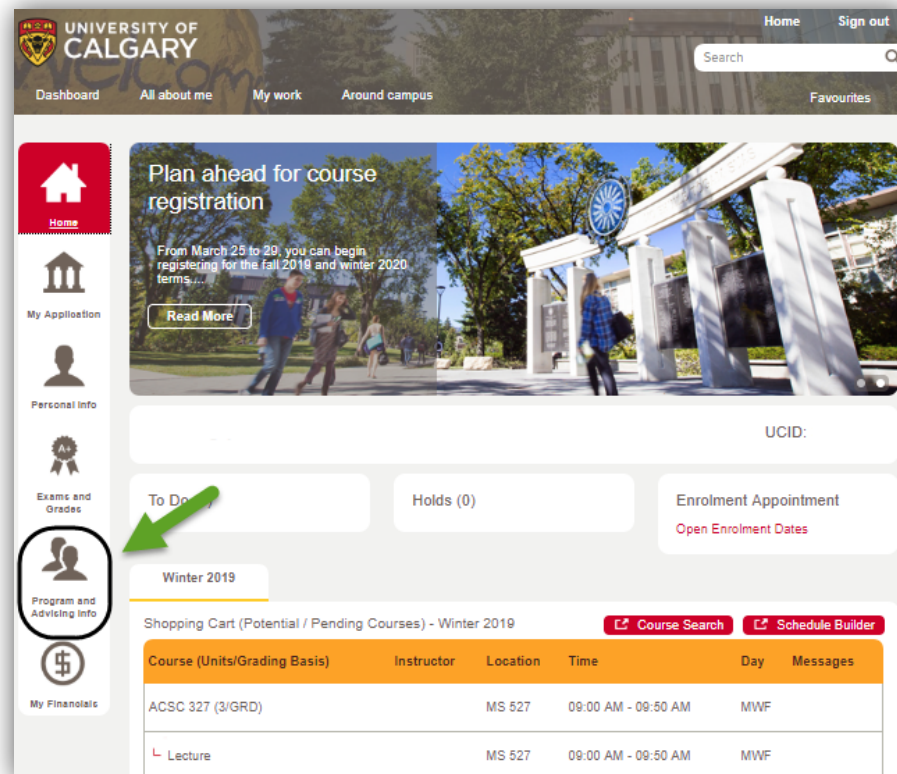
Once a student has applied to graduate they can view convocation status and submit an attendance notification through the Student Centre. The following are instructions on how to view Convocation Status and submit an Attendance Notification

1. Log in to MyUofC



The image shows the Central Authentication Service login page for the University of Calgary. It features a red header with the university's name and logo. Below the header, there are two input fields: "Enter Your User Name" and "Enter Your Password". A green arrow points to the "Enter Your User Name" field, and another green arrow points to the "Enter Your Password" field. A "Sign In" button is located to the right of the password field. At the bottom of the page, there are links for "Create an eID", "Forgot Password?", "Account FAQs", and "Contact IT Support".

