

# 2011 Convocation GUIDE

## *Quick Answers to Frequently Asked Convocation Questions*

**Q:** *How do I know if I am graduating?*

**A:** All prospective graduates may check with their Faculty/School to determine their eligibility

to graduate and **also** with the Examinations Division to confirm approval of their profile at the final Board of Examiners.

**Q:** **When's Graduation?**

**A:** The Convocation for Turkeyen campus is scheduled for Saturday, November 12, 2011 whilst the ceremony for the Berbice campus is scheduled for Saturday, November 19, 2011.

**Q:** *When and where can I uplift my graduation invitation and advisory letter?*

**A:** Invitations and advisories will be available from ~~October 17, 2011~~ October 19, 2011 for the Turkeyen Campus.

Graduands may call at the Students' Welfare Division, Turkeyen campus to uplift these items.

**Q:** *Am I required to wear a gown?*

**A:** Only graduands for Degree and post graduate programmes (incl. Masters students) are required to wear gowns. Diploma, Associate Degree and Certificate graduands are not required to wear gowns.

**Q: *Where and when can I rent a gown?***

**A:** For the Turkeyen Campus, gowns will be available for rental from ~~October 17, 2011~~ October 19 at

the UGSS Office, the NBS Hall of Residence, and the University Stores.

**Q: *What do I wear?***

**A:** All female graduands are required to *wear white or off-white dresses of modest and sober cut*. All male graduands are required to wear white shirts, dark ties- **University ties are available at the bookstore-** and dark pants.

Dark suits are also an option.

**Q: *How many guests can I bring?***

**A:** Each graduand is allowed two invitations. Each invitation admits two guests.

**Q: *Is there a deadline to indicate that I will be unable to attend the graduation ceremony?***

**A:** There is no such deadline, however, if you are not planning to attend the ceremony, the University would appreciate if you can inform the Students' Welfare Office at the earliest opportunity.

**Q: *Do I have to attend rehearsals?***

**A:** Yes. If you are attending the ceremony, attendance at rehearsals is required.

Rehearsals will be held on Friday, November 11, 2011 at 16:00h.

**Q:** *How long is the ceremony?*

**A:** Approximately 2 ½ hrs.

**Q:** *Will refreshments be served?*

**A:** No.

**Q:** *Does the University cater for persons with disabilities who may be graduating or attending as a guests?*

**A:** We can accommodate special requests. However, you are required to inform the Students' Welfare Officer no later than Friday, November 4, 2011.

**Q:** *Will the real certificates be distributed at the ceremony?*

**A:** No. Certificates will only be available in the months after the ceremony, when the individual clearances would have been processed by the Students' Welfare Division.

**Q:** *What do I have to do in relation to 'Clearance'?*

**A:** Submit your Library tickets, clear any other indebtedness to the University.

**Q:** *I am a foreign student and will not be available to attend the ceremony, how can I receive my certificate?*

**A:** You may authorise someone to uplift your certificate on your behalf. Said authorisation can be left at the Students' Welfare Office before your departure.

***Contact:***

*Assistant Registrar*

*Students' Welfare Division*

222-3595