

Schedule

Practical Nurse Pinning Ceremony

9:00 A.M. → McGrane Theatre

Morning Convocation

10:00 A.M. → Gymnasium

Aboriginal Art Certificate	Educational Assistant Certificate/Diploma
Academic Foundations	Employability Skills Development
Apprenticeship Electrician – Period 4	Heavy Equipment Operator
Apprenticeship Welding – Period 3	Institutional Cook
Artisan Entrepreneurship Diploma	Power Engineering, 3rd Class
Baking Certificate	Power Engineering, 4th Class
College Preparation	Pre-Employment Cooking
Culinary Arts Diploma	Pre-Employment Heavy Equipment Technician
Early Learning and Child Care Certificate/Diploma	Pre-Employment Welding SAGD

Awards Ceremony

11:30 A.M. → Gymnasium

Convocation Reception

11:30 A.M. to 2:30 P.M. → Voyageur Grill

Honour Ceremony

1:00 P.M. to 2:00 P.M. → McGrane Theatre

Afternoon Convocation

2:30 P.M. → Gymnasium

Accounting Technician	Hairstyling Certificate
Advanced Care Paramedic	Health Care Aide
Business Administration Certificate	Natural Resources Technology Diploma
Business Administration Diploma – Accounting	Office Administration Certificate
Business Administration Diploma – Management	Open Studies
Community Social Work Diploma	Practical Nurse Diploma
Emergency Medical Responder	Primary Care Paramedic
	University Transfer

Congratulations!

Ceremony Guide

June 7th, 2019
Portage College
Lac La Biche



Caps and Gowns

Caps and gowns are required for participation in the Convocation Ceremony.

Pick-up: Caps and gowns are available free of charge for pick-up from 9:00 A.M. to 1:00 P.M. on Friday, June 7, 2019 in Room 135.

Return: Gowns must be returned to Room 135 by 4:30 P.M. on Friday, June 7, 2019.

Check-In

As part of the check-in process, you will be required to pick up a **name card**.

You need to keep this card with you until you reach the stage. Hand the card to the Convocation Marshal at the podium, who will read your name as you cross the stage during the Convocation Ceremony.

Morning Convocation ➔ Graduands must be in the hall by Room 135 no later than 9:15 A.M. on Friday, June 7, 2019 to register and line up for the processional.

Be ready to line up for the ceremony at 9:30 A.M.

Afternoon Convocation ➔ Graduands must be in the hall by Room 135 no later than 1:45 P.M. on Friday, June 7, 2019 to register and line up for the processional.

Be ready to line up for the ceremony at 2:00 P.M.

Processional

Once checked in, move to the correct area for the processional. Watch for signs. There will be Convocation Marshals to assist and answer questions.

The President, Platform Party and Faculty will lead the procession, followed by the Graduands. Convocation Marshals will lead each group of Graduands and direct them to their seats.

The President and Platform Party will be seated on the stage. Graduands and Faculty will be seated in reserved seating. You should remain standing until everyone is in place and the music stops, which will be indicated by the Master of Ceremonies.

Seating

If you require special seating, please contact Student Services at 780-623-5504.

Program

The order of events will be listed in the Convocation Program. Copies will be available for Guests at the reception table.

Certificates/Diplomas

At the ceremony, Graduands will receive a ceremonial scroll. Your official certificate or diploma will be mailed out after successful program completion.

Recessional

All Graduands will exit the Gymnasium as directed by the Convocation Marshals. The Graduands will lead the recessional, followed by the President, Platform Party and then Faculty. Watch the Convocation Marshals for direction. Recessional participants will be led out the main entrance where Graduands can take part in a cap toss.

Guests

The ceremony processions begin at 10:00 A.M. and 2:30 P.M. Guests must be seated by:

9:40 A.M. for the Morning Convocation

2:10 P.M. for the Afternoon Convocation

Guests arriving after 10:00 A.M. or 2:30 P.M. will be seated when the processional has finished and all Graduands are seated. **Guest seating is on a first come, first serve basis.**

Assistance

Convocation Hosts will be located by the Main Doors and in the Gymnasium Foyer. Convocation hosts will be identifiable by a name tag indicating 'HOST'. Please feel free to ask them for assistance.

Photographs

Professional photography services will be available for a fee in the Racquetball Court. The fee must be paid up front.

An area will also be set up in Room 216 for Graduands to take personal photographs free of charge.

Guests are welcome to take photographs throughout the ceremony, as long as it does not interfere with the processional or recessional.

Please be considerate of others when taking photographs.

Attire

As this is a special day to honour convocating students, we suggest Graduands and Guests attending the ceremony wear daytime formal attire.

Smoking

Portage College is a smoke-free environment. Smoking is allowed in designated areas only. Please watch for signs or ask a Convocation Host where the designated areas are located.

Parking

Parking is available at no cost at the front and back parking lots of the College.

Definitions

Convocation: A ceremony hosted by a post-secondary institution where the Graduands receive recognition during a celebration of success. At the ceremony, the College "confers" (grants or bestows) the academic title that the Graduand has received for completing their course of study.

Faculty: The teaching staff of a university or college, or of one of its departments or divisions (Instructors and Program Coordinators).

Graduand: Someone who is eligible to graduate, but has not yet graduated. Once your diploma has been awarded, you become a graduate.

Platform Party: The Distinguished Guests, Speakers, College President and Vice-Presidents.

Processional: The ceremonial march into the Gymnasium that acts as a beginning to the Convocation Ceremony.

Recessional: The ceremonial march out of the Gymnasium that acts as a conclusion to the Convocation Ceremony.