
NIPISSING UNIVERSITY CONVOCATION CEREMONY INSTRUCTION SHEET

Location: Robert J. Surtees Athletics Centre
100 College Drive, North Bay, ON P1B 3H2

CONVOCATION INFORMATION

- Please watch this video to learn about the 2023 Convocation ceremonies and what to expect.
- [Graduation Information Session 2023 - YouTube](#)

ACCOMMODATIONS

- Did you know that you and your guests can stay in residence for Convocation? Nipissing University alumni receive a special discounted rate for their stay:
 - o Single room within a 4-bedroom suite: **\$43.50/night plus HST**
 - o **4-bedroom suite: \$105.25/night plus HST**
- Book today by contacting stay@nipissingu.ca

ACCESSIBILITY

- If you or your guests require any accommodations at the ceremony (such as accessible seating), please email convocation@nipissingu.ca
- Volunteers will be available on-site to assist at the ceremony.
- Accessible parking will be in Parking Lot 4 "Visitor's Parking."

GUESTS

- Graduates are asked to **limit their guests to a maximum of 4 people** to allow all graduates to bring their supporters.
- **There is no ticket system to attend the Convocation ceremonies.**

PARKING

- Parking in **Lots 1 and 5** have been designated as "**Event Parking**" for graduates and their guests.
- There are no fees to park on campus during Convocation.
- *Accessible Parking is available in Lot 4 "Visitor's Parking."*
- [Click here for a Campus Map with Parking Lots](#)

GOWNS AND HOODS (REGALIA)

- You **do not need to pre-order your regalia** (gown & hood) and there is **no charge**.
- You may pick up your regalia from [Fitness Room #2](#) beginning **one hour** before your designated ceremony.
- Please try to arrive **no later than 30 minutes** ahead of your ceremony.
- Please return your regalia in [Fitness Room #2](#) no later than **one hour** after the completion of your ceremony.
- Indigenous graduates, faculty and other participants may choose to wear traditional Indigenous attire with or in lieu of, a gown at all convocation ceremonies. The hood may be carried rather than worn depending on cultural protocols. Nipissing University acknowledges the diversity of Indigenous Peoples, communities, and nations. As such it is recognized that traditional Indigenous attire may vary.

PERSONAL BELONGINGS

- Graduates are encouraged to leave valuables (i.e. cellphones, purses, backpacks) with their guests prior to the start of the ceremony.

PROCESSIONAL LINE-UP

- After you have picked up your regalia, please follow the signage to the [Surtees Centre Single Gym](#) no later than **45 minutes prior to your ceremony** to line up for the academic procession.
- A pre-printed card will be given to you when you line up, that includes your name and a number. You will line up by Program and then by number as indicated on the card provided to you.
- During the procession, carry your name card in your **LEFT hand** and your hood folded over your **RIGHT arm**.
- Please follow the instructions of the volunteers on hand to direct and assist you.

PROCESSION & CEREMONY

- The Marshal will lead the procession from the [Surtees Centre Single Gym](#) and down the centre aisle of the ceremony space to the designated seating area for graduates.
- Volunteers will be on hand to direct you to your seat.
- **Remain standing** for the National Anthem and the Invocation and then be seated on cue.
- Volunteers will direct you during the ceremony on when to stand and where to go.
- Advise the Reader of the correct pronunciation of your name. **Do not use a nickname.**

PHOTOGRAPHY DURING THE CEREMONY

- The graduate's guests should designate one photographer for their group to approach the stage to take photos when the graduates are crossing the stage.
- Graduates will approach the stage in groups of eight (8) then go on stage one (1) at a time.
- We request your cooperation in keeping the centre aisle as clear as possible.
- As soon as the graduate has left the stage, we ask that the designated photographer use the left aisle to return to their seat. We appreciate the cooperation of all guests.

DEGREES

- ***Graduates must present photo identification to pick up their degree.***
- ***You cannot have someone else pick up your degree.***
- Degrees can be picked up after the ceremony in [Fitness Room #2](#) when you return your regalia.
- A reminder that you must return your regalia within an hour of your ceremony's completion.

RECEPTION

- Following the Convocation Ceremony, there will be a reception for graduates, faculty, and supporters in the [Surtees Centre Single Gym](#). Mingle with other alumni, learn more about the perks of being a Nipissing alumnus, pick up your alumni pin and snap a picture at our "Insta-worthy" photo backdrop!

GRADUATION PHOTOGRAPHY

- The University's official graduation photographer, LifeTouch, will be set up June 13-15, to take graduation photos in [Fitness Room #1](#).
- Sessions will be hosted on a drop-in basis only and **do not require** a booking appointment. The fee for this service is \$10. Your session will be 10 minutes and four photos will be taken. Proofs will be emailed to you within 2 to 3 weeks with options to purchase portrait packages to suit your needs.
- [Click here](#) to visit the Graduation Photography page for more information.
- Lifetouch drop-in hours during Convocation will be as follows:
 - o June 13 - 12:00 p.m. - 4:00 p.m.
 - o June 14 - 8:00 a.m. - 2:00 p.m.
 - o June 15 - 8:00 a.m.- 4:00 p.m.
- Please email the Alumni Office at alumni@nipissingu.ca if you have any questions.

LAKERS SHOP

- Located in the Robert J Surtees Student Athletics Centre, the [Lakers Shop](#) will be open for business.
- [Click here](#) to shop online!

DEGREE FRAMES

- Degree frames are available for purchase and make great gifts! You can order your frame online and have it shipped to your home, or you can purchase a frame in person on the day of your ceremony and have your degree framed for free!
- [Click here to pre-order your diploma frames.](#)
- If you have questions regarding your order, please email alumni@nipissingu.ca

BAY BISTRO

- The Bay Bistro restaurant will be open during Convocation from 11:30 a.m. to 8:30 p.m.
- The restaurant is located within the NUSU Student Centre (220 College Drive)
- [Make a reservation](#) and enjoy lunch or dinner with your supporters on campus!

BUY A BRICK

- Leave a lasting impression! Each brick purchased can be personalized with the name of an individual, family, team, group, or business. It is also a great way to honour or remember someone special.
- Each brick purchased will directly support student-athletes at Nipissing by offsetting the cost of training, travel, equipment, and support services so they can focus on achieving their athletic and academic potential.
- [Click here](#) to learn more about Buy A Brick.

There will be signs located around the campus that will direct you and guests to the various locations stated in these instruction sheets.

For more event details, please visit www.nipissingu.ca/convocation

For inquiries on Convocation ceremony details, please contact:

convocation@nipissingu.ca

For degree information, please contact the Registrar's Office:

graduation@nipissingu.ca