



# CONVOCAATION

McGILL UNIVERSITY

FRIDAY, 31st MAY, 1968

PRINCIPAL AND VICE-CHANCELLOR  
H. ROCKE ROBERTSON



McGILL UNIVERSITY  
MONTREAL 2

They follow my not  
sincere congratulations to  
the members of the  
graduating class and  
their parents on this  
all important day.

H. Roche Robertson

## INVITATION

Parents, close relatives, and other friends of students in the graduating classes are cordially invited to attend the annual Convocation for conferring degrees on Friday, 31st May, 1968.

## PLACE AND TIME

If the weather permits there will be a single Convocation in the Percival Molson Memorial Stadium at 10:00 a.m. If, however, the weather is unfavourable there will be two separate Convocations in the Sir Arthur Currie Memorial Gymnasium Armoury, one at 10:00 a.m. and the other at 3:00 p.m.

The site will be announced over local radio stations at 8:00, 8:30, and 9:00 a.m. on Convocation Day. If in doubt, telephone 844-6311.

It would be helpful to bring this leaflet of instructions with you to the Convocation.

## IF IN THE STADIUM

All degrees and diplomas will be awarded at the single ceremony.

## IF THE CONVOCATION IS INDOORS

**Students receiving the following degrees and diplomas will attend the Morning Convocation:**

Bachelor of Physical Therapy  
Bachelor of Occupational Therapy  
Bachelor of Science in Physical Therapy  
Bachelor of Science in Nursing  
Bachelor of Nursing  
Bachelor of Divinity  
Bachelor of Science in Home Economics  
Bachelor of Science in Agriculture  
Bachelor of Architecture  
Bachelor of Science  
Bachelor of Engineering  
Bachelor of Civil Law  
Doctor of Medicine and Master of Surgery  
Diplomas in the Faculty of Medicine

**Students receiving the following degrees and diplomas will attend the Convocation in the afternoon:**

Diplomas in the Faculty of Music  
Bachelor of Education  
Bachelor of Education (Physical Education)

Bachelor of Music  
Bachelor of Commerce  
Bachelor of Arts  
Doctor of Dental Surgery  
Degrees and diplomas in the Faculty of Graduate Studies and Research (Diplomas in Engineering, Diploma in Management, Diploma in Air and Space Law, Master of Education, Master of Library Science, Master of Business Administration, Master of Social Work, Master of Laws, Master of Engineering (Mining), Master of Engineering, Master of Sacred Theology, Master of Architecture, Master of Science (Applied), Master of Science, Master of Arts, Doctor of Philosophy)

## TICKETS

Students in the graduating classes may obtain tickets for their friends from the Registrar's Office, Administration Building, on any day between the 22nd of April and the day before Convocation, except Monday, the 20th of May. It is regretted that the limited seating capacity of the Gymnasium will limit each student to a maximum of **two** tickets, good for either the indoor or the outdoor Convocation. Additional tickets, good for the Stadium only, will be available.

Graduating students do not need tickets for themselves.

## GARDEN PARTY

If the weather permits, the Principal and Mrs. Robertson will entertain the graduating classes at a Garden Party on the Campus on Convocation Day from 4:00 to 6:00 p.m. If there are two indoor Convocations, the party will not be held. The invitation will include the parents of all the students invited and the husbands or wives of married students. Garden Party tickets will be given out at the same time as the tickets for Convocation.

## EXAMINATION RESULTS

The pass lists will be posted in University buildings immediately after the meeting of Senate on Wednesday, May 22nd and students will be sent individual notification as to whether or not they have qualified for their degrees. **Please check very carefully the mailing label** containing your name and address which is enclosed with this booklet **and return it to the Registrar's Office only if corrections are necessary** so that this notification may reach you without delay. Corrected labels should be returned to the Registrar's Office as soon as possible and in any case not later than May 20th. **If the address given on the label is correct it is not necessary to return it.**

## ACADEMIC DRESS — Gowns, Hoods, and Caps.

At Convocation, candidates for degrees and diplomas must wear the gowns, hoods, and caps proper to the degrees or diplomas they are to receive. (The rental fees are as follows: gown, \$2.00; hood, \$2.25; cap, 75 cents). The rental fees for these may be paid at the Cashier's Office in the Administration Building from Wednesday, 15th May, to Thursday, 30th May, from 9:30 a.m. to 4:00 p.m. on week days, except Monday, 20th May. Students may, on presentation of their receipts, obtain the robes from Room 226 in the Leacock Building from Tuesday, 28th May through Thursday, 30th May, from 10:00 a.m. to 5:00 p.m. These robes must be returned to Room 226 immediately after Convocation and students should be careful to get back their receipts. **Academic dress will not be obtainable on Convocation Day.**

Hoods should hang straight down and caps should be put on straight. Men students should, if possible, wear black shoes and dark suits. Women should wear stockings, white dresses, and black shoes. Flowers and jewelry should not be worn and handbags should not be carried.

## OUTDOOR CONVOCATION:

### PROCESSION IF CONVOCATION IS IN THE STADIUM

Students should report **in academic dress** at 8:30 a.m. at the Pine Avenue entrance if Convocation is held in the Stadium.

Candidates fall in two abreast in alphabetical order under each diploma or degree in the places indicated by signs. **The order should be checked against the printed programme, which will be available at assembly.** Stewards will assist students to find their places.

