

## Convocation Ceremony -- Friday, June 14, 2024

<p><b>11:15 a.m.</b></p>	<p><b>Graduate registration and gown pick up begins</b> <i>At the Pembroke Memorial Centre (PMC) located at the corner of Lake and Christie Streets</i></p>	<ul style="list-style-type: none"> <li>Graduate registration / check-in</li> <li>Gown / stole pick-up</li> <li>AC Proud Shop will be selling merchandise at the PMC</li> <li>Flowers will be on sale at the PMC</li> </ul>
<p><b>12:00 to 12:30 p.m.</b></p>	<p><b>Graduates and their guests <u>must</u> be at Pembroke Memorial Centre</b></p>	<ul style="list-style-type: none"> <li>Graduates gather on PMC upper concourse to prepare to line up for the ceremony procession</li> <li>Families and guests to take their seats either on the main floor of the PMC or in stands (no assigned seating)</li> </ul>
<p><b>1:00 p.m.</b></p>	<p><b>Ceremony begins</b></p>	<ul style="list-style-type: none"> <li>A printed agenda will be made available to all guests</li> <li>The livestream as well as the graduate commemorative booklet will be available online at: <a href="http://algonquincollege.com/pembroke/convocation/">algonquincollege.com/pembroke/convocation/</a></li> </ul>
<p><b>3:00 p.m.</b> <i>APPROX.</i></p>	<p><b>Ceremony ends</b></p>	<ul style="list-style-type: none"> <li>Graduates to return gowns / stoles at PMC</li> <li>Diplomas for graduates can be picked up after gowns are returned on upper concourse of PMC</li> </ul>
<p><b>After the Ceremony (to 5 p.m.)</b></p>	<p><b>Reception at the College's Waterfront Campus</b> <i>Located at 1 College Way</i></p>	<ul style="list-style-type: none"> <li>Light refreshments will be served</li> <li>Photo opportunities along the shores of the Ottawa River, on Campus, and along Pembroke's Boardwalk</li> <li>Gowns will be available – pick up from General Info <i>Note: This gown must be returned to the College by 5:30 p.m.</i></li> <li>AC Proud Shop will be open on Campus and their booth will be open to sell merchandise at the PMC</li> </ul>

### Important Things for Graduates to Know:

- You must register your attendance for convocation online at:  
[algonquincollege.com/pembroke/convocation/](http://algonquincollege.com/pembroke/convocation/)
- The in-person ceremony will be held at the Pembroke Memorial Centre (PMC) and the reception will be held at the Pembroke Waterfront Campus of Algonquin College
- You and your guests do not require tickets; there is no assigned seating
- Complimentary parking will be available at the PMC as well as Algonquin College
- We ask that you leave your personal belongings with your guests as there will be no secure storage and it may be awkward carrying items across the stage
- Please remain in your seat for the entire duration of the ceremony

## AC PEMBROKE CONVOCATION CEREMONY – GRADUATE FAQs

### HOW DO I KNOW IF I AM GRADUATING?

All graduates will receive information via email once their graduate status has been confirmed.

### DO I NEED TO SUBMIT AN APPLICATION TO GRADUATE?

If you are a full-time student you will have paid a "graduation fee" as part of your tuition.

**Note: If you are a Continuing Education student, you do need to complete a certificate application & a \$40 fee will apply.**

### WHAT IF I OWE MONEY TO THE COLLEGE?

Outstanding payments (tuition fees, media / resource / parking fines, etc.) must be paid prior to the ceremony otherwise your diploma / certificate will be withheld.

### WHEN CAN I REGISTER FOR CONVOCATION?

On-line registration begins in April.

[algonquincollege.com/pembroke/convocation](http://algonquincollege.com/pembroke/convocation)

### HOW LONG IS THE CEREMONY?

The average length is two hours.

### WHERE IS THE CEREMONY BEING HELD?

The Convocation is held at the Pembroke Memorial Centre (PMC) directly across from the College's Pembroke Campus.

### WHERE DO I PARK & IS THERE A CHARGE?

Parking is available at the PMC as well as at the Pembroke Waterfront Campus.

There is no charge for parking on the day of the ceremony; however, spaces can fill up quickly so carpooling is encouraged.

### IS THERE PARKING FOR SPECIAL NEEDS?

There are limited designated spaces for people with physical disabilities located outside of the PMC's ground entrance.

