

**Graduation:** receiving your degree, diploma or certificate.

**Convocation:** the assembly of people to celebrate your graduation ceremony.

## Driving Directions

### From North of Lethbridge

(212 km from Calgary Campus, ~2 hrs)  
Travel south on Hwy 2 to Fort Macleod  
Turn east on Highway 3  
Exit southbound on Highway 25  
(becomes University Drive)  
At Columbia Blvd. turn left to enter campus  
(becomes Valley Road)

### From East of Lethbridge

(174 km from Medicine Hat, less than 2 hrs)  
Travel west on Highway 3  
Exit southbound on Highway 25  
(becomes University Drive)  
At Columbia Blvd. turn left to enter campus  
(becomes Valley Road)

### From South of Lethbridge (Hwy 4)

(90 km from Milk River, ~1 hr)  
Travel north on Highway 4  
(becomes Scenic Drive)  
Exit westbound on Whoop-Up Drive  
Exit southbound on University Drive  
At Columbia Blvd. turn left to enter campus

### From South of Lethbridge (Hwy 5)

(83 km from Cardston, ~1 hr)  
Travel north on Highway 5  
Turn west (left) on Scenic Drive  
Exit westbound on Whoop-Up Drive  
Exit southbound on University Drive  
At Columbia Blvd. turn left to enter campus  
(becomes Valley Road)

### From West of Lethbridge

(215 km from Fernie ~2.5 hrs)  
Travel east on Highway 3  
Exit southbound on Highway 25  
(becomes University Drive)  
At Columbia Blvd. turn left to enter campus  
(becomes Valley Road)

**See enclosed map for parking information and building locations.**

University of  
Lethbridge



# GRADUATION

CHECKLIST  
CALGARY CAMPUS EDITION

## Contact

### Questions about ceremonies

Convocation | Lethbridge Campus, SU065  
403-329-2762 | convocation@uleth.ca

### Questions about grad applications, parchments or transcripts

Registrar's Office | SU140  
403-320-5700 | graduation@uleth.ca

### Lethbridge Campus address

4401 University Dr. W.  
Lethbridge, AB T1K 3M4

## Congratulations!

### You will soon be ready to graduate.

We would like to provide you with some important information you will need to know to take the final step in your university experience — celebrating your accomplishments at your convocation ceremony. Use this checklist to ensure you are prepared.

## Graduation Checklist

- Add all important dates and deadlines to your calendar
- Visit your Faculty advisor to request a program check and confirm you are on track to complete your requirements
- Apply for graduation on the Bridge ([ulethbridge.ca/bridge](http://ulethbridge.ca/bridge)) by the applicable deadline
- Ensure all your accounts are paid in full by the applicable deadline
- Confirm the time and date of your ceremony
- RSVP to reserve your regalia if you are attending your ceremony
- Invite your family and friends to attend your ceremony
- Invite guests who cannot attend to view the live webcast
- Confirm on the Bridge ([ulethbridge.ca/bridge](http://ulethbridge.ca/bridge)) that you are approved to graduate
- Attend your convocation ceremony

## Apply to Graduate

You must apply to graduate during your final semester, while still enrolled in courses. There is no fee to apply, and an application is required even if you do not plan to attend your Convocation ceremony.

- Log in to the Bridge ([ulethbridge.ca/bridge](http://ulethbridge.ca/bridge)).
- Choose Student > Student Records > Apply to Graduate.
- Select your last graded term of attendance, then select your curriculum.
- Select your graduation date. If you graduate in the Spring, please note that your graduation date may not match the date of your Convocation ceremony.
- Confirm your full legal name and submit your application.

