



REGISTRAR'S OFFICE

Email: registrar@acad.ca / Phone: 403-284-7634

APPLICATION FOR GRADUATION 2019

Thursday, May 16, 2019 @ 1PM

You must submit an Application for Graduation regardless of whether or not you plan to attend the convocation ceremony. **Please complete this form and return it to the Registrar's Office no later than November 30, 2018.**

IMPORTANT NOTE: It is your responsibility to ensure you apply and are eligible to graduate. You must:

- Complete this application. Print, audit and attach your personal planning guide which was recently emailed to you. Submit both to the Registrar's Office by November 30th. Your audit is your check to ensure that you will complete the required courses for your degree by the end of April. Need help with your audit? Make an appointment with a Registration Assistant or Student Academic Advisor by contacting the Registrar's Office. Planning guides are not required for students completing the ArtStream Program.
- All program requirements must be completed by May 1, 2019.
- Official transcripts from external institutions must be submitted by May 1, 2019.

NAME* / ID NUMBER

OFFICE USE

*ACAD will only use the legal names of students on their degree. Any requests to change a name must be accompanied by appropriate supporting legal documentation. Please note that your name will be printed in the Convocation Program unless you advise otherwise.

ID Number

First

Middle

Last

PERMANENT ADDRESS + EMAIL ADDRESS

OFFICE USE

Please indicate the address where all future correspondence from the College should be sent. Use a family address if necessary.

street / box office

city

province

postal code

home phone

cell phone

email address other than your acad.ca email

CURRENT ADDRESS + EMAIL ADDRESS

OFFICE USE

If you don't live at the Permanent Address right now, please indicate where you will be living in case we need to contact you ASAP!

street / box office

city

province

postal code

home phone

cell phone

email address other than your acad.ca email

Last date to send correspondence to this address: _____

CREDENTIAL YOU WILL RECEIVE

OFFICE USE

1) Indicate the credential, major and minor (if applicable) you are seeking to receive:

- BFA – Major: _____
 MFA – Major: Craft Media
 BDes – Major: _____
 ArtStream Certificate

a) ONLY if you are completing the courses in a minor by the end of April, please indicate the minor:

Minors are recorded on your official transcript, but do not appear on your degree parchment.

Advisor Initials:

2) For students who have returned to complete their degree after already completing the ACAD diploma, please indicate the credential and major you are seeking to receive:

- BFA – Major: _____
 BDes – Major: _____

BE SURE TO COMPLETE PAGE 2

INFORMATION REQUIRED FOR CONVOCATION DAY**OFFICE USE**

- a) Yes, I will be attending the Convocation Ceremony. If yes, please complete the rest of this section.
 No, I will not be attending. **If you indicate you will not be attending, no gown, hood or cap will be ordered for you.** Skip to next section.
- b) Please indicate the phonetic spelling of your name to assist us with proper pronunciation at the ceremony:

- c) Height without shoes (for gown size): _____ regular fit OR XL fit
- d) Your guests at Convocation require official tickets which will be given to you at the grad meeting to be held early in April of 2019. Exact date and time of the grad meeting will be communicated closer to the date.
- Please indicate the number of tickets you require for your guests to attend the convocation ceremonies. Babies sitting on parents laps **do** require a ticket, so please include them in the count. **A maximum number of 8 tickets can be requested initially and available at the April grad meeting.** If you require more tickets, you can visit the Registrar's Office after the grad meeting to see if there are still seats available. They will not be seated in the same section/row as previous tickets given out.
 - Number of tickets for initial request (maximum is 8): _____
 - Please indicate if all of your guests will NOT be sitting together. If not, indicate how you would like the tickets to be split (i.e. You've ordered 6 tickets and would like them split 2 + 4): _____
- e) Please indicate the number of your guests that require wheel chair seating: _____
- f) Please indicate the number of your guests that have mobility issues and cannot access seats via stairs: _____

INDIGENOUS GRADUATES ONLY**OFFICE USE**

Indigenous Graduates who have a government issued status card are eligible to be honoured and receive an Eagle feather from an Elder at the convocation ceremony. If you have a status card and wish to receive an Eagle feather, please indicate your status number and your band. **In order to receive the feather honour, you must also submit a picture of your status card along with your application by November 30, 2018.**

Band: _____ Status Number: _____

Picture of Status Card is attached

SIGNATURE**OFFICE USE**

- 1) I confirm that I have audited the attached Planning Guide and will meet the Graduation requirements prior to May 1, 2019 (This is not required for students in the ArtStream Program.)

_____ **STUDENT'S INITIALS**

- 2) I hereby certify that all statements on this form are correct and complete. By signing this form I agree that my personal information will be transmitted to the ACAD Alumni Office.

Signature

Date