

GUIDE TO GRADUATION 2009

**A practical how-to
for graduating students**



**Nova Scotia
Agricultural
College**

NSAC. Embrace Your World.

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FORMS

Application to Graduate

Intention to Graduate in Absentia

Request for Undergraduate Transcript

NSAC CONVOCATION 2009 & PRE-GRADUATION ACTIVITIES

This year's Convocation Ceremony is scheduled for:

Friday May 1st, 2009 at 2 p.m.
Langille Athletic Centre

INFORMATION & UPDATES

This booklet has been compiled for the information of potential grads (graduands), to answer some of the many questions which arise each year regarding Convocation. Please keep it as a reference. Also, as graduation time rolls around, it will be important for graduating students to visit the convocation website periodically at nsac.ca/convocation for information updates as they become available.

CONVOCATION CHECKLIST

Below is a handy checklist to make sure you don't miss out on anything. Details on location and time of events will be posted as they become available.

- Provide Registrar's Office with your completed **application to graduate** on or before December 15th, 2008. The application form can be found in the back of this booklet, and is also available in the Registrar's Office or on the website at nsac.ca/reg/forms
- Pick up your **graduand record** (list of outstanding requirements for completion of your degree/diploma). This will typically be available in the Registry about two weeks after you apply to graduate.
- Watch for posted notices and/or e-mails regarding grad photo sessions, grad rings and pre-grad activities.
- Submit the **intention to graduate in absentia** form to the Registry by April 29th, 2009 **only if you do not plan** to attend the Convocation Ceremony. The forms can be found in the back of this booklet, in the Registrar's Office, or online at nsac.ca/reg/forms
- Pick up **graduation banquet tickets** and **invitations to convocation** (early April).
- Graduation Banquet:** Usually held the evening before graduation. Open to ticketholding grads and their guests.
- Grad Social:** After the banquet. All are welcome.
- Rehearsal for Convocation:** Friday morning, May 1st, at Langille Athletic Centre.
- Pick up Academic Regalia** (gown & hood or sash): after rehearsal in Athletic Centre Classroom.
- Assemble for Academic Processional:** Friday May 1st, 1 p.m. at Jenkins Hall.
- Convocation Ceremony:** Friday May 1st, 2 p.m. in Langille Athletic Centre Gym.
- Reception:** Jenkins Hall immediately following Convocation. All are welcome.
- Return gown & hood/sash to the Athletic Centre Classroom, May 1st by 5 p.m.

GENERAL INFORMATION & CONTACTS

Convocation Date

Graduation at NSAC takes place once each year. The Convocation Ceremony is always held on the first Friday in May. This year's ceremony is scheduled for Friday, May 1st 2009, at 2 p.m. Once you've had an opportunity to read through the information in this booklet, any unanswered questions you may have regarding pre-graduation activities should be directed to representatives of the 2009 Grad Committee at su@nsac.ca. Inquiries of an academic nature may be directed to the Registrar's Office at reg@nsac.ca at any time.

ELIGIBILITY TO GRADUATE

Application to Graduate

Any student in an undergraduate program (B.Sc., B.Tech., Engineering or Technical) who plans to complete the requirements of his/her particular program during the 2008/2009 academic year, **must submit an *application to graduate* by December 15, 2008**. There is no charge for applications received by the Registry on or before December 15th, however, **applications received after December 15th must be accompanied by a \$50 late fee**.

The *application to graduate* form can be found in the back of this booklet, and is also available at the Registry Office or online at nsac.ca/reg/forms/. Completed forms may be dropped off at the Registry Office (Cox Institute - Room 100), faxed to 902-895-5529 or mailed to NSAC Registry, PO Box 550, Truro, NS B2N 5E3.