## Important Dates and Deadlines

Term of completion	You must apply to graduate between these dates during your final year of study	Application deadline	Outstanding accounts must be cleared by	Document Deadline & Deadline to withdraw application for graduation	Your invitation to Convocation will be sent in	Your RSVP Deadline will be	Convocation you will be invited to attend
Fall (September to December)	August 2 – November 1	November 1	December 1	Last working day of December	March	mid-May	Spring
Spring (January to April)	November 2 – March 1	March 1	April 1	April 30	March	mid-May	Spring
Summer (May to August)	March 2 – August 1	August 1	August 15	Last Monday of August	August	late September	Fall

## Ceremony Dates and Times

Four spring ceremonies are scheduled for the Thursday and Friday following the week of the Victoria Day long weekend. Dates for upcoming spring ceremonies are:

- May 31 – June 1, 2018
- May 30 – 31, 2019

Ceremony One – Thursday, 9:30 a.m.

Ceremony Two – Thursday, 2:30 p.m.

Ceremony Three – Friday, 9:30 a.m.

Ceremony Four – Friday, 2:30 p.m.

There are four ceremonies each spring, and grads are assembled by program. Visit [ulethbridge.ca/convocation](http://ulethbridge.ca/convocation) to find out which ceremony you will attend.

Fall convocation is held on the Saturday after Thanksgiving in October. There is one ceremony in the fall. Upcoming dates and times for fall ceremonies are:

- October 14, 2017, 10 a.m.
- October 13, 2018, 10 a.m.

## Outstanding Accounts

Students owing the University fees, fines or other charges will not be permitted to graduate and transcripts will be withheld. This includes outstanding tuition and related fees, housing charges and library fines. Please check ULink ([ulink.ulethbridge.ca](http://ulink.ulethbridge.ca)) to ensure your account is clear.

## Approval of Graduation Status

Faculty and School councils ratify the final list of approved graduates. Your graduation status will be posted on the Bridge ([ulethbridge.ca/bridge](http://ulethbridge.ca/bridge)) after the lists have been processed by the Registrar's Office, usually about two weeks prior to Convocation.

## Ceremony RSVP and Information

All students who apply to graduate will receive an invitation to Convocation, which will include RSVP information.

## For Updates and Additional Details

Please visit [ulethbridge.ca/convocation](http://ulethbridge.ca/convocation) for more information.

## What to Expect on your Convocation Day

### Where to go and when to be there

Graduating students gather on the Lethbridge Campus in the University Centre for the Arts (see map on next page). We'll have signage on campus directing you to parking areas, and to lead you from the parking area to your assembly area. Please arrive 1.5 hours before your ceremony. The ceremony will be held in the main gym, located in the 1st Choice Savings Centre for Sport and Wellness.

Rush seating is available for family and friends attending the ceremony. Doors to the gym will open 1 hour prior to the ceremony for guest seating.

### Why do I need to be there so early?

You will need this time to:

- Pick up your parchment
- Pick up your regalia (gown, hood and cap)
- Take photos with your fellow grads
- Line up 30 minutes prior to your ceremony start time

Approximately 15 minutes before your ceremony start time, when you are lined up with your fellow grads, all grads will walk from the assembly area in the University Centre for the Arts to the 1st Choice Savings Centre. Please note that this will involve walking up a significant hill (or up several flights of stairs in bad weather) so choose your footwear wisely!

### What should I wear?

Although you will wear regalia (a gown, hood and cap) for your Convocation ceremony, we recommend you choose an outfit that honours this momentous occasion. For security reasons, do not bring purses, wallets, backpacks, laptops, or any valuable items to the grad assembly area.

### Coat check

Light items (e.g. jackets) may be checked at the grad assembly area and you may pick them up following the ceremony outside of the gymnasium. Any items not collected one hour after the ceremony will be moved to Security Services office (Library building, room L911, 24h phone 403-329-2345).

### Where should I park?

Parking is available, free of charge, on your ceremony date. Signage on campus will lead you to Lot E (lots M and N are also available if needed); please see the map on the following page for lot locations.

### What if I need a hotel?

If you are graduating in a spring Convocation ceremony, the Lux Hotel is available on campus (visit [ulethbridge.ca/conference](http://ulethbridge.ca/conference) for details). If you will graduate in the Fall Convocation ceremony, or you would prefer to stay off-campus, [visitlethbridge.com](http://visitlethbridge.com) is a great place to start your search.

