

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 Convocation ceremony schedule? https://www.queensu.ca/registrar/graduation/spring-2025-convocation		
Step 3		
Have you verified that we have your correct full legal name? (Your ' <u>Primary Name</u> ' in SOLUS will be the one used for your diploma. If it is NOT correct, you will need to submit a ' <u>Name Change Form</u> ' before April 30th The form can be downloaded at: http://www.queensu.ca/registrar/forms		
Step 4:		
Visit the Gaspard/AMS Hood and Gown Rental Website if you are interested in renting regalia http://buildagrad.ca/queensu <ul style="list-style-type: none"> • Online ordering deadlines: <ul style="list-style-type: none"> ○ May 22 & 23 ceremony - December 16 to May 3 ○ June 24-27 ceremonies - December 16 to June 5 ○ <i>Same-day rentals will be available (at higher prices / limited supply) for those who do not pre-book online</i> 		
Step 5:		
Have you checked your graduation status in SOLUS? (Your status will update in late May) (SOLUS >> 'Graduation' tile >> 'Maintain Convocation Details')		
Step 6:		
If you are attending, have you requested seating for your guests? (SOLUS >> 'Graduation' tile >> 'Maintain Convocation Details') <ul style="list-style-type: none"> <input type="checkbox"/> <i>Please note the guest ticket limit applicable to your ceremony</i> 		
Step 7:		
Have you made any requests for special accommodations for you or your guests? <ul style="list-style-type: none"> • <i>If one or more of your guests have a need that needs 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</i> 		
Step 8:		
If you are NOT attending Convocation and want your diploma mailed to you, have you made sure that your ' <u>Primary Address</u> ' and Telephone Number in SOLUS are correct?		