The purpose of the application is twofold:

- to identify graduating students and cue the Registry to perform an audit of each individual's academic record, thus ensuring the student is aware of any outstanding requirements for completion of his/her program;
- to ensure that graduating students' names are included on the Potential Grad List which goes forward to Faculty Council (*and Dalhousie Senate, where applicable*) for official approval to graduate

Program Audit

Upon receipt of your *application to graduate*, the Registry will prepare a formal *graduand record* listing the remaining courses required for your degree/diploma. Your *graduand record* will usually be ready for **you to pick up** approximately two weeks after you submit the *application to graduate*. Simply drop by the Registrar's Office and request your copy.

Once you pick up your *graduand record*, it is important that you check it over carefully before finalizing your registration for the winter semester. Please contact the Registry immediately if you notice any errors, omissions or discrepancies.

Late Applications to Graduate

It is vital that any potential grad who neglected to submit an *application to graduate* prior to the December 15th deadline, do so as soon as possible thereafter (and include the \$50 late fee). Your name will **not** go forward for Faculty Council approval to graduate if you do not apply to graduate. Students who submit late applications may miss out on having their names go forward to the Grad Committee, Awards Office, Career Services, etc. for various mailouts or other considerations.

Courses Taken Externally on a *Letter of Permission*

Students who have taken courses through external educational institutions on a *letter of permission* are responsible for ensuring that NSAC Registry receives an official transcript of their final mark(s) by mid-April 2009. Registry cannot guarantee that documentation received later than this will be processed in time for this year's Convocation.

Courses taken on a *letter of permission* (and successfully completed) will appear on the student's NSAC transcript, however the grades achieved in courses transferred from other institutions do not factor into the calculation of the student's cumulative average at NSAC.

It is not advisable for students to pursue courses on a *letter of permission* during their final semester before graduation. Since NSAC's graduation ceremony tends to be earlier than that of most other universities (first Friday in May), we have found that many institutions are simply not equipped to produce final transcripts in time to meet our deadlines. In cases where this documentation is received too late to be processed in time, the student will be required to wait until May of the following year to graduate and receive his/her degree or diploma.

Ineligibility to Graduate

If you realize at any time after submitting your *application to graduate* that you may not be eligible to graduate, **please contact the Registrar's Office right away.** We may be able to suggest alternatives that will help you meet your obligations in time.

POSTING OF THE POTENTIAL GRAD LIST

Potential Grad List

At the end of December, a list of potential grads will be posted on the glass-enclosed bulletin board directly outside the Registry Office. This list is drawn from the *applications to graduate* filed on or before the December 15th deadline. It is the responsibility of each student to check the list and ensure that:

- his/her name is on the list;
- the program information is correct;
- the spelling is correct; and
- the hometown is that which the student wishes to have listed in the Convocation Program.

Please report any errors or omissions to the Registry Office.

GRAD PHOTOS / GRAD RINGS / YEARBOOKS

Grad Photos

Each year, the Grad Committee arranges for a professional photographer to set up on campus for the purpose of taking grad photos. For the 2008/2009 academic year, Unique Images Photography has been retained for this purpose, and two separate photo sessions are planned - one in November and another in January/February. Appointment sheets will be posted in the Registry Office in advance of these sessions, and graduating students are encouraged to sign up. The photos themselves will be taken in the Athletic Centre Classroom, and the sitting fee will be \$20 cash. Academic gowns and hoods/sashes appropriate to your program will be provided.

If you miss these photo sessions, you are welcome to book an independent sitting at the Unique Images Studio, 308 Main Street, Bible Hill, by calling 895-1884 for an appointment.

Of course, students are also free to choose their own photographer and make individual arrangements if they prefer. The Registrar's Office does its best to keep a few graduation gowns, hoods and sashes on hand, which potential grads may sign out for this purpose. In fairness to your fellow grads, please be sure to return any borrowed academic regalia promptly. Also, please take note of the information in the following section regarding special arrangements required in order to have your photo included in the Class Composite.