**When you arrive on campus, look for directional signage and approach our staff and volunteers if you need any assistance.**

## Convocation Services

### Graduation photos

There are several opportunities for graduation photographs before, during and after your Convocation ceremony:

- The ULSU offers professional 'cap and gown' photography sessions each semester on the Calgary, Edmonton and Lethbridge campuses. Visit [ulsu.ca](http://ulsu.ca) for details.
- If you would like to arrange for your own private professional photos, contact the uLethbridge Bookstore about regalia rental ([ulethbridge.ca/bookstore](http://ulethbridge.ca/bookstore)).
- A professional photographer will capture the moment you cross the stage and shake hands with the Chancellor. These photographs are available for purchase at [order.mountainwest.ca](http://order.mountainwest.ca) using the code UNIVOFLETH.
- Following the ceremony, a professional photographer will offer sittings on a first-come, first-served basis. You can review the proofs electronically and make your selections.
- Our campus has many scenic spots where you can take photos with your family and friends. Popular choices are included on the map (see next page), and include:
  - After the ceremony, you will be led to the Convocation Tea for refreshments. In the southwest corner of the building, there is a large stained glass version of the uLethbridge Shield; you can take photos with the uLethbridge Mace and our Chief Marshal in this area.
  - The University Library | On the exterior, you will find the uLethbridge motto, "Fiat Lux". Inside the main doors, you will find a cast bronze sculpture of our mascot, the Pronghorn.
  - Sculptures | Our entire campus is designated as the Papokan Sculpture Park. Visit [ulethbridge.ca/artgallery](http://ulethbridge.ca/artgallery) for more information.
  - The Aperture | Situated at the heart of campus, the Aperture sculpture is the iconic symbol of our alumni association and the opportunities that come with higher education.

### Parchment frames, rings and memorabilia

- The Alumni Association will be on site selling uLethbridge parchment frames, the official Fiat Lux alumni ring, and other alumni memorabilia. The Alumni Association also arranges for fresh flower sales at every convocation ceremony.
- The University Bookstore will be open, offering a great selection of uLethbridge memorabilia, grad rings, and the cutest convocation teddy bears you've ever seen!

