

# **Guide to Graduation 2010**

A practical how-to  
for graduating students

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# NSAC Convocation 2010 & Pre-Graduation Activities

This year's Convocation Ceremony is scheduled for  
**Friday May 7<sup>th</sup>, 2010 at 2 p.m.**  
**Langille Athletic Centre**

## INFORMATION & UPDATES

This booklet has been compiled for the information of potential grads (graduands), to answer some of the many questions which arise each year regarding Convocation. Please keep it as a reference. Also, as graduation time rolls around, it will be important for graduating students to visit the website periodically at [nsac.ca/convocation](http://nsac.ca/convocation) for information updates as they become available.

## CONVOCATION CHECKLIST

Below is a handy checklist to make sure you don't miss out on anything. Details on location and time of events will be posted as they become available.

Provide Registrar's Office with your completed *application to graduate* by December 15<sup>th</sup>, 2009. The form is available in the Registrar's Office or on the website at [nsac.ca/reg/forms](http://nsac.ca/reg/forms). A copy can also be found in the back of this booklet.

Pick up your *graduand record* (list of outstanding requirements for completion of your degree/diploma). This will typically be available in the Registry about two weeks after you apply to graduate.

Watch for posted notices and/or e-mails regarding grad photo sessions, grad rings and pre-graduation activities.

Submit the *intention to graduate in absentia* form to the Registry by May 5<sup>th</sup> 2010 **only if you do not plan** to attend the Convocation Ceremony. This form is available in the Registrar's Office, in the back of this booklet, or online at [nsac.ca/reg/forms](http://nsac.ca/reg/forms).

## Typical Convocation Events: details change from year to year - notices will be posted

Pick up *graduation banquet tickets* and *invitations to convocation* (early April).

**Graduation Banquet:** Usually held the evening before graduation. Open to ticket-holding grads and their guests.

**Grad Social:** After the banquet. All are welcome.

**Rehearsal for Convocation:** Friday morning, May 7<sup>th</sup> at Langille Athletic Centre.

**Pick up Academic Regalia** (gown & hood or sash) after rehearsal in Athletic Centre Classroom.

**Assemble for Academic Processional:** 1 p.m. usually at Jenkins Hall.

**Convocation Ceremony:** 2 p.m. at Langille Athletic Centre Gym.

**Reception:** Jenkins Hall immediately following Convocation. All are welcome. Return gown & hood/sash to the Athletic Centre Classroom, May 7<sup>th</sup> by 5 p.m.

## GENERAL INFORMATION & CONTACTS

### Convocation Date

Graduation at NSAC takes place only once each year. The Convocation Ceremony is always held on the first Friday in May. This year's ceremony is scheduled for Friday, May 7<sup>th</sup> 2010, at 2 p.m.

Once you have had an opportunity to read through the information in this booklet, any unanswered questions you may have regarding pre-graduation activities should be directed to representatives of the 2010 Grad Committee at [su@nsac.ca](mailto:su@nsac.ca). Inquiries of an academic nature may be directed to the Registrar's Office at [reg@nsac.ca](mailto:reg@nsac.ca) at any time.

## ASSESSING ELIGIBILITY TO GRADUATE

### Application to Graduate

To set the process in motion, any student in an undergraduate program (B.Sc., B.Tech., Engineering or Technical) who anticipates graduating in May 2010 **must submit an application to graduate by December 15, 2009.**

The purpose of the application is twofold:

- to ensure that graduating students' names are included on the Potential Grad List which must go forward to NSAC Faculty Council (*and Dalhousie Senate, where applicable*);
- to cue the Registry to perform an audit of each potential grad's academic record, ensuring the student is aware of any outstanding requirements for completion of his/her program.

There is no charge for *applications to graduate* received by the Registry on or before December 15<sup>th</sup>, however, **applications received after December 15<sup>th</sup> must be accompanied by a \$50 late fee.**

### Program Audit / Preparation of Graduand Record

Upon receipt of your *application to graduate*, the Registry will prepare a formal **GRADUAND RECORD** listing the remaining courses required for your degree/diploma. Your *graduand record* will usually be ready **FOR YOU TO PICK UP** approximately two weeks after you submit the *application to graduate*. Simply drop by the Registrar's Office and request your copy.