Class of 2009 Composite Photo

A composite photo is created each year, which brings together onto one photo-mounting, the individual photos of all students who have had grad pictures taken by the official photographer (Unique Images, in this case). The composite is essentially a class photo, and the Graduating Class of 2009 Composite will take its place among its predecessors which hang in various locations across the campus. Copies of the composite photo have typically been made available to graduating students at the graduation banquet.

Students who opt to have their grad photos taken by a photographer other than Unique Images, will only be included in the composite if they provide Unique Images with a proof of their grad photo, or participate in a special sitting which the studio itself will make available. For details on this, please contact Unique Images's directly at 895-1884.

Grad Rings

Students who are interested in purchasing grad rings will have an opportunity to meet with a sales representative in the foyer outside of the Registrar's Office. Dates for this will be posted as soon as they are finalized. Samples of grad rings are also available for viewing in the NSAC Bookstore and orders can be taken there at any time throughout the year.

Yearbooks

Graduating students are invited to make submissions to the yearbook at any time during the academic year. Please forward your contributions to the Yearbook Editor at su@nsac.ca

Each member of the Class of 2009 will receive a yearbook by mail as soon as these become available (typically in the Fall). Before you leave NSAC, please check "My Profile" on the WebAdvisor Registration System to ensure that we have the correct **permanent mailing address** on file for you. Submit any address change information by filling out the *student information form* available in the Registrar's Office or online at nsac.ca/reg/forms.

FINAL OFFICIAL APPROVAL TO GRADUATE

Final Program Audit

In late April, as soon as final grades for the winter semester have been recorded and verified, the Registry performs one final review of the academic records of all potential grads. This serves to confirm eligibility to graduate, and also results in the identification of those eligible for the distinction of *honours* and *high honours*.

Faculty Council/Dalhousie Senate

Before potential grads can be officially presented for graduation, their names must go forward to Faculty Council (and Dalhousie Senate in the case of M.Sc., B.Sc. and B.Tech programs) for formal approval to graduate. Special sittings of Faculty Council and Dalhousie Senate take place approximately one week prior to the date of Convocation for this specific purpose.

Posting of the Official List of Graduating Students

The official list of graduating students will be posted on the glass-enclosed bulletin board outside the Registry Office and also on the NSAC website as soon as possible following Faculty Council/Senate approval. Under certain circumstances, names may be added or deleted and/or other revisions made to the Graduation List after Faculty Council sitting, but these will obviously not be reflected in the Convocation Program if they occur after the print date of the publication itself.

Standing on Graduation

Students with final cumulative averages of 90 percent or higher, will graduate with the distinction of *high honours*. Students with cumulative averages of 80-89.9 percent will graduate with the distinction of *honours*. These distinctions will appear in the form of special seals on graduates' official degree/diploma parchments, and will also be recorded in the Convocation Program and on students' official transcripts.

INELIGIBILITY TO GRADUATE

Failed or Incomplete Courses

Should a failed or incomplete course prevent a student from being eligible to graduate, the Registrar's Office will make every effort to notify him/her by telephone and/or e-mail prior to graduation day, if at all possible. However, it is ultimately the responsibility of each student to check his/her final grades and ensure that program requirements are complete.

Unfortunately, since NSAC holds only one Convocation per year, students who go on to complete their requirements during the subsequent summer or fall, are required to wait until the following May to graduate and receive their degree/diploma. Please be sure to submit another *application to graduate* by December 15, 2009 to ensure that Registry puts your name forward to Faculty Council again for Convocation 2010.

RESPONSIBILITIES OF GRADUATING STUDENTS

Financial Arrears

Graduating students whose financial accounts are in arrears will not receive their degree/diploma parchments until the amount is cleared. The same policy holds true for the issuing of transcripts.

