

## **Graduation Application Strategic Enrolment Services**

Oshawa Campus 2000 Simcoe Street North, Oshawa, ON L1H 7K4 convocation@durhamcollege.ca Tel: 905-721-3000

PERSONAL IDENTIFICATION

Date of birth (mm-dd-yyyy)

First name

Whitby Campus 1610 Champlain Avenue, Whitby, ON L1N 6A7 convocation@durhamcollege.ca Tel: 905-721-3300

Student ID

Email

If you require an alternate set-up of this form email oshawaenrolmentservices@durhamcollege.ca

Last name

Phone number

<ol> <li>This form is for Continuing Education students or students who are off-track in their program. Full-time post-secondary students will apply through MyCampus during the application period.</li> <li>Your name will be printed on your credential as it appears in your official records (max. 26 characters).</li> <li>No credential will be prepared unless this application has been submitted to Strategic Enrolment Services.</li> <li>It is your responsibility to ensure you have met all program requirements for graduation.</li> <li>All borrowed equipment, books, or other items must be returned, and all outstanding fees must be paid.</li> <li>Ensure your CE program is eligible to attend the convocation ceremony.</li> </ol>									
GRADUATION REC	Fee								
☐ I am a full-time stu☐ I am a Continuing☐ I am a Continuing	No fee* \$35.51 No fee								
Program									
I completed a:       □ 1-year certificate program       □ 2-year diploma program       □ Continuing Education program         □ 1-year graduate certificate       □ 3-year diploma program       □ Other:									
* The graduation fee is assessed in the first semester of a full-time program. If you did not pay this fee when you started your program, you will be charged \$35.51 to have this application processed.									
CONVOCATION CEREMONY OPTIONS Choose one of the following options:									
<ul> <li>I am attending convocation. (Please fill in the Attending Convocation Ceremony Information on page 2. If you are a student with a disability and require any accommodation, contact convocation@durhamcollege.ca).</li> <li>I am unable to attend convocation and request my credential be mailed after the ceremony. (A \$10.00*** mailing fee applies, and credential will be sent to the address listed below. If your address has changed, please update through MyCampus).</li> <li>I am unable to attend convocation and will pick up my credential at Enrolment Services in the Student Services building at the Oshawa campus (available one week after the graduation ceremony).</li> </ul>									
Number of guests  If you are attending convocation, please indicate your gown size (refer to the chart on the below):									
Number of guests		g convocation, pleas	e indicate your g		•				
Select the appropriate charge:  ☐ Graduation fee (\$35.51)  ☐ Mailing fee (\$10.00***)  ☐ Both (\$45.51***)					45.51***)				
Student signature				Date submitted					

In accordance with the Freedom of Information and Protection of Privacy Act, your personal information is collected, retained and reported to the Ministry of Training, Colleges and Universities under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. MTCU collects student-level enrolment-related data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government post-secondary funding, policies and programs, including planning, evaluation and monitoring activities. Your personal information may also be used or disclosed for administrative, information technology, law enforcement, statistical or research purposes of the College or ministries and agencies of the Ontario and federal governments. Further details are available at our Privacy page (http://www.durhamcollege.ca/about-us/legal-privacy) or by contacting the Freedom of Information Coordinator, President's Office, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000 ext. 3292

\*\*\*Shipped via Purolator. HST included on service charges (HST #107270969RT0001)

**Important:** See page 2 of this form for a gown-sizing chart and payment options.

GOWN-SIZING CHART							
Gown size	Height (feet & inches)	Height (centimetres)					
42	4'9" - 4'11"	144-150 cm					
45	5'0" - 5'2"	151-158 cm					
48	5'3" - 5'5"	159-166 cm					
51	5'6" - 5'8"	167-173 cm					
54	5'9" - 5'11"	174-181 cm					
57	6'0" - 6'2"	182-188 cm					
60	6'3" - 6'5"	189-195 cm					
63	6'6"	196-201 cm					

PAYMENT OPTIONS  Payment options for submitting in person include credit, cash, Interac, certified cheque, or money order (payable to "Durham College"). Please note that we do not accept cash payments greater than \$500, or personal cheques. If submitting by email, please complete the credit card payment section below:									
Cards accepted:	□ Visa	☐ MasterCard	☐ American Express	□ Diners Club	☐ Discovery				
Credit card number			Expiry date						
Cardholder's name			Cardholder's signature						