**Once you pick up your record, it is important that you check it over carefully before finalizing your registration for the winter semester. Please contact the Registry immediately if you notice any errors, omissions or discrepancies.**

### Late Applications to Graduate

It is vital that any potential grad who neglected to submit an *application to graduate* prior to the December 15<sup>th</sup> deadline, do so as soon as possible thereafter (and include the \$50 late fee). Your name will **not** go forward for Faculty Council approval to graduate if you do not apply to graduate.

The *application to graduate* form is available in the Registry Office or online at [nsac.ca/reg/forms/](http://nsac.ca/reg/forms/). A copy can also be found in the back of this booklet. Completed forms may be dropped off at the Registry Office (Cox Institute - Room 100), faxed to 902-895-5529 or mailed to NSAC Registry, PO Box 550, Truro, NS B2N 5E3.

### **Courses Taken Externally on a *Letter of Permission***

Students who have taken courses through external educational institutions on a *letter of permission* are responsible for ensuring that NSAC Registry receives an official transcript of their final mark(s) by mid-April 2010. Registry cannot guarantee that documentation received later than this will be processed in time for this year's convocation.

It is not advisable for students to pursue courses on a *letter of permission* during their final semester before graduation. Since NSAC's graduation ceremony tends to be earlier than that of most other universities (first Friday in May), we have found that many institutions are simply not equipped to produce official transcripts in time to meet our deadlines. In cases where this documentation is received too late to be processed in time, the student will be required to wait until May of the following year to graduate and receive his/her degree or diploma.

### **Ineligibility to Graduate**

If you realize at any time after submitting your *application to graduate* that you may not be eligible to graduate, **please contact the Registrar's Office right away**. We may be able to suggest alternatives that will help you meet your obligations in time.

## **POSTING OF THE POTENTIAL GRAD LIST**

### **Potential Grad List**

At the end of December, a list of potential grads will be posted on the glass-enclosed bulletin board directly outside the Registry Office. This list is drawn from the *applications to graduate* submitted on or before the December 15<sup>th</sup> deadline. It is the responsibility of each student to check the list and ensure that:

- his/her name is on the list;
- the spelling is correct;
- the program information is correct; and
- the hometown is that which the student wishes to have listed in the Convocation Program.

**Please report any errors or omissions to the Registry Office.**

## **GRAD PHOTOS / GRAD RINGS / YEARBOOKS**

### **Grad Photos**

Each year, the Grad Committee arranges for a professional photographer to set up on campus for the purpose of taking grad photos. As a rule, two separate sessions are planned - one in November and another in January/February. Appointment sheets are typically posted in the Registry Office in advance of these sessions, and graduating students are encouraged to sign up.

The location and dates of the photo sessions, as well as the cost of the sitting fee, will be posted. Academic gowns and hoods/sashes appropriate to your program will be provided.

Of course, students are free to choose their own photographer and make individual arrangements if they prefer. The Registrar's Office does its best to keep a few graduation gowns, hoods and sashes on hand, which potential grads may sign out for this purpose. In fairness to your fellow grads, please be sure to return any borrowed academic regalia promptly. Also, please take note of the information in the following section regarding special arrangements required in order to have your photo included in the Class Composite.

### **Class of 2010 Composite Photo**

A composite photo is created each year, which brings together onto one photo-mounting, the individual photos of all students who have had grad pictures taken by the official photographer. The composite is essentially a class photo, and the 2010 Class Composite will take its place among its predecessors which hang in various locations across the campus and are also posted on our website at [nsac.ca/development/classpics/](http://nsac.ca/development/classpics/). Copies of the composite photo have typically been made available to graduating students at the graduation banquet.