Payment arrangements may be made:

- in person at Financial Services Office, 2nd Floor, NSAC Cumming Hall;
- by phone at 902-893-4369; or
- by mail at NSAC Financial Services, PO Box 550, Truro, N.S. B2N 5E3

Graduating *in Absentia* / Notice of Non-Attendance at Convocation

It is important that any graduating student who is unable to attend Convocation notify the Registrar's Office at least 24 hours prior to the Convocation Ceremony. Please use the *intention to graduate in absentia form* which is included with this booklet (and is also available on the Registry website at nsac.ca/reg/forms). This can be mailed, faxed or dropped off at the Registrar's Office, but must arrive at least 24 hours prior to the ceremony.

Students who opt to graduate in *absentia* will have their names printed in the official Convocation Program, but the names will not be read out at the ceremony itself.

Those who have advised Registry that they intend to graduate *in absentia*, will have the option of picking up their parchment at the Registrar's Office on or after May 4th, or having it forwarded to them by courier (within approximately three weeks) at the **civic address** provided on their *intention to graduate in absentia form*. Couriers cannot deliver to Post Office Boxes or Rural Routes, so please be sure to provide your complete street/civic address, postal code and telephone number.

PRE-CONVOCATION EVENTS / INVITATIONS & TICKETS

As graduation time rolls around, the Grad Committee generally prepares a handout listing the dates and times of various pre-graduation events and other items of interest to students and their families. Graduating students are encouraged to watch for posted notices and to visit the Convocation website periodically at nsac.ca/convocation for information updates as they become available. Any questions you may have regarding pre-graduation activities can be directed to representatives of the Grad Committee at su@nsac.ca.

Invitations to Convocation

Graduating students are welcome to invite guests to the Convocation Ceremony. Over the years there has seldom been a limit on the number of guests an individual student may invite, but watch for updated information from the Grad Committee in case a restriction is to be observed for the 2009 ceremony.

Specially printed invitations will be available for those who would like to have them as personal mementoes, or to give out to family and friends. These are strictly souvenirs and will not be collected at the door on Convocation Day. Invitations will be available for pick up at the Students' Union Office or Registry Office (usually by early April), and are typically also available at the Banquet and Rehearsal.

Graduation Banquet Tickets

A graduation banquet for ticket-holding grads and their guests is typically held in Jenkins Hall on the evening before Convocation. This is not a general admission event. Graduating students are admitted free, but must pick up their complementary tickets in advance and present them at the door.

Grads are also welcome to invite guests, but must purchase tickets for them in advance. Banquet tickets cannot be purchased at the door. The Grad Committee will post notices regarding the price for guest tickets, as well as the location and deadline for purchase of tickets.

Graduation Banquet

Festivities during the banquet include a reception followed by dinner and presentation of awards.

Feature presentations include the NSAC Distinction Awards, the Student Leadership Award, the Noel Enman Memorial Prize, the Gerry Friars Undergraduate Research Award, and the Student Appreciation Award. At many of the banquets in past years, graduating students have also been presented with a copy of their Class Composite Photo.

Grad Social

Following the banquet, the evening typically wraps up with a social held upstairs at the pub in Jenkins Hall. Music is provided and a cash bar is available. All are welcome.

CONVOCATION DAY: FRIDAY, MAY 1ST

Rehearsal

Rehearsal will be held on the morning of Convocation Day in Langille Athletic Centre. The time will be posted as soon as it is confirmed (usually 9:30 or 10 a.m.). All grads are required to attend. **Academic regalia (gowns, hoods/sashes) will be available for sign out immediately following rehearsal in the Athletic Centre Classroom.**

Assembling for the Academic Processional

At 1 p.m. on Convocation Day, graduating students are asked to bring their academic regalia and assemble at Jenkins Hall. Organizers will arrange students in alphabetical order within each academic program - a vital requirement that ensures each student is presented with his/her own parchment on the stage. Please be sure to arrive on time as it may not be possible to accommodate a student who arrives too late to be placed in the alphabetic sequence of his/her program.

