

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:		
<p>Have you Applied to Graduate? Instructions and application deadlines can be found at: https://www.queensu.ca/registrar/graduation/students</p>		
Step 2:		
<p>Have you double - checked the Convocation ceremony schedule? https://www.queensu.ca/registrar/graduation/ceremonies/spring-2024-convocation</p>		
Step 3		
<p>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</p>		
Step 4:		
<p>Visit the Gaspard/AMS Hood and Gown Rental Website if you are interested in renting regalia http://buildagrad.ca/queensu</p> <ul style="list-style-type: none"> • Online ordering deadlines: <ul style="list-style-type: none"> ○ May 24 ceremony - May 3 ○ June 18-21 ceremonies - May 16 ○ <i>Same-day rentals will be available (at higher prices / limited supply) for those who do not pre-book online</i> 		
Step 5:		
<p>Have you checked your graduation status in SOLUS? (Your status will update in late May) (SOLUS >> 'Graduation' tile >> 'Maintain Convocation Details')</p>		
Step 6:		
<p>If you are attending, have you requested seating for your guests? (SOLUS >> 'Graduation' tile >> 'Maintain Convocation Details')</p> <p><input type="checkbox"/> <i>Please note there is a 3 guest ticket limit per graduate</i></p>		
Step 7:		
<p>Have you made any requests for special accommodations for you or your guests?</p> <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:		
<p>If you are <u>NOT attending</u> 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?</p>		