**Students who opt to have their grad pictures taken by a photographer other than the one retained by the Grad Committee, will need to make special arrangements to be included in the composite. These students may be required to provide a proof of their photo to the official photographer or participate in a *special sitting* which the studio itself may make available. For details, please contact the studio directly.**

### **Grad Rings**

Students who are interested in purchasing grad rings will have an opportunity to meet with a sales representative in the foyer outside of the Registrar's Office. Dates for this will be posted as soon as they are finalized. Samples of grad rings are also available for viewing in the NSAC Bookstore and orders can be taken there at any time throughout the year.

### **Yearbooks**

Graduating students are invited to make submissions to the yearbook at any time during the academic year. Please forward your contributions to the Yearbook Editor at [su@nsac.ca](mailto:su@nsac.ca)

Each member of the Class of 2010 will be eligible to receive a yearbook as soon as these become available (typically in the Fall). Before you leave NSAC, please check "My Profile" on the WebAdvisor Registration System to ensure that we have the correct **permanent mailing address** on file for you. Submit any address change information by filling out the *student information form* available in the Registrar's Office or online at [nsac.ca/reg/forms](http://nsac.ca/reg/forms).

## **FINAL OFFICIAL APPROVAL TO GRADUATE: Faculty Council / Dalhousie Senate**

### **Final Program Audit**

In late April, as soon as final grades for the winter semester have been recorded and verified, the Registry performs one final review of the academic records of all potential grads. This serves to

confirm eligibility to graduate and also results in the identification of those eligible for the distinction of *honours* and *high honours*.

### **Faculty Council / Dalhousie Senate**

Before potential grads can be officially presented for graduation, their names must go forward to NSAC Faculty Council (and Dalhousie Senate in the case of M.Sc., B.Sc. and B.Tech programs) for formal approval to graduate. Special sittings of Faculty Council and Dalhousie Senate take place approximately one week prior to the date of Convocation for this specific purpose.

### **Posting of the Official List of Graduating Students**

The official list of graduating students will be posted on the glass-enclosed bulletin board outside the Registry Office and also on the NSAC website as soon as possible following Faculty Council/Senate approval. Under certain circumstances, names may be added or deleted and/or other revisions made to the graduation list after Faculty Council sitting, but these will obviously not be reflected in the posted lists or the published Convocation Program if they occur after the print date of the publications themselves.

### **Standing on Graduation**

Students with final cumulative averages of 90 percent or higher, will graduate with the distinction of *high honours*. Students with cumulative averages of 80-89.9 percent will graduate with the distinction of *honours*. These distinctions will appear in the form of special seals on graduates' official degree/diploma parchments, and will also be recorded in the Convocation Program and on students' official transcripts.

Students who have transferred in credits from other post-secondary educational institutions will find that these transfer credits appear on their NSAC transcripts, however the grades achieved in external courses will not be factored into the calculation of their cumulative average at NSAC.

## **INELIGIBILITY TO GRADUATE**

### **Failed or Incomplete Courses**

Should a failed or incomplete course prevent a student from being eligible to graduate, the Registrar's Office will make every effort to notify him/her by telephone and/or e-mail prior to graduation day, if at all possible. However, it is ultimately the responsibility of each student to check his/her final grades and ensure that program requirements are complete.

Unfortunately, since NSAC holds only one Convocation Ceremony per year, students who go on to complete their requirements during the subsequent summer or fall, are required to wait until the following May to graduate and receive their degree/diploma. Please be sure to submit another *application to graduate* by December 15, 2010 to ensure that Registry puts your name forward to Faculty Council again for Convocation 2011.