- **Corsages and Boutonnieres**

Complementary corsages and boutonnieres are typically presented to all graduating students. Assistance in pinning these on, as well as any assistance you may require in arranging your academic attire, will be provided by volunteers.

Guest Seating

Graduating students are free to invite family and friends to the Convocation Ceremony. Seating for guests is on a first-come-first-served basis. The doors of the Athletic Centre will be open by 12:45 p.m., and volunteers will be on hand to greet guests and hand out Convocation Programs.

Musical entertainment will be provided while guests await the processional.

- **Wheelchairs**

Wheelchair access to the Athletic Centre is available at the athletic field entrance behind the building (accessible from College Road). Space will be designated in the auditorium to accommodate guests in wheelchairs. Please be sure to notify the Chair of the Grad Committee at su@nsac.ca in advance if one of your guests will require special accommodation.

Convocation Program Bulletin

The Convocation Program will serve as a lasting memento of your graduation day. In addition to listing the order of events for the ceremony itself, the Program will list the name, hometown, and specific program of each student in the Class of 2009. Designations of *honours* and *high honours* will be recorded, and a list of special prizes and prize winners will be included.

THE CONVOCATION CEREMONY

Academic Processional

Just before 2 p.m., graduating students and the stage party will parade across campus from Jenkins Hall to the Athletic Centre, led by a piper.

Convocation Ceremony

The Convocation ceremony begins at 2 p.m. Graduating students and stage party members will find copies of the Program on their reserved seats.

- **Script Cards**

Just before proceeding onto the stage, each graduating student will be given a script card. This card is vital for the graduation ceremony as it is the method by which your stage presenter will know your full name, and can therefore announce it as you cross the stage. If your name is very unique or difficult to pronounce, you may wish to write the phonetic spelling clearly on your card.

- **Official Photos / Recording of Ceremony**

An official photographer will be taking individual still-shots of graduates as they receive their degrees/ diplomas on stage. Copies of these may be ordered during the Reception following Convocation. The Convocation ceremony will also be videotaped, and arrangements to purchase a copy of the DVD may be made at the Reception.

- **Photographs During & After the Ceremony**

Family and friends are welcome to take photographs in the auditorium during the ceremony, but care must be taken not to obstruct the view of those seated.

For a period of time after Convocation, a photo backdrop located to the left of the stage will remain in place. Grads may wish to take advantage of this area to organize personal photos with their family, friends and classmates after the ceremony.

GRADUATION RECEPTION

Reception for Grads, Family, Friends & Faculty

Immediately following the Convocation ceremony, all are invited to a reception in Jenkins Hall where refreshments will be served.

- **Purchase of Photos & Frames**

Graduation ceremony photos and copies of the Convocation DVD can be ordered during the reception. **Please be prepared to pay cash for any photo orders.**

Degree/diploma frames (with blue mat and NSAC logo) will also be available for purchase at the reception. Payments for these may be made by either cash or cheque - unfortunately we are not set up to accept debit or credit cards.

Frames for degrees, diplomas and/or the composite photo can also be purchased at the Students' Union Office throughout the year. Once again, payments must be made by either cash or cheque. For information on prices and availability, please contact 902-895-3963 or su@nsac.ca

RETURNING OF THE ACADEMIC REGALIA

Returning Gowns, Hoods/Sashes

Please return academic regalia to the Athletic Centre Classroom following the Graduation Reception. This area will remain open until 5 p.m. Be sure to have your name marked off the check-out list when you return your attire so you will not be contacted for replacement costs.

Congratulations on your accomplishments.

NOTES FROM THE REGISTRAR'S OFFICE

YOUR DIPLOMA / DEGREE PARCHMENT

It is important to be aware that the actual diploma/degree parchment you receive upon graduation is an official document and the only one of its kind. **There are no copies anywhere.**

Safeguarding of this document is essential. Replacement of lost or damaged parchments is done only under extreme circumstances, and requires a legal affidavit, a replacement fee, and may involve a considerable waiting period due to the necessity for official signatures. Reproductions are always stamped as such.

