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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions and application deadlines can be found at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1:</td>
<td><strong>Have you Applied to Graduate?</strong> Instructions and application deadlines can be found at: <a href="https://www.queensu.ca/registrar/graduation/students">https://www.queensu.ca/registrar/graduation/students</a></td>
</tr>
<tr>
<td>Step 2:</td>
<td><strong>Have you double-checked the Convocation ceremony schedule?</strong> <a href="https://www.queensu.ca/registrar/graduation/spring-2024-graduation">https://www.queensu.ca/registrar/graduation/spring-2024-graduation</a></td>
</tr>
</tbody>
</table>
| Step 3: | **Have you verified that we have your correct full legal name?**

(Your ‘Primary Name’ in SOLUS will be the one used for your diploma. If it is NOT correct, you will need to submit a ‘Name Change Form’ before April 30th)

The form can be downloaded at: [http://www.queensu.ca/registrar/forms](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](http://buildagrad.ca/queensu)

- Online ordering deadlines:
  - May 24 ceremony – April 28
  - June 18-21 ceremonies – May 16
  - Same-day rentals will be available (at higher prices / limited supply) for those who do not pre-book online |
| 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’)

- Please note there is a 3 guest ticket limit per graduate |
| Step 7: | **Have you made any requests for special accommodations for you or your guests?**

- 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](http://www.queensu.ca/registrar/convocation/grad-info) |
| Step 8: | **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?** |