

Oshawa Campus

2000 Simcoe Street North, Oshawa, ON L1G 0C5
convocation@durhamcollege.ca
Tel: 905-721-3000

Whitby Campus

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

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

PERSONAL IDENTIFICATION		
First name	Last name	Student ID
Date of birth (mm-dd-yyyy)	Phone number	Email
Program of Study (Mandatory)		
Mailing address (Street number, Street name, Unit number [if applicable], City, Province, Postal code)		

1. This form is for Professional and Part-time Learning (PPL) Centre students or students who are part-time or off-track in their program. Full-time post-secondary students will apply through MyCampus during the application period.
2. Your name will be printed on your credential as it appears in your official records (max. 26 characters).
3. It is your responsibility to ensure you have met all program requirements for graduation.
4. All borrowed equipment, books, or other items must be returned, and all outstanding fees must be paid.
5. You must ensure your PPL program is eligible to attend the convocation ceremony.

GRADUATION REQUIREMENTS	Fee
Choose <i>one</i> option from <i>each</i> list that applies to you:	
<input type="checkbox"/> I am a full-time student in a Diploma/Certificate program	No fee*
<input type="checkbox"/> I am a PPL student in a Diploma/Certificate/Board Approved Certificate program	\$36.94
<input type="checkbox"/> I am a PPL student in a Recognition of Achievement program	No fee
<i>I completed a:</i>	
<input type="checkbox"/> 1-year certificate program	<input type="checkbox"/> 2-year diploma program
<input type="checkbox"/> 1-year graduate certificate	<input type="checkbox"/> 3-year diploma program
	<input type="checkbox"/> PPL program
	<input type="checkbox"/> 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 \$36.94 to have this application processed.

CONVOCAION CEREMONY OPTIONS
Choose <i>one</i> of the following options:
<input type="checkbox"/> 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 .
<input type="checkbox"/> I am unable to attend convocation and request my credential be couriered after the ceremony. (A \$10.00** mailing fee applies, and credential will be sent to the address listed above. If your address has changed, please update through MyCampus). All requests outside of Canada will be subject to additional courier fees. You will be emailed with total amount owing prior for confirmation.
<input type="checkbox"/> 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).

Number of guests	If you are attending convocation, please indicate your gown size (refer to the chart on page 2):							
	<input type="checkbox"/> 42	<input type="checkbox"/> 45	<input type="checkbox"/> 48	<input type="checkbox"/> 51	<input type="checkbox"/> 54	<input type="checkbox"/> 57	<input type="checkbox"/> 60	<input type="checkbox"/> 63

Select the appropriate charge:		
<input type="checkbox"/> Graduation fee (\$36.94)	<input type="checkbox"/> Mailing fee (\$10.00***)	<input type="checkbox"/> Both (\$46.94***)
Student signature		Date submitted

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

Important: See below 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

PAYMENT DETAILS
<p>Please note Durham College is no longer permitted to accept credit card payments on paper based forms to ensure protection of credit card data. You can fill out this form and submit it to oshawaenrolmentservices@durhamcollege.ca or whitbyenrolmentservices@durhamcollege.ca then make your payment on your Durham College account. You can do this through an online payment from your banking institution or through the MyCampus payment portal.</p> <p>If you have not accessed your MyCampus portal in more than 90 days you will be required to reset your password for security purposes. You can do this by clicking this link and following the steps. If you experience difficulty resetting your password please call 905.721.3333 or call 905.721.3000 if you have any questions. Please note your service request may be held until payment is received in full.</p>

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