



Convocation Assistance Request

INSTRUCTIONS

- Complete the Convocation Assistance Request Form
- Submit to convocation@douglascollege.ca

PLEASE NOTE: This request must be received by email to convocation@douglascollege.ca at least two weeks prior to your convocation ceremony, or we cannot guarantee that we will be able to meet your request for assistance.

STUDENT INFORMATION

Student Number:	Student Name:
Phone Number:	Email:
Convocation Ceremony Date (DD/MM/YY):	Convocation Ceremony Time: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening

CONVOCATION PROCESS

The Convocation process is as follows: coat check will be available on the third floor. Graduates will pick up their credential also on the third floor in room N3302, then proceed to room N3260 to pick up their regalia. Instructions and an overview of the ceremony will be provided to you in your designated pre-procession room (look for signage on the day of the event). The procession will go up two flights of stairs to the fourth floor, and follow the piper and stage party into the theatre, down the stairs, and onto the stage. Graduates will be seated onstage until it is time for their program to cross.

Each convocation ceremony will last approximately 90 to 120 minutes.

TYPE OF ACCOMMODATION/SUPPORT REQUESTED/REQUIRED

The College will make every reasonable effort to meet your access needs. Access support can include, but is not limited to: ASL interpretation, modification of the procession route, and/or assistance navigating the traditional procession route. Please indicate below your intentions regarding the various aspects of this process:

Type of Accommodation/Support Requested/Required:

Please also address the following questions so that we can better assist you:

	Yes	No
1. Will you require your regalia and credential more than 90 minutes prior to the start of the ceremony?		
2. Will you be bringing an attendant with you to the third floor?		
3. Will you be bringing an attendant with you to the theatre?		
4. Will you join the processional up to the 4th floor and down the stairs to the theatre?		
5. Will you require specific seating arrangements (i.e space for you/your wheelchair)?		
6. Will you be crossing the stage to be greeted by the President and Dean/Associate Dean?		
7. Will you need assistance to cross the stage?		

NOTE: If you need assistance in determining what support might be required, please contact your Douglas College Accessibility Specialist directly, or contact their front desk directly at stuserv@douglascollege.ca or 604-527-5486.

Collection Notice

Your personal information is collected by Douglas College under the authority of Section 27 (2) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to process your convocation assistance request. Questions about the collection of this information may be directed to the Associate Registrar at: convocation@douglascollege.ca.