NSAC ACADEMIC CALENDAR

Students are encouraged to always keep a copy of the Academic Calendar that was in effect during their period of studies at NSAC. This will prove to be a handy reference if you should decide to further your studies at another educational institution. In order to determine eligibility for transfer credits, universities sometimes require that applicants provide copies of course descriptions for any previous post-secondary coursework they wish to have evaluated for credit.

FURTHER UNDERGRADUATE STUDY AT NSAC

Upon graduation, you cease to be regarded as a current or active student of the University. In the event that you intend to pursue further studies at NSAC at the undergraduate level, you will be required to submit another *application for admission/re-admission*. These forms are available in the Registrar's Office or online at: nsac.ca/reg/how_to_apply

TRANSCRIPTS & TRANSCRIPT REQUESTS

Transcripts: Official vs. Unofficial

The NSAC Registry Office produces all official transcripts for students who are taking, or have previously completed, courses at the **undergraduate** level. *Students in graduate programs must contact Dalhousie University to arrange for official transcripts.* Official transcripts are printed on specially encoded paper which automatically renders them VOID if reproduced by fax, photocopier or scanner.

To be considered 'official', transcripts must be forwarded directly from the NSAC Registrar's Office to a third-party institution/entity. **Official transcripts cannot be released to students themselves.** Current students who wish to have a copy of marks for their own records may print an 'unofficial transcript' from their WebAdvisor account. Former students who no longer have access to WebAdvisor may submit a written request to the Registrar's Office for an 'issued to student' transcript.

In some cases, an institution may specifically require that the student forward an official transcript together with his/her application. In this event, NSAC may allow the student to receive an **official transcript in a sealed envelope**. It is very important that the seal remain intact. Once the seal is broken, the transcript will no longer be considered official by the receiving institution.

Requests for Transcripts

Students who wish to have official transcripts forwarded to other educational institutions, scholarship offices, etc., must submit a *request for undergraduate transcript* form. NSAC will mail and/or fax your transcript, depending on what you request. **We do not send transcripts via e-mail or courier.**

It is important to note that many institutions do not accept faxed documentation as official. This is due to the special encoding which stamps the document 'void' when faxed. Please ensure that you are familiar with the requirements of the institution in question before making your transcript request, and be sure to allow sufficient time for processing and delivery (see section below entitled 'Time Required for Processing of Transcript Requests').

Transcript requests may be made by:

- filling out the *request for undergraduate transcript form* in person at the Registrar's Office;
- filling out the *request for undergraduate transcript form* found in the back of this booklet, or online at nsac.ca/reg/forms, and forwarding it by mail, fax or e-mail to:

NSAC Registrar's Office
PO Box 550
Truro, N.S. B2N 5E3
fax: 902-895-5529
e-mail: reg@nsac.ca

All transcript requests should include:

- your full name (or maiden/other name under which you were registered at NSAC);
- your NSAC Student ID Number. If you do not remember your student number, please provide other identifying information to help us locate your records, such as SIN number, date of birth, program in which you were enrolled and/or the years you attended;
- if the transcript needs to be addressed to the attention of a specific person or department within the receiving institution, be sure to include that information
- provide the **full mailing address** of the institution to which the transcript is to be forwarded, **and/or the fax number** if you prefer to have the document faxed (or faxed and mailed)

Be sure to print the receiving institution's address clearly and completely in the box provided on the request form. This form will accompany your transcript, and will be folded and inserted into a 'window envelope' in such a way as to make the address you provide visible to Canada Post. **The NSAC Registry cannot assume responsibility for documentation that goes astray or is found to be undeliverable on the basis of incorrect or incomplete mailing information.**

Fee for Transcript Requests

There is currently no fee charged for issuing a transcript. If, however, you anticipate requiring transcripts sent to several different institutions, it would be appreciated if you would request them all at once. This will cut down on processing time, hence decreasing the length of time required for your documents to arrive at their destinations.

