

Convocation Process

Running the Convocation Report

- From the Main Menu in the Graduate Studies Information System (GSIS):
 - Click on Reports
 - Choose Convocation Report.
 - Enter the current Convocation term
 - Choose the Major or Degree (if required)
 - Hit Submit (the report will print in either a web format or an excel spreadsheet, choose one before hitting submit). Print.
- The report will list all potential graduates who have Applied to graduate through Dal Online for that convocation term.
- To be considered for Convocation, students must apply to graduate through [Dal Online](#), under Student Records. For Spring Convocation, they must apply by December 2. For Fall Convocation, they must apply by July 2. Dates and instructions on how to apply are available on the [Convocation website](#).
- There is no fee to apply before the deadline (dates listed above) and no fee to cancel. So even if students are not sure if they will complete their requirements in time they are encouraged to apply before the deadline.
- If a student misses the deadline to apply to graduate, they can still apply to Graduate through Dal Online then contact the Registrar's Office to pay the \$50 late fee and to check that the late request can be accommodated.
- After the list is run compare the report from GSIS with your departmental list. If a students' name does not appear on the Convocation report and they intent to graduate, they should be added to the list. Contact the student and tell them to apply to graduate through <http://dalonline.dal.ca/>
- If there is a student on the convocation list that should not be you can request to have them removed through GSIS, or if there is a student missing you can add them but they still need to apply online through Dal Online. To do this:
 - Go into the students record on GSIS
 - Click on the Convocation Tab
 - chose the correct Convocation Term from the drop-down menu.
 - In the section "Department Graduation Information for XXXX term", there is a drop-down menu for Department Status, click Remove from List or Add to list. Hit Save Changes at the bottom of the page.
- Once all students are removed/added by the department, run the Convocation report again. The students name should now be included with the updated status.
- For students who were removed/added from the list, it will appear on the report under Dept Status – Removed or added.
- Each student on the list must have their Program requirements up to date in GSIS and approved by the Graduate Coordinator.

In the Graduate Studies Information System (GSIS) there are two areas the department must complete for graduating students: Program Requirements Tab and Convocation Tab.

Program Requirements Tab

The Program Requirements Tab lists the courses required to fulfill the degree requirements. The following sections must be completed by the department (referred to as “Submitter” in the first term of the student’s program):

A. Program Requirements

- Maximum length of program in years
- Total Credit hours required (excluding thesis) – this number must be equal to the total credit hours listed under required and elective courses
- Required, Elective, Audit, Ancillary Courses - All courses required to fulfill the degree requirements must be entered in these sections. When entering the course, the status will appear as “Incomplete”; this will be changed to “Complete” when the degree audit is done by the Convocation Officer in FGS.
- To remove a course, click delete and then click Save Changes at the bottom of the page.
- Additional requirements: thesis, research project, and seminar (if applicable) should be listed here. Advanced Standing and Advanced Placement requests should also be here (and placed within the first term of study).
- All courses listed on the student’s transcript must be included in the Program Requirements.
- All courses on the student’s transcript must have a grade assigned.
- In this section the department is approving the courses required for degree completion, they are not approving if the degree requirements have been met.

B. Graduate Coordinator Approval

- The Graduate Coordinator (GC) must review and approve the requirements listed (the GC is approving the courses required to complete the degree, they are not approving if the student has met the degree requirements)
- In the Program requirements tab, review what is listed for the degree requirements, scroll almost to the bottom where it says Graduate Coordinator Approval, Click on the drop-down box to the right, then click on approve or reject and then Save Changes at the bottom.
- If changes are made to the Program requirements after it has been approved by the Graduate Coordinator, the requirements must be submitted and approved again.
- Once approved by the Graduate Coordinator, the Program requirements will then be approved by the Program Officer in FGS.
- The Convocation Officer confirms completion of degree requirements as part of the FGS degree audit process.

Convocation Tab

There are four sections in this tab;

- 1) Convocation Term – from the drop-down menu choose the current convocation term
- 2) Banner Graduation Information – this section is filled in by the Registrar’s Office when the student applies to graduate online or when the application has been cancelled by the student or FGS.
- 3) Department Graduation Information – this section is to be used to add or remove a student

from the Convocation list.

4) FGS Graduation Information – once the degree audit is complete, the student is approved by FGS to graduate. Once the Convocation Officer signs off on the student's requirements, change cannot be made to any of the forms.