Greetings from the Office of the Registrar and from the Convocation Steering Committee.

You are a candidate for the graduation class of 2017! Here are a few questions which graduands often ask, and some answers:

What are the exact academic requirements for obtaining a degree?
A summary of these requirements was provided in the letter given to you early in September. If you need another copy, please drop in to get it or call 780-679-1185 and one will be mailed to you.

What activities are planned for the Graduation Weekend?
The events planned are as follows:

Sunday, June 4:

10:15 a.m.: Baccalaureate Service: a worship service in the Chapel, with the celebration of the Eucharist.

12:00 noon: Luncheon: Location to be announced:
Tickets will be available in the Registrar’s Office on a first come, first served basis.

2:30 p.m.: Annual Spring Convocation for the conferring of degrees.
At a time closer to the event, a detailed description of the event and the procedures for the ceremony will be provided. Please expect to commence assembling for the event at 1:30 p.m.

Admission for your guests is by “Reservation Card.” See details below.

4:00 p.m.: Tree Planting, and Alumni Reception.

How will my guests get into the events?
“Announcement Cards” and “Reservation Cards” will be available for each graduand at the Office of the Registrar on March 15th. Announcement cards can be sent to those whom you want to inform about your upcoming graduation, including those who are planning to attend. “Reservation Cards” are given to those who will actually come to the Sunday afternoon Convocation. A limit of four reservation cards for the ceremony will be available for each graduand. On or after April 12th we will hand out the remaining reservation cards on a discretionary first-come-first serve basis.

Luncheon tickets will be available from the Registrar’s Office on March 15th. There are no limits on these tickets.
Must I apply to graduate?
A preliminary requirement for graduation is that each student must Apply to Graduate online through Bear Tracks. The Calendar says this is to be submitted by February 1st on Bear Tracks. If you intend to graduate and have not applied on Bear Tracks contact the Augustana Faculty, Registrar’s office for an “Application for Degree” form. Please do so promptly.

Is there a fee for renting my gown for graduation?
Yes. There will be a fee of $39.50 for gown rental if you are planning to attend the Convocation ceremonies. This fee is being collected at the Registrar’s office. Please bring your payment for the gown rentals to the Registrar’s office. Payment can be made by debit card, cash, money order, cheque or credit card.

If I am taking a correspondence course to fulfill a degree requirement, when should the transcript reach the Registrar’s Office?
By April 14th.

Can my relatives and friends and myself stay in Residence at Augustana during the Graduation Weekend?
Yes, rooms will be available at competitive rates. For more information check the website: http://www.augustana.ualberta.ca/services/conference/grad.html

What arrangements are there for individual graduation photographs?
Graduands may make private arrangements with a photographer for graduation photographs prior to, or following the actual ceremony. Convocation regalia may be borrowed from the Augustana Registrar’s office for photographs. A deposit of $25.00 is required, and regalia must be reserved from Iris Galenza at least three days in advance.

Must all my fees and accounts be paid before I graduate?
Yes! The degree parchment and transcripts are withheld until all amounts owing are paid in full.

When should I arrange to have transcripts sent to other institutions or to potential employers?
You may place your order for transcripts at any time. Your order will be kept on file and will be filled as soon as possible after all grades have been submitted and checked. June 10th is our own deadline for issuing of transcripts. You may obtain an “Application for Transcript” from the Registrar’s office on the second floor of the Forum, or on the Augustana website under the Registrar’s Office link; or you can order an official transcript on Bear Tracks.

Grad Class Meetings
Graduation updates and announcements, including calls of future meetings for the Grad Class, will periodically be e-mailed to you, so check your e-mail regularly!

To whom should I speak if I have a problem?
Contact Iris Galenza or myself in the Office of the Registrar (telephone: 780-679-1185; Fax: 780-679-1527; e-mail: jonathan.hawkins@ualberta.ca ; or e-mail: iris.galenza@ualberta.ca ).

For those who are not attending Augustana during the Winter Term, we congratulate you on the completion of your course work. For those who are attending, we wish you a successful conclusion to your studies.

Sincerely,

Jonathan D. Hawkins
Assistant Registrar

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