### SEATING PLAN

Diplomas and degrees are presented in the order used in the printed programme and accordingly, after reaching his seat, each student should consult the programme to make sure he is in his proper place. Anyone out of order should change his seat at once.

### HAIL ALMA MATER

Students are expected to **sing** Hail Alma Mater (the words are printed in the programme), and also to **sing** O Canada.

### USE OF CAPS

On reaching their seats members of the graduating classes will remain standing **with their caps on** until those on the platform have taken their seats.

**Men** — Men remove their caps for the prayer and replace them after singing the College Hymn.

Students receiving degrees other than those of the Faculty of Graduate Studies and Research are 'capped' by the Chancellor. They walk to the platform carrying their caps in their hands. They put their caps on again when they leave the platform.

Men receiving diplomas in the undergraduate faculties, or higher diplomas or degrees in the Faculty of Graduate Studies and Research, are not 'capped'. They wear their caps to the platform but raise them with the left hand while shaking hands with the Chancellor.

Women — Women receiving degrees are 'capped' unless the degrees are in the Faculty of Graduate Studies and Research. They remove their caps when going to the platform and replace them when they return to their seats. Women receiving diplomas or graduate degrees are not 'capped'. They keep their caps on.

## PRESENTATION

As soon as the Dean rises to present the candidates for a particular degree or diploma, all those in the first line of seats in that division stand and go forward as directed, the first candidate proceeding directly up the steps to where the Dean is standing. The students following should not wait at the foot of the steps, but **each student should be on the platform by the time the Dean is ready to read his name.** The stewards will tell each row of candidates when to stand and move up to the platform.

The students receiving higher degrees are all presented by the Dean of the Faculty of Graduate Studies and Research. There should therefore not be a long gap between those receiving one degree and the next: M. Eng. should follow closely on M.Sc., etc.

## ON THE PLATFORM

Students will mount the platform and will pause as they come to the Dean of their Faculty. The Dean will call the names in order as printed in the programme. Candidates should therefore be careful to see that they follow each other in this order. **Each candidate should whisper his name to the Dean as he approaches him.**

When his name is called, the candidate will walk up to the chair of the Chancellor and stand **quite still** close to it and directly in front of it so that the Chancellor may cap him or shake hands with him. He will then return to his seat, leaving the platform by the steps on the opposite side.

**Please walk right up to the Chancellor and stand still facing him so that the degree may be conferred in a dignified way.**

## INDOOR CONVOCATION:

### PROCESSION IF CONVOCATION IS IN THE GYMNASIUM

If the weather is unfavourable those graduating at the Morning Convocation should be in the Robing Room of the Gymnasium by 8:45 a.m. Those graduating in the afternoon should be in the Robing Room of the Gymnasium by 1:45 p.m.

Graduating students should enter by the door on Pine Avenue next to the Memorial Hall at the east end of the building. Signs will indicate the location of the Robing Room.

Candidates fall in two abreast under each diploma or degree in the places indicated by signs. Stewards will assist students to find their places. Diplomas and degrees are presented in the order used in the printed programme and each student should make sure he is in his proper section.

### PRESENTATION

It is regretted that because of space limitations, a departure from the normal presentation procedure will be necessary and it will not, unfortunately, be possible for each individual student to appear on the platform to receive his degree or diploma. The graduands will not be seated alphabetically but in sections by degrees and diplomas. The Dean will ask each degree or diploma section to stand while he reads out each name as printed in the programme, complete with honours, medals and prizes. The Chancellor will then declare the degrees or diplomas duly conferred or presented.

### HAIL ALMA MATER

Students are expected to **sing** Hail Alma Mater (the words are printed in the programme), and also to **sing** O Canada.

### USE OF CAPS

On reaching their seats members of the graduating classes will remain standing **with their caps on** until those on the platform have taken their seats.

**Men** — Men remove their caps for the prayer and replace them after singing the College Hymn.

As the appropriate degree section rises at the request of the Dean, graduands in this section will remove their caps and replace them on sitting down.

**Students receiving diplomas in the undergraduate faculties or higher diplomas or degrees in the Faculty of Graduate Studies and Research will keep their caps on.**

## SMOKING

Students are not permitted to smoke during Convocation.

## PRIZES AND MEDALS

Prizes and medals won by students will be announced by the Deans when they are presenting the winners for their degrees. The actual prizes and medals will be given out with the diplomas in the Registrar's Office after Convocation (see below).

## CONCLUSION

When the proceedings are concluded, graduates will please remain standing until the Platform Party has passed down the aisle.

## DIPLOMAS

Diplomas will be given out in the Registrar's Office after the ceremony, between the hours of 12:00 noon and 5:00 p.m. if the Convocation is in the Stadium, and between 11:30 a.m. and 6:00 p.m. if it is held indoors. Graduating students are **required** to sign receipts for their diplomas and must therefore call at the Registrar's Office in person.

Any further information will be given by the Stewards.

## DEGREES IN ABSENTIA

Graduating students who know beforehand that they will not attend Convocation should inform the Dean of their Faculty or the Director of their School so that they may be marked **in absentia** in the programme. For taking a degree or diploma **in absentia** there is a fee of \$10.00. The diplomas of those who pay this fee are mailed to them after Convocation. Such students should give the proper address to the Registrar's Office when they pay the fee.

C. M. McDOUGALL,  
Registrar.



