



POLICIES and PROCEDURES

Responsible Unit	Office of the President & Vice-Chancellor
Policy Number	C-12
Date Last Updated	01 October 2005
Approving Sector Head	President & Vice-Chancellor
Policy	CONVOCATION

There are four Convocations per academic year (three in the spring and one in the fall), with activities being coordinated through the Convocation Coordinator, Office of the President. Following is a list of pertinent responsibilities noting the office responsible:

President's Office

- general coordination of all convocation events
- coordination of honorary Degree recipients
- inventory of gowns/hoods
- invitations and tickets to convocation exercises
- special events (openings, exhibitions, etc.) in conjunction with convocation
- convocation program (in conjunction with Public Affairs)
- special music
- food/room bookings
- web site
- ushers, photographer, piper, organist
- convocation coordinator is responsible for determining if students, platform party, and faculty do not march due to inclement weather
- preparation of seating/marching arrangements

Public Affairs

- all publicity surrounding convocation
- assist with production of invitations and programs
- photography

University Marshal (with the aid of Assistant Marshals)

- march practices for graduating students for spring convocation
- marshalling of students, faculty and platform party

Registrar's Office

- graduation lists
- degrees and diplomas
- student information for inclusion in convocation program

- compiling list of medalists, and ordering medals

Operations

- coordinate with appropriate groups re: banquets, receptions, etc.
- collect and execute Physical Plant requirements

Alumni Affairs

- coordination of alumni programs during convocation weekend
- handling of student information and tickets for Convocation

University Chaplain

- conduct the Baccalaureate Service, and deliver benediction during convocations

Graduating Class

- through the Life Officers, the class is primarily responsible for its own activities with assistance from Campus Programs, Alumni Affairs, and the Office of the Vice-President, Student Affairs

Campus Store

- student caps and gowns – inventory and distribution