## RESPONSIBILITIES OF GRADUATING STUDENTS

### Financial Arrears

Graduating students whose financial accounts are in arrears will not receive their degree/diploma parchments until the amount is cleared. The same policy holds true for the issuing of transcripts. Payment arrangements may be made:

- in person at the Financial Services Office, 2<sup>nd</sup> Floor, NSAC Cumming Hall (*Cash, Cheque, Money Order, Debit, VISA or MasterCard*);
- by phone at 902-893-4369 or fax at 902-893-4601 (*VISA or MasterCard*); or
- by mail at NSAC Financial Services, PO Box 550, Truro, N.S. B2N 5E3 (*Cheque or Money Order*)

### Graduating *in Absentia* / Notice of Non-Attendance at Convocation

It is important that any graduating student who is unable to attend the Convocation Ceremony notify the Registrar's Office at least 24 hours prior to the ceremony itself. Please use the *intention to graduate in absentia form* which is included with this booklet (and is also available in the Registry Office or on the website at [nsac.ca/reg/forms](http://nsac.ca/reg/forms)). This can be mailed, faxed or dropped off at the Registrar's Office, but must arrive at least 24 hours prior to the ceremony.

Students who opt to graduate *in absentia* will still find their names printed in the official Convocation Program, but the names will not be read out at the ceremony itself.

Those who have advised Registry that they intend to graduate *in absentia*, will have the option of picking up their degree/diploma parchment at the Registrar's Office on or after May 10<sup>th</sup>, or having it forwarded to them by courier (within approximately three weeks) at the **civic address** provided on their *intention to graduate in absentia form*. Couriers cannot deliver to Post Office Boxes or Rural Routes, so please be sure to provide your complete street/civic address, postal code and telephone number.

## PRE-CONVOCATION EVENTS / INVITATIONS & TICKETS

As graduation time rolls around, the Grad Committee will prepare a bulletin listing the dates and times of various pre-graduation events and other items of interest to students and their families. Graduating students are encouraged to watch for posted notices and e-mails, and to visit the website periodically at [nsac.ca/convocation](http://nsac.ca/convocation) for information updates as they become available. Any questions you may have regarding pre-graduation activities can be directed to representatives of the Grad Committee at [su@nsac.ca](mailto:su@nsac.ca).

### Invitations to Convocation

Graduating students are welcome to invite guests to the Convocation Ceremony. Over the years there has seldom been a limit on the number of guests an individual student may invite, but watch for updated information from the Grad Committee in case a restriction is to be observed for the 2010 ceremony.

Specially printed *Invitations* will be available for those who would like to have them as personal mementoes, or to give out to family and friends. These are strictly souvenirs and will not be collected at the door on Convocation Day. *Invitations* will be available for pick up at the Registry Office (*usually by early April*), and are typically also available at the Banquet and Rehearsal.

### **Graduation Banquet / Banquet Tickets**

A graduation banquet for ticket-holding grads and their guests is typically held in Jenkins Hall on the evening before Convocation. This is not a general admission event. Graduating students are admitted free, but must pick up their **complementary ticket** in advance and present it at the door.

Grads are also welcome to invite guests, but must **purchase guest tickets** in advance. Banquet tickets cannot be purchased at the door. The Grad Committee will provide notification regarding the price for guest tickets, as well as the location and deadline for their purchase.

Festivities during the banquet itself typically include a reception followed by dinner and the presentation of awards. Feature presentations include the NSAC Distinction Awards, the Student Leadership Award, the Noel Enman Memorial Prize, the Gerry Friars Undergraduate Research Award, and the Student Appreciation Award. At many of the banquets in past years, graduating students have also been presented with a copy of their Class Composite Photo.

### **Grad Social**

Following the banquet, the evening usually wraps up with a social held upstairs at the pub in Jenkins Hall. Music is provided and a cash bar is available. All are welcome.

## **CONVOCATION DAY: Friday, May 7<sup>th</sup> 2010**

### **Rehearsal / Gowns & Hoods**

Rehearsal will be held on the morning of Convocation Day in Langille Athletic Centre. The time will be posted as soon as it is confirmed (usually 9:30 or 10 a.m.). All grads are required to attend. **Academic regalia (gowns, hoods/sashes) will be available for sign out immediately following rehearsal in the Athletic Centre Classroom.**

### **Assembling for the Academic Processional**

At 1 p.m. (*usually in Jenkins Hall*) graduating students are asked to bring their academic regalia and assemble for the processional. Organizers will arrange students in alphabetical order within each academic program - a vital requirement that ensures each student is presented with his/her own degree/diploma parchment on the stage. Please be sure to arrive on time as it may not be possible to accommodate a student who arrives too late to be placed in the alphabetic sequence of his/her program.