Financial Arrears

Transcripts cannot be issued on behalf of students whose financial accounts are in arrears until the amount is cleared and the *hold* has been lifted by Financial Services. Payment arrangements may be made:

- in person at Financial Services Office, 2nd Floor, NSAC Cumming Hall;
- by phone at 902-893-4369; or
- by mail at NSAC Financial Services, PO Box 550, Truro, N.S. B2N 5E3

Time Required for Processing of Transcript Requests

NSAC does **not** offer a same-day transcript service. Requests are usually processed within five to seven working days of receipt in the Registrar's Office, however additional time may be required during peak periods of the year, particularly at the conclusion of a semester. Additional time may also be required in cases where the student attended NSAC prior to 1990.

Transcript requests are processed in the order in which they are received, hence it is extremely important that you plan ahead and submit your request well in advance of any deadlines.

Blackout Periods

For current students and recent grads, transcript services will not be available during those periods in December and April/May when (a) marks are being submitted by professors and (b) academic and/or graduation status is being entered into the system. Transcript requests received during these periods will be held until the blackout is lifted, and will be processed in order as soon as possible thereafter.

NSAC ALUMNI INFORMATION

Stay in Touch

The Development and External Relations office at NSAC is available to help you stay in touch with your school and with each other. Make sure to keep your address and other contact information up-to-date. The phone number for the Alumni Office is 902-893-6721 and our email is alumni@nsac.ca. The websites nsac.ca/alumni and nsac.ca/alumni/services are also excellent ways to stay connected to NSAC.

Insurance Affinity Program

NSAC and TD Meloche Monnex are partners in an agreement to provide a group insurance program for alumni and staff of NSAC.

TD Meloche Monnex is Canada's leading provider of group home and auto insurance. They offer an array of high-quality home and auto insurance products and members can enjoy savings through preferred group rates. Additional details on the programs and incentives available can be found on the special NSAC section on the TD Meloche Monnex website by going to TDMelocheMonnex.com/nsac or calling 1-800-339-1847.

Keep Fit, Keep Active at Langille Athletic Centre

Because of your alumni status, you are entitled to preferred rates for Langille Athletic Centre membership and day rates. Call the Langille Athletic Centre at 902- 893-6661 for details.

Alumni E-News and Agricola News

The Development and External Relations office takes pride in helping alumni keep in touch. We have several ways of doing this.

Agricola News, published twice a year, is the essential link for the NSAC community. Regular columns, such as alumni profiles and Alumni Banter, complement insightful feature articles and photos about the activities of students, faculty, staff and Alumni. To ensure you receive your copy, please make sure the Development and External Relations office has your current address. As an alumnus of NSAC, you are entitled to receive the alumni magazine free-of-charge. Feel free to submit story ideas and submissions to Alumni Banter (alumni@nsac.ca). The Agricola News is also available at nsac.ca/alumni

If we have your e-mail address, you will receive the monthly alumni e-news. This short e-mail newsletter gives a quick overview of alumni and campus news, profiles, details on upcoming events and briefs on important research. As with Agricola News, we are always open to publishing your submitted information. You can subscribe to the alumni e-news at nsac.ca/alumni/e-news/.

NOVA SCOTIA AGRICULTURAL COLLEGE

Application to Graduate

Potential Grads (Graduands) must complete this form and submit it to the Registry Office by December 15 of the academic year in which they intend to graduate. There is no fee charged for an application submitted by this deadline. **Applications received by the Registry after December 15 must be accompanied by a \$50 late fee.**

Completed forms may be dropped off at the Registry Office, Cox Institute Room 100, faxed to 902-895-5529 or mailed to NSAC Registry, PO Box 550, Truro, NS B2N 5E3.