### Can't Attend?

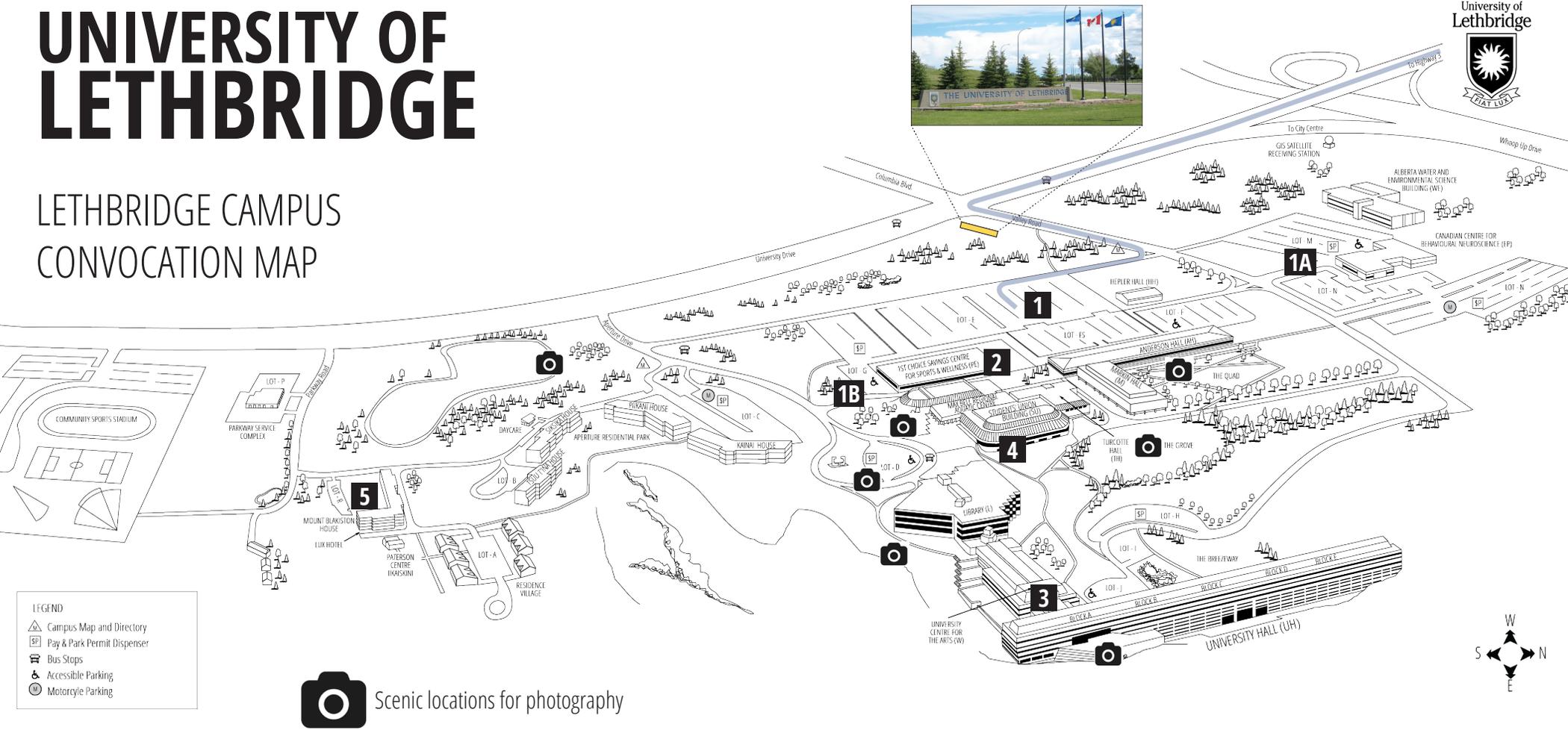
We'll miss you, but we understand that not everyone can attend their Convocation ceremony. If you are not attending, you do not need to RSVP. In addition, it is important to know your parchment will be available for pick up for one week following each ceremony at the Registrar's Office on the Lethbridge Campus (Students' Union Building, room SU140). Those not picked up after one week will be sent by mail. Please ensure your permanent address is updated ([ulethbridge.ca/bridge](http://ulethbridge.ca/bridge)).

**We look forward to celebrating your achievements with you!**

# UNIVERSITY OF LETHBRIDGE



## LETHBRIDGE CAMPUS CONVOCATION MAP



- LEGEND**
- Campus Map and Directory
  - Pay & Park Permit Dispenser
  - Bus Stops
  - Accessible Parking
  - Motorcycle Parking

Scenic locations for photography

### 1 Parking

Free event parking in Lot E.

### 1A Overflow Parking

Free overflow event parking in Lots M and N.

### 1B Accessible Parking

Free accessible event parking in Lot G.

### 2 1st Choice Savings Centre

The ceremony will be held in the main gym; guests will enter through doors on the second floor. Doors open 1 hour before the ceremony. The Bookstore and food court are available for family members and friends who arrive early; bottled water is permitted in the gym, but no other food or beverages items can be taken into the gym.

### 3 University Centre for the Arts

Grads gather on the 6th floor 1.5 hours before the ceremony. Please do not bring valuable items with you; a coat check will be provided, as you may not carry personal items.

### 4 Students' Union Building

The Bookstore and food court are on the 2nd floor. After the ceremony, please return your regalia to the tables set up just outside of the Bookstore.

### 5 Lux Hotel

Hotel accommodations available May – August. For more info: [ulethbridge.ca/conference](http://ulethbridge.ca/conference).