### Corsages and Boutonnieres

Complementary corsages and boutonnieres are typically presented to graduating students. Assistance in pinning these on, as well as any assistance you may require in arranging your academic attire, will be provided by volunteers.

### **Guest Seating**

Graduating students are welcome to invite family and friends to the Convocation Ceremony, of course. Seating for guests is on a first-come-first-served basis. The doors of the Athletic Centre will be open by 12:45 p.m., and volunteers will be on hand to greet guests and hand out Convocation Programs. Musical entertainment will be provided while guests await the processional.

- Wheelchairs

Wheelchair access to the Athletic Centre is available at the athletic field entrance behind the building (accessible from College Road). Space will be designated in the auditorium to accommodate guests in wheelchairs, but please be sure to notify the Chair of the Grad Committee ([su@nsac.ca](mailto:su@nsac.ca)) in advance if one of your guests will require special accommodation such as this.

### **Convocation Program Bulletin**

The Convocation Program will serve as a lasting memento of your graduation day. In addition to listing the order of events for the ceremony itself, the Program will list the name, hometown, and specific program of each student in the Class of 2010. Designations of *honours* and *high honours* will be recorded, and a list of special prizes and prize winners will be included.

## **THE CONVOCATION CEREMONY**

### **Academic Processional**

Just before 2 p.m., graduating students and the stage party will parade across campus from Jenkins Hall (*weather permitting*), to the Athletic Centre. The processional is traditionally led by a bagpiper.

### **Convocation Ceremony**

The Convocation ceremony begins at 2 p.m. Graduating students and stage party members will find copies of the Program on their reserved seats.

- Script Cards

Just before proceeding onto the stage, each graduating student will be given a **script card**. This card is vital for the graduation ceremony as it is the method by which your stage presenter will know your full name, and can therefore announce it as you cross the stage. If your name is very unique or difficult to pronounce, you may wish to write the phonetic spelling clearly on your card.

- Official Photos / Recording of Ceremony

An official photographer will be taking individual still-shots of graduates as they receive their degrees/diplomas on stage. The ceremony will also be videotaped, and arrangements to purchase photos and/or the DVD may be made following the ceremony.

- Photographs During & After the Ceremony  
Family and friends are welcome to take photographs in the auditorium during the ceremony, but care must be taken not to obstruct the view of those seated. For a period of time after Convocation, a photo backdrop located to the left of the stage will remain in place. Grads may wish to take advantage of this area to organize personal photos with family, friends and classmates after the ceremony.

## **GRADUATION RECEPTION**

### **Reception for Grads, Family, Friends, Faculty & Staff**

Immediately following the Convocation ceremony, all are invited to a reception in Jenkins Hall where refreshments will be served.

- Purchase of Photos & Frames  
Graduation ceremony photos and copies of the Convocation DVD can be ordered during the reception. Degree/diploma frames with blue mat and NSAC logo are usually also available for sale. **Please be prepared to pay by cash or cheque for your purchases.** Unfortunately we are not set up to accept debit or credit cards at the reception.

Frames for degrees, diplomas and/or the composite photo can also be purchased at the Students' Union Office throughout the year. Once again, payments must be made by either cash or cheque. For information on prices and availability, please contact 902-895-3963 or [su@nsac.ca](mailto:su@nsac.ca).

## **RETURNING OF ACADEMIC REGALIA**

### **Returning Gowns, Hoods/Sashes**

Please return academic regalia to the Athletic Centre Classroom following the Graduation Reception. This area will remain open until 5 p.m. Be sure to have your name marked off the check-out list when you return your attire.

*Congratulations on your accomplishments!*

## Notes from the Registrar's Office

### YOUR DIPLOMA/DEGREE PARCHMENT

It is important to be aware that the actual diploma/degree parchment you receive upon graduation is an official document and is the only one of its kind. **There are no copies anywhere.** Safeguarding of this document is essential.

