

Pre-Convocation Day Checklist

Although you have completed your studies, you will still need to make a formal application to graduate. This checklist / worksheet will help you follow the steps that lead to Convocation.

	Done	To do
Step 1:		
Have you Applied to Graduate? Instructions and application deadlines can be found at: https://www.queensu.ca/registrar/graduation/students		
Step 2:		
Have you double - checked the ceremony schedule? https://www.queensu.ca/registrar/graduation/fall-2024-graduation		
Step 3		
Have you verified your correct full legal name (Your 'Primary Name' in SOLUS) for your diploma? <ul style="list-style-type: none"> • If it is NOT correct, you will need to submit a 'Name Change Form' before October 15th • The form can be downloaded at: http://www.queensu.ca/registrar/forms 		
Step 4:		
Visit the AMS Hood and Gown Rental Website if you are interested in renting regalia (Deadline for online booking is <u>November 3rd</u> at 11:59 pm EST): http://buildagrad.ca/queensu		
Step 5:		
Have you checked your graduation status in SOLUS? (Your status will update as of October 20 th) (SOLUS >> My Academics >> Maintain Convocation Details)		
Step 6:		
Do you have an outstanding balance on your student account of more than \$50? <ul style="list-style-type: none"> • You can still graduate and attend convocation, but you will not receive your diploma unless your outstanding balance is cleared within 10 business days of your ceremony. • Payment methods can be found at: https://www.queensu.ca/registrar/tuition-fees/how-to-pay • Please allow your bank/institution sufficient time to process your payment 		
Step 7:		
If you are attending, did you request tickets for your guests? (SOLUS >> My Academics >> Maintain Convocation Details) <input type="checkbox"/> Please note a 3 guest ticket limit		
Step 8:		
Have you made any requests for special accommodations for you or your guests? <ul style="list-style-type: none"> • If one or more guests have a need to be addressed by our support team (e.g. uses wheelchair, cannot climb stairs, etc) please fill out the form located at: http://www.queensu.ca/registrar/convocation/grad-info 		
Step 9:		
If you are NOT attending Convocation and want your diploma mailed to you, have you made sure that your 'Primary Address' and Telephone Number in SOLUS are correct?		