2. After logging into MyUofC portal go to **Program and Advising** page



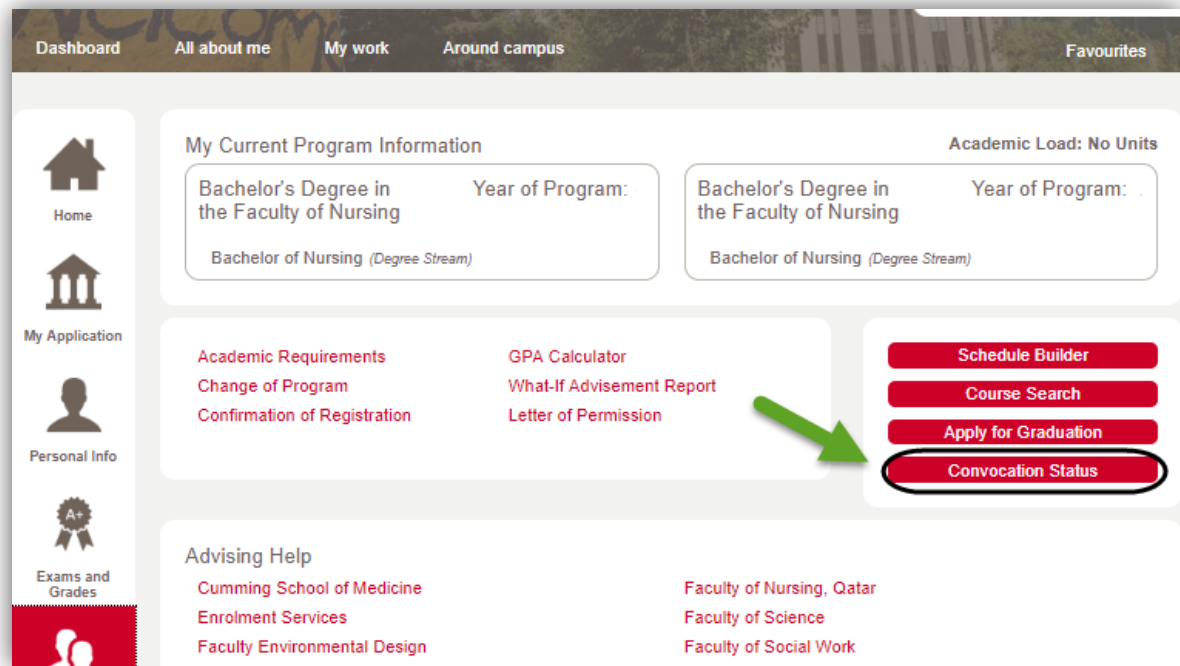
The image shows the MyUofC portal dashboard. The top navigation bar includes links for "Home", "Sign out", "Search", "Dashboard", "All about me", "My work", "Around campus", and "Favourites". The main content area features a "Plan ahead for course registration" banner with a "Read More" button. Below the banner, there are sections for "UCID:", "To Do", "Holds (0)", and "Enrolment Appointment". A green arrow points to the "Program and Advising Info" icon in the left sidebar. The "Program and Advising Info" section is highlighted, and it shows a "Shopping Cart (Potential / Pending Courses) - Winter 2019" table.

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Messages
ACSC 327 (3/GRD)		MS 527	09:00 AM - 09:50 AM	MWF	
Lecture		MS 527	09:00 AM - 09:50 AM	MWF	

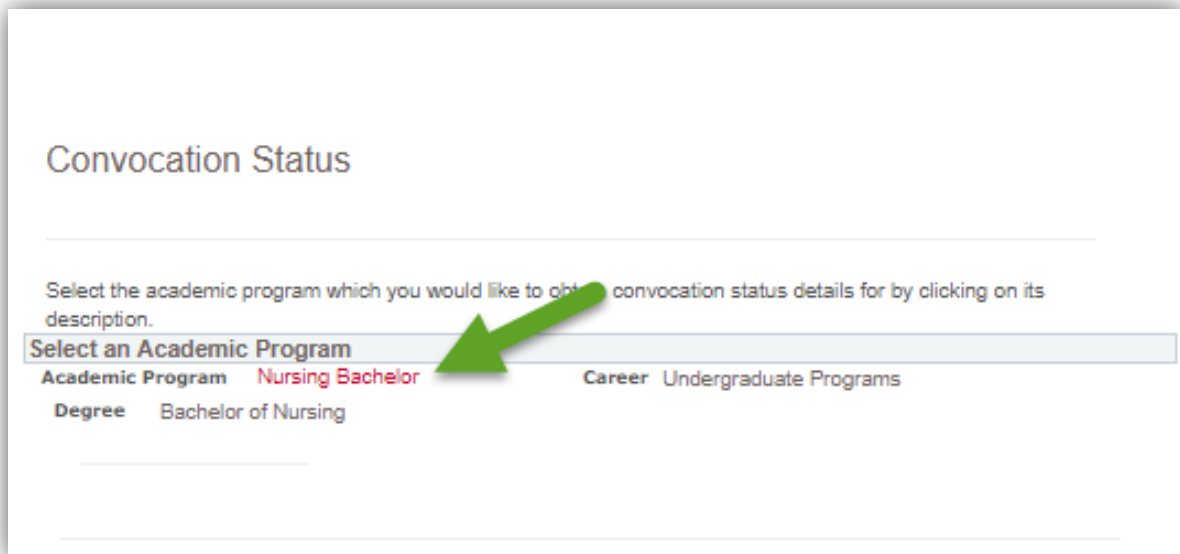
3. Select Convocation Status

Convocation

Convocation Status and Attendance Notification



4. Select the program for which you have applied to graduate



5. On the Convocation Status screen you can check your convocation status and indicate whether you will attend the ceremony, pick up your degree on the specified dates, or have your degree mailed to you

Convocation Status

Current Degree Status:

June 2019 Convocation

NOT YET REVIEWED - Your application has been forwarded to your Faculty for review. Given the high volume of applications please allow time for processing. Please note if you are currently completing your requirements for your degree, your file cannot be reviewed until your final grades are received. Your faculty will review your grad application approximately three weeks prior to your conferral date.