Replacement of lost or damaged parchments is done only under exceptional circumstances, and requires a legal affidavit, a replacement fee, and may involve a considerable waiting period due to the necessity for official signatures. Reproductions are always stamped as such.

### NSAC ACADEMIC CALENDAR

Students are encouraged to always keep a copy of the Academic Calendar that was in effect during their period of studies at NSAC. This will prove to be a handy reference if you should decide to further your studies at another educational institution. In order to determine eligibility for transfer credits, universities sometimes require that applicants provide copies of course descriptions of any previous post-secondary coursework they wish to have evaluated.

### FURTHER UNDERGRADUATE STUDY AT NSAC

Upon graduation, you cease to be regarded as a current or active student of the University. In the event that you intend to pursue further studies at NSAC at the undergraduate level, you will be required to submit another *application for admission/re-admission*. These forms are available in the Registrar's Office or online at [nsac.ca/reg/how\\_to\\_apply](http://nsac.ca/reg/how_to_apply)

### TRANSCRIPTS & TRANSCRIPT REQUESTS

#### Transcripts: Official vs. Unofficial

The NSAC Registry Office produces all official transcripts for students who are taking, or have previously completed, courses at the **undergraduate** level. *Students in graduate programs must contact Dalhousie University to arrange for official transcripts.* Official transcripts are printed on specially encoded paper which automatically renders them VOID if reproduced by fax, photocopier or scanner.

To be considered 'official', transcripts must be forwarded directly from the NSAC Registrar's Office to a third-party institution/entity. **Official transcripts cannot be released to students themselves.** Current students who wish to have a copy of marks for their own records may print off an 'unofficial transcript' from their WebAdvisor account. Former students who no longer have access to WebAdvisor may submit a written request to the Registrar's Office for an 'unofficial' or 'issued to student' transcript.

In some cases, an institution or employer may specifically require that the student/graduate forward an official transcript together with his/her application. In this event, NSAC may allow the student to receive an **official transcript in a sealed envelope**. It is very important that the seal remain intact. Once the seal on the envelope is broken, the transcript will no longer be considered official by the receiving institution.

### **Requests for Transcripts**

Students who wish to have official transcripts forwarded to other educational institutions, employers, scholarship offices, etc., must submit a '*request for undergraduate transcript*' form. NSAC will mail and/or fax your transcript, depending on what you request. **We do not send transcripts via e-mail or courier.**

It is important to note that many institutions do not accept faxed documentation as official. This is due to the special encoding in the transcript paper which automatically stamps the document 'VOID' when faxed or reproduced in any way. Please ensure that you are familiar with the requirements of the institution in question before making your transcript request, and be sure to allow sufficient time for processing and delivery (see section below entitled 'Time Required for Processing of Transcript Requests').

Transcript requests may be made by:

- filling out the *request for undergraduate transcript form* in person at the Registrar's Office or the online version available at [nsac.ca/reg/forms](http://nsac.ca/reg/forms), and
- forwarding it by mail, fax or e-mail to:  
NSAC Registrar's Office  
PO Box 550  
Truro, N.S. B2N 5E3  
fax: 902-895-5529  
e-mail: [reg@nsac.ca](mailto:reg@nsac.ca)

All transcript requests should include:

- your full name (or maiden/other name under which you were registered at NSAC);
- your NSAC Student ID Number. If you do not remember your student number, please provide other identifying information to help us locate your records, such as SIN number, date of birth, program in which you were enrolled and/or the years you attended NSAC;
- if the transcript needs to be addressed to the attention of a specific person or department within the receiving institution, be sure to include this information
- provide the **full mailing address** of the institution to which the document is to be forwarded, **and/or the fax number** if you prefer to have the document faxed (or faxed and mailed)

**Be sure to print or type the receiving institution's address clearly and completely in the box provided on the request form.** This form will accompany your transcript, and will be folded and inserted into a 'window envelope' in such a way as to make the address you provide visible to Canada Post. **The NSAC Registry cannot assume responsibility for documentation that goes astray or is found to be undeliverable on the basis of incorrect or incomplete mailing information.**

### **Fee for Transcript Requests**

There is currently no fee charged for issuing a transcript. If, however, you anticipate requiring transcripts sent to several different institutions, it would be appreciated if you would request them all at once. This will cut down on processing time, hence decreasing the length of time required for your documents to arrive at their destinations.

