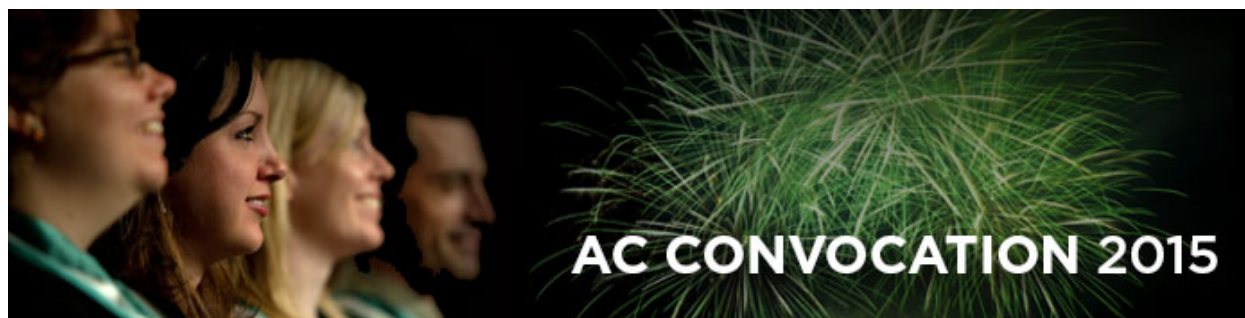




CONGRATULATIONS!

Below, please find information regarding the **Fall Convocation Ceremony** to be held Tuesday, November 10, 2015 at the National Arts Centre (53 Elgin Street, Ottawa). This provides you with important details regarding Convocation.

Ceremony	School
Tuesday, November 10, 2015 2:00 p.m.	Faculty of Arts, Media and Design Language Institute Police and Public Safety Institute School of Health and Community Studies School of Hospitality and Tourism
Tuesday, November 10, 2015 6:30 p.m.	Centre for Continuing and Online Learning School of Advanced Technology Algonquin Centre for Construction Excellence School of Business

CONVOCATION REGISTRATION PROCESS

Graduating students are **required to register** for Convocation in order to receive their backstage pass (Marshall Card) and guest tickets. Graduates may request up to five guest tickets, if required. Guest tickets are issued on a first-come, first-served basis. Please read the following explanation carefully to become informed on what is involved in the Convocation Registration process. If you do not register, your credential will not be available at the ceremony.

- **Registration begins Monday, October 26, 2015 at 8:00 a.m. and concludes Monday, November 9, 2015 at noon. You may register:**

Online: <http://www3.algonquincollege.com/ro/graduate/>

Phone: 613-727-0002

Toll-free: 1-800-565-4723

Please note: Telephone registration will close Monday, November 9, 2015 at noon.

- **Your registration package with your Marshall Card (back-stage pass) required for participation and guest tickets (if applicable), will be available for pickup from the Registrar's Office, C150, 2 business days after your registration or until November 9, 2015 at 3:00 p.m. A designate may pick up your convocation package on your behalf provided they produce written authorization from you to do so, or you can pick up your tickets, one hour prior to your respective ceremony at the NAC. Please note: photo I.D. is required for pick up.**

Detailed instructions regarding the Convocation Ceremony will be included in the package with your guest tickets. Instructions also appear at the end of the convocation on-line registration.

Parking

The National Arts Centre has **limited public parking available**. We recommend, where possible to carpool or use public transportation.

Additional indoor parking is available as follows:

Rideau Centre - Access from Nicholas Street across from the Novotel Hotel
World Exchange - 45 O'Connor Street across from Metcalfe Street or Queen Street
City Hall Plaza - 111 Lisgar Street access from the south side of Laurier Avenue
or from Elgin Street between the Court House and the heritage building.
Fairmont Chateau Laurier – 1 Rideau Street
The Shaw Centre (formerly Ottawa Convention Centre) – 55 Colonel By Drive

OC Transpo

Please visit www.octranspo1.com for bus route information and schedules.

Photographs

- There will be a professional photographer taking pictures of graduates crossing the stage and backstage. When you are registering for Convocation online, you will be prompted to have your information released to the photographer. By agreeing to this, you are allowing Algonquin College to release your contact information to the photographer. A digital proof will be sent to you via email within one week after Convocation. Students will be able to purchase prints via a secured website.
- Your guests are welcome to take photographs from their seats during the ceremony.

Robing

The College hires Gaspard to provide robes to graduates at the College's Convocation Ceremonies, and to facilitate the process of distributing and collecting these robes. By registering online for Convocation, you are consenting to the provision of your contact information by the College to Gaspard, should your gown not be returned upon conclusion of the ceremony.