### HOW MANY GUESTS CAN I INVITE?

You can bring as many guests as you would like. Seating on the floor fills quickly so your guests may be required to sit in the stands.

### MY GUEST IS IN A WHEELCHAIR, HOW ARE THEY ACCOMMODATED?

We will do our best to find a space on the floor with a good viewing angle but it may not be possible to be seated with other family members.

Note: There is an elevator if your guest prefers to sit on the upper level.

### I HAVE SPECIAL NEEDS AND WILL REQUIRE ACCOMMODATION. HOW DO I ARRANGE THIS?

Please make your requirement known when you register to attend online. You will be contacted by our staff prior to the ceremony to discuss your needs.

### WHAT TIME SHOULD I ARRIVE AT THE PMC?

Please arrive no later than 12 p.m. and proceed to the upper level to register and pick up your gown and stole.

### WHAT DO I DO BEFORE THE CEREMONY?

Once you arrive and register, you will be given a gown and stole. You will then be directed to the procession area where you will find your classmates. Program signs will be posted on the wall.

Students are to line up in alphabetical order and are to remain there until the ceremony begins. Either your program coordinator or a faculty representative from your program will meet you there and give you your name slip.

Please hold on to this slip until you reach the stage.

### WHAT HAPPENS DURING THE CEREMONY?

Students will proceed from the upper level of the PMC to the ground floor in a single file and will be seated with the help of college staff.

When it comes time to cross the stage students will be moved backstage in groups and lined up in alphabetical order. You will need to hand the name slip you were provided to the announcer before you cross the stage and meet the President.

Once exiting the stage a faculty member will greet you. Please follow the route lead by our staff to return to a seat in the ceremony.

Note: The seat you return to may not be the seat you were originally in.

### WHAT HAPPENS AFTER THE CEREMONY?

When you cross the stage the envelope you receive will not contain your actual diploma / certificate. **You will receive this after the ceremony when you return your gown.**

Please remain in your seat throughout the entire ceremony as a courtesy to your fellow graduates.

### WHAT IF I DO NOT RETURN MY GOWN?

If a gown and stole is not returned immediately after the ceremony a \$100 fee will be charged.

Note: Gown return is on the PMC's upper concourse.

### WHAT DO I DO WITH PERSONAL BELONGINGS?

There is no secure storage backstage, we ask that you leave your purse or personal belongings with your guests.

### WHAT SHOULD I WEAR?

Casual business attire is recommended as shirt collars / ties will be visible in pictures. Lower legs and footwear will be visible beneath the gowns. Students will be required to walk down a set of stairs as part of the procession, comfortable footwear is recommended.

### WHAT HAPPENS IF I ARRIVE LATE?

Once you arrive please indicate to the staff greeter that you are a graduate. You will be given a gown and quickly escorted to the student seating area. It may not be possible to sit with your classmates.

### I AM UNABLE TO ATTEND THE CEREMONY. HOW DO I GET MY DIPLOMA?

Your credential will be mailed to the address we have on file for you. Please ensure we have the correct address.

### WHY IS MY NAME NOT IN THE COMMEMORATIVE CONVOCATION BOOK?

The list of graduates includes, to the best of our ability, the names of all students declared eligible to graduate at the time the Convocation Book goes live. We offer sincere apologies if any names have been omitted.

The book can be viewed online at: [algonquincollege.com/pembroke/convocation](http://algonquincollege.com/pembroke/convocation)

### MY GUESTS ARE ARRIVING SEPARATELY. CAN THEY SIT TOGETHER?

Seating for the ceremony is general admission; therefore, you may want to choose to have your guests meet at a predetermined location.

### IS THERE A RECEPTION AFTER THE CEREMONY?

Light refreshments will be available at the Pembroke Waterfront Campus following the ceremony. Note: Graduates must return the gown they wore for the ceremony at the PMC. If you would like photos with a gown / stole at the campus after the ceremony some will be available in General Information (Room 131).

### WILL THERE BE A PHOTOGRAPHER?

All graduates at the in-person ceremony will have their photo taken by a professional photographer – there will be details in your graduate packet on how to order photos.

**Give a shout out to your fellow graduates & family with social media at Convocation! Use #Algonquin2024**

**CEREMONY: FRIDAY, JUNE 14, 2024 – 1:00 P.M.**