### **Financial Arrears**

Transcripts cannot be issued on behalf of students whose financial accounts are in arrears until the amount is cleared and the *hold* has been lifted by Financial Services.

Payment arrangements may be made:

- in person at the Financial Services Office, 2<sup>nd</sup> Floor, NSAC Cumming Hall (*Cash, Cheque, Money Order, Debit, VISA or MasterCard*);
- by phone at 902-893-4369 or fax at 902-893-4601 (*VISA or MasterCard*); or
- by mail at NSAC Financial Services, PO Box 550, Truro, N.S. B2N 5E3 (*Cheque or Money Order*)

### **Time Required for Processing of Transcript Requests**

NSAC does **not** offer a same-day transcript service. Requests are usually processed within five to seven working days of receipt in the Registrar's Office, however additional time may be required during peak periods of the year, particularly at the end of each semester. Additional time may also be required in cases where the student attended NSAC prior to 1990.

**Transcript requests are processed in the order in which they are received, hence it is extremely important that you plan ahead and submit your request well in advance of any deadlines.**

### **Blackout Periods**

For current students and recent grads, transcript services will not be available during those periods in December and April/May when (a) marks are being submitted by faculty, and (b) academic and/or graduation status is being entered into the system. Transcript requests received during these periods will be held until the blackout is lifted, and will be processed in order as soon as possible thereafter.

## **NSAC Alumni Information**

### **STAY IN TOUCH**

The Development and External Relations office at NSAC is available to help you stay in touch with your school and with each other. Please make sure to keep your address and other contact information up-to-date. The phone number for the Alumni Office is 902-893-6721 and our e-mail is [alumni@nsac.ca](mailto:alumni@nsac.ca). You can also keep in touch with us online by visiting our website [nsac.ca/alumni/](http://nsac.ca/alumni/) or join our NSAC Alumni Facebook group or Facebook fan page.

**INSURANCE AFFINITY PROGRAM** NSAC and TD Meloche Monnex are partners in an agreement to provide a group insurance program for alumni and staff of NSAC.

TD Meloche Monnex is Canada's leading provider of group home and auto insurance. They offer an array of high-quality home and auto insurance products and members can enjoy savings through preferred group rates. Additional details on the programs and incentives available can be found on the special NSAC section on the TD Meloche Monnex website by going to [TDMelocheMonnex.com/nsac](http://TDMelocheMonnex.com/nsac) or calling 1-800-339-1847.

### **KEEP FIT, KEEP ACTIVE AT LANGILLE ATHLETIC CENTRE**

Because of your alumni status, you are entitled to preferred rates for Langille Athletic Centre membership and day rates. Call the Langille Athletic Centre at 902- 893-6661 for details.

### **ALUMNI E-NEWS AND AGRICOLA NEWS**

The Development and External Relations office takes pride in helping alumni keep in touch, and we have several ways of doing this.

Agricola News, published twice a year, is the essential link for the NSAC community. Regular columns, such as alumni profiles and Alumni Banter, complement insightful feature articles and photos about the activities of students, faculty, staff and Alumni. To ensure you receive your copy, please make sure the Development and External Relations office has your current address. As an alumnus of NSAC, you are entitled to receive the alumni magazine free-of-charge. Feel free to submit story ideas and submissions to Alumni Banter ([alumni@nsac.ca](mailto:alumni@nsac.ca)) The Agricola News is also available at [nsac.ca/alumni/](http://nsac.ca/alumni/)

If we have your e-mail address, you will receive the monthly alumni e-news. This short e-mail newsletter gives a quick overview of alumni and campus news, profiles, details on upcoming events and briefs on important research. As with Agricola News, we are always open to publishing your submitted information. You can subscribe to the alumni e-news at [nsac.ca/alumni/e-news/](http://nsac.ca/alumni/e-news/).

