



OCAD University Convocation

This document broadly outlines the processes and procedures which pertain to the Convocation ceremony organized by OCAD University each year.

Are You Eligible to Graduate in the Fall, Winter or Spring/Summer?

- The deadline to submit an Intent to Graduate and the accompanying fee for **Fall Graduation** usually falls at the very end of July and late submissions (with a late fee) are usually accepted until the second week of September. *Note: Fall graduands are invited to the following spring convocation ceremony.*
- The deadline to submit an Intent to Graduate and the accompanying fee for **Winter Graduation** usually falls on the second week of December and late submissions (with a late fee) are usually accepted until the second week of January. *Note: Winter graduands are invited to the following spring convocation ceremony.*
- The deadline to submit an Intent to Graduate and the accompanying fee for **Spring/Summer Graduation** usually falls on the second week of February, and late submissions (with a late fee) are usually accepted until early May.

For the most current dates and up-to-date information, please visit:
ocadu.ca/services/records-and-registration/graduation-and-convocation.htm

Confirmation of Eligibility

All academic records will be reviewed to determine if graduation requirements have been met.

If graduation requirements have been met, the notification '*Requirements Completed*' will appear in your Self-Service account in two locations: on the main landing page (above the Student Finance and Student Planning categories) and on the top right of the page (below your User Profile and the Sign out button).

If you are eligible to graduate, you will be sent a formal notification after Senate has approved the graduands.

Communication

Check your student email and the [Graduation and Convocation page](#) for information and updates regarding the Convocation Ceremony. Also, please verify your current mailing address in Self-Service.



OCAD University Convocation

Fees Owning

You must clear any outstanding accounts (finance, library or other, etc.) to be eligible to graduate and attend convocation.

Date of Convocation

Early to mid-June.

Location

The Convocation Ceremony is held once a year at Roy Thomson Hall, 60 Simcoe Street, Toronto. Graduands are asked to enter through the artist's (security) entrance on the south side of the building on Wellington Street. Guests can enter through the main King St. entrance. *Information regarding accessibility is included below.*

[For details and deadlines, visit www.ocadu.ca/services/records-and-registration/graduation-and-convocation.htm]

Arrival Time

Graduands are asked to **arrive at least two hours before** the start of the ceremony. For details, visit the [Graduation and Convocation page](#).

Guests may arrive closer to the ceremony start time.

Guests

You may bring four guests to the Convocation ceremony. Your guest vouchers will be emailed to you with your official invitation to the Convocation ceremony. On the day of Convocation, guests must exchange their vouchers at Roy Thomson Hall for seating tickets on a first-come, first-served basis. Attendees without guest vouchers will not be issued Roy Thomson Hall seating tickets, and will not be able to enter the auditorium. *Information regarding accessibility is included below.*

To request additional guest vouchers, contact regservices@ocadu.ca. Due to limited seating, requests for extra vouchers will be taken on a first-come, first-served basis. If you are allotted extra vouchers, you will be notified through your student email to pick them up at the Office of the Registrar, 230 Richmond Street West (Level 5), in late May. *When all additional vouchers have been claimed, the information will be published on the [Graduation & Convocation](#) page.*

What to Wear

You will be issued a black robe to wear during the ceremony. If you are graduating with a Bachelor's or Master's degree you will wear a graduation hood, and if you are graduating with the Associate of OCAD diploma you will wear a liripipe. Wear clothing you feel is appropriate for the occasion, and keep in mind that the black robe will be worn over your street clothing. It is best that you leave your personal belongings with a family member or friend, as you will not be permitted to carry personal belongings



OCAD University Convocation

(purses, bags, coats, etc.) into the auditorium. If you cannot leave your personal belongings with a family member or friend, they will be held in a secure room for pick up after the ceremony. *The Office of the Registrar assumes no responsibility for damaged, lost or stolen goods.*

Diplomas

Graduands will receive their diploma following the ceremony. Graduands must return their regalia and will be asked to *show photo identification* when collecting their diploma. If you are an alumnus in the degree completion program, you must return your AOCA/AOCAD diploma to the Office of the Registrar before the date of Convocation.

[For details and deadlines, visit www.ocadu.ca/services/records-and-registration/graduation-and-convocation.htm]

Graduation photos

Professional graduation photography services for OCAD University are provided on an annual basis with a modest sitting fee. Information can be found on the [Graduation and Convocation page](#). Additional information is also posted around campus annually.

Frames

Diploma frames may only be purchased in person at the Alumni Association table in the lobby of Roy Thomson Hall. Prices and preview images are available at <http://www.ocadu.ca/alumni/alumni-association/merchandise.htm>.

Not Attending?

If you are not attending the ceremony, you may pick up your diploma in person after 9:30 a.m. on the business day following the Convocation ceremony at the Office of the Registrar. *Photo identification is required.* Third parties may pick up a diploma only with a letter of authorization signed by you. The Office of the Registrar is located at 230 Richmond Street West, Level 5.

Diplomas not issued at the convocation ceremony will be held for 20 business days for pick up at the Office of the Registrar. After 20 business days, your unclaimed diploma will be mailed to the address in your Self-Service User Profile.

Accessibility

The Office of the Registrar is committed to providing accessible information and ensuring that Convocation is accessible and inclusive to all persons. It is our policy to provide services in a way that respects the dignity, confidentiality, self-esteem and



OCAD University Convocation

independence of persons with disabilities. If you require any of the Convocation information published on our website in an accessible format, or if you or your guests require alternative access to the hall and seating, the use of assistive devices, or other accommodations, please send your request to regservices@ocadu.ca.

Additional information regarding Accessibility for Convocation at Roy Thomson Hall can be found at <https://www.tso.ca/concerts/plan-your-visit/special-needs-accessibility#rth>.

[For details and deadlines, visit www.ocadu.ca/services/records-and-registration/graduation-and-convocation.htm]