Name: _____

Local Address: _____

Student ID#: _____ Email: _____

Phone #: _____

Program from which you intend to graduate: _____
(B.Sc. (Agr), B.Tech., Engineering, Technology, Technician)

Major: _____ Minor/Specialization: _____
(if applicable)

Please print your name in full **exactly** as you wish it to appear on your diploma: (eg. Robert Thomas Smith)

What "hometown, province/state" would you like to have listed in the Convocation Program?

(eg. Truro, NS / Bangor, ME / Fujian, China)

In the event that you have recently taken, or are currently enrolled in, any courses on a 'letter of permission' or other continuing/distance education courses applicable to your NSAC program, please indicate below.

External/Distance/Continuing Education Courses (if applicable) This Space For Registry's Use Only

Graduating students whose financial accounts are in arrears will not receive their diploma until the amount is cleared.

Graduating students who will not be in attendance at the Convocation Ceremony must notify the Registry at least 24 hours prior to the commencement of graduation exercises. Please use the 'Intention to Graduate *in Absentia*' form which is available in the Registry Office or online at <http://nsac.ca/reg/forms>. Failure to provide this notification may result in a fee being charged before your diploma is released.

Signature of Student: _____

Registry Signature: _____ Date: _____

INTENTION TO GRADUATE IN ABSENTIA

Notice of Non-Attendance at Convocation

Submit this form only if you will not be attending the Convocation Ceremony in May.

The completed form must be received in the Registrar's Office no later than 24 hours prior to the graduation ceremony itself.

Student Name: _____ Student ID#: _____

Program: _____
(Degree or Diploma to be received)

When the parchment is ready, please: *(check one)*

- Retain my parchment in the Registrar's Office for pick up. This can be done on or after the Monday following Convocation. *If someone other than yourself will be picking up your parchment, they must show written authorization, signed by you, before the document will be released.*

- Deliver my parchment by courier to the address below. *This will occur approximately three weeks after Convocation.*

Address: _____ Apartment#: _____
Street Number & Name / Civic Address
(Couriers cannot deliver to Post Office Boxes or Rural Routes. Please provide complete street/civic address.)

Town/City Province Postal Code

Country (if other than Canada)

Telephone: _____

E-mail Address: _____

Completed form must be received no later than 24 hours prior to the Convocation Ceremony at:
Registrar's Office
Nova Scotia Agricultural College
PO Box 550 (Cox Institute, Rm 100)
Truro, N.S. B2N 5E3

Fax: 902-895-5529

NOTE: Parchments will not be released until all outstanding debts have been cleared at the Financial Services Office.

REQUEST FOR UNDERGRADUATE TRANSCRIPT

**Office of the Registrar
Nova Scotia Agricultural College
PO Box 550 Truro, NS B2N 5E3
Fax: 1-902-895-5529**

Student Name: _____ Student ID#: _____
(include former name if applicable)

Daytime Phone #: _____ E-mail: _____

Type of transcript requested: Official (sent directly to a third party)
 Unofficial (issued to student)
 Official sealed (issued to student for a third party)

Instructions:

- Send transcript as soon as possible
- Pick up in Registry office
- Hold for final results from: _____ Fall semester _____ Winter semester
- Hold until degree/diploma is conferred

Number of Copies: _____

Please note the following:

- Transcripts will not be released until all financial obligations to NSAC have been cleared
- Official transcripts are sent directly to third parties. Transcripts issued to students are so marked
- Student records are confidential. Transcripts are issued only upon the written request of the student.

Office Use Only

Processed by: _____ Date sent: _____

Signature of Student: _____ Date: _____

You are responsible for providing a clearly printed and accurate address for the recipient.
If you would like you transcript faxed, please provide an accurate fax number.

Mail to:

Fax to:

Office of the Registrar

PO BOX 550

Truro, NS B2N 5E3

Phone: 902-893-6722

Fax: 902-895-5529

reg@nsac.ca



**Nova Scotia
Agricultural
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