If you have any questions, please contact your faculty directly. Please check back on this page at a later date for updates to your Convocation Status. **GRADUATE STUDENTS:** if applicable specialization and thesis titles will be added at a later date.

If you need to cancel your degree request, please select the reason then press 'Cancel':

Please note - you have not been officially granted your degree until your conferral date.

If you choose to attend the convocation ceremony, you will be photographed twice by the official convocation photography vendor, Artona Group. The University will be providing your email address to Artona Group in order for them to send proofs of these photos to you after the ceremony. If you do not want your email address to be released, please contact the Convocation Office at convinfo@ucalgary.ca by the ceremony date.

Ceremony Date/Time: June 3, 2019 2:00 PM - 4:30 PM

Please indicate whether or not you will be attending the Convocation ceremony:

☒ **ATTENDANCE NOTIFICATION**

If you have any questions or concerns, please contact the Convocation Office:
Phone: (403) 220-8501
E-mail: convinfo@ucalgary.ca

• Thank you for submitting your application for degree. You do not need to attend the convocation ceremony in order to be granted your degree.

• You must be present at the ceremony no later than Friday, May 17, 2019.

- In the Attendance Notification screen you can indicate whether you are planning on: attending the convocation ceremony, having your degree mailed to you, or picking up your degree on the specified dates as well as make the payment for gown rentals or degree mailing

Convocation

Convocation Status and Attendance Notification



Convocation Attendance

June 2019 Convocation
1. Specify Convocation Plans
Cancellations for degree must be received by May 6, 2019.

Plans for Convocation, June 3, 2019 2:00 PM - 4:30 PM - Degree: BN (Faculty: NU)

☐ Will attend the ceremony (\$45.00 gown rental fee required)
☐ WILL NOT ATTEND, mail degree inside Canada (\$15.00 mailing fee required)
☐ WILL NOT ATTEND, mail degree inside United States (\$35.00 mailing fee required)
☐ WILL NOT ATTEND, mail degree Overseas (\$50.00 mailing fee required)
☐ WILL NOT ATTEND, degree PICKUP
By selecting this option, you agree to pick up your degree on the Monday or Tuesday following the convocation ceremonies between the hours of 10:00AM - 4:00PM. Pick up location is Enrolment Services (MB117).

Indicate how you would like to receive your degree

If attending the ceremony, please select your gown size:
If you are having your degree mailed to you, please be sure your address is updated.
The address we have on file for you is:

Indicate Convocation Gown size (based on height)

Confirm your address if you are having your degree mailed to you

Edit Addresses

Please note: If you have just updated your information above, please click the following button to refresh your screen:

Refresh

Fee amount as shown above (non-refundable after May 17, 2019).

Payment Detail

Enter the information requested exactly as it appears on your credit card.

First Name
Last Name

Credit Card Type
select Credit Card Type

Credit Card Number

Expiration Date(MMY)

CVD

What is a CVD?

For information on submitting cheques, or any other concerns, please contact the Convocation Office:
Phone: (403) 220-8501
E-mail: convinfo@ucalgary.ca

For more information regarding convocation, see

Graduation and Convocation Information

CANCEL NEXT

7. The next screen will confirm your selection, if your selection is correct, click submit and you will get a confirmation screen

Convocation Attendance

June 2019 Convocation
3. Confirmation
Thank you for updating your attendance intentions to indicate that you will pickup your degree.

To view your complete degree status, click

REVIEW APPLICATION STATUS

8. Even if you do not plan on attending the convocation ceremony you must complete the Attendance Notification indicating how you would like to receive your degree. Degrees will not be mailed out automatically.

If you have any questions about convocation contact: convinfo@ucalgary.ca

End of Procedure.

Related Guides: Convocation - Apply to Graduate