### **ALUMNI CARDS**

Soon after graduation, the Alumni Office will mail you an 'Alumni Association Membership card.' This card will serve as official documentation of your membership to NSAC's Alumni Association. In the future, you may be asked to present this card at NSAC events to verify your alumni status. This card may also be required to participate in services or offers only available to NSAC alumni.

# Nova Scotia Agricultural College

## Application to Graduate

Potential Grads (Graduands) must complete this form and submit it to the Registry Office by December 15 of the academic year in which they intend to graduate. There is no fee charged for an application submitted by this deadline. Applications received by the Registry after December 15 must be accompanied by a \$50 late fee.

Completed forms may be dropped off at the Registry Office, Cox Institute Room 100, faxed to 902-895-5529 or mailed to NSAC Registry, PO Box 550, Truro, NS B2N 5E3.

Name: \_\_\_\_\_ Local Address:

Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #:

Program from which you intend to graduate:

(B.Sc. (Agr),  
B.Tech., Engineering, Technology)

Major: \_\_\_\_\_ Minor/Specialization:  
(if applicable)

Please print your name in full exactly as you wish it to appear on your diploma: (eg. Robert Thomas Smith)

What "hometown, province/state" would you like to have listed in the Convocation Program?  
(eg. Truro, NS / Bangor, ME / Fujian, China)

In the event that you have recently taken, or are currently enrolled in, any courses on a 'letter of permission' or other continuing/distance education courses applicable to your NSAC program, please indicate below.

External/Distance/Continuing Education Courses (if applicable)

This Space For Registry's Use Only

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Graduating students whose financial accounts are in arrears will not receive their diploma until the amount is cleared. Graduating students who will not be in attendance at the Convocation Ceremony must notify the Registry at least 24 hours prior to the commencement of graduation exercises. Please use the 'Intention to Graduate *in Absentia*' form which is available in the Registry Office or online at <http://nsac.ca/reg/forms>. Failure to provide this notification may result in a fee being charged before your diploma is released.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Registry Signature

\_\_\_\_\_  
Date

## Intention to Graduate in Absentia Notice of Non-Attendance at Convocation

Submit this form only if you will not be attending the Convocation Ceremony in May. The completed form must be received in the Registrar's Office no later than 24 hours prior to the graduation ceremony itself.

Student: \_\_\_\_\_  
Name Student ID#

Program: \_\_\_\_\_  
Degree or Diploma to be received

When the parchment is ready, please: *(check one)*

*Retain my parchment in the Registrar's Office for pick up. This can be done on or after the Monday following Convocation. If someone other than yourself will be picking up your parchment, they must show written authorization, signed by you, before the document will be released.*

*Deliver my parchment by courier to the address below. This will occur approximately three weeks after Convocation.*

Address: \_\_\_\_\_  
Street Number & Name / Civic Address Apt. # Town/City  
*(Couriers cannot deliver to Post Office Boxes or Rural Routes.  
Please provide complete street/civic address.)*

\_\_\_\_\_  
Province Postal Code Telephone

\_\_\_\_\_  
E-mail Address Country (if other than Canada)

Completed form must be received no later than 24 hours prior to the Convocation Ceremony at:

Registrar's Office  
Nova Scotia Agricultural College

**PO Box 550 (Cox Institute, Rm 100)  
Truro, N.S. B2N 5E3  
Fax: 902-895-5529**

**NOTE: Parchments will not be released until all outstanding debts have been cleared at the Financial Services Office.**

Office of the Registrar  
PO Box 550  
Truro, NS B2N 5E3  
Phone: 902-893-6722  
Fax: 902-895-5529

[reg@nsac.ca](mailto:reg@nsac.ca)