

Final Grades and Spring 2016 Convocation Information for Apprentices

By now you should be aware that you need to go online to the student information website to access your grades. Grades will be available one week after you complete your last classes. If you would like a printed copy of your transcript you can request that from our Registrar's office. (Please wait until all the grades are in!) You can either call 519-972-2727 ext. 4408 or send an email to Jim Kales, jkales@stclaircollege.ca. Make sure you send your student number, birthdate and SIN number so that they know they are sending the right transcript to you. Also make sure you send your updated complete address info (including postal code).

*Note - There is no charge for the Registrar's office to send you your transcript.

Certificate of Apprenticeship: The **Ministry of Training Colleges and Universities** will issue this **directly to you** after they receive confirmation of your successful completion from us.

The St. Clair College Alumni office will send an invitation to all successful apprentices that have completed all levels of their apprenticeship in school curriculum with a minimum 2.0 GPA, to attend convocation for the School of Skilled Trades and Engineering (Session 3), to receive their St. Clair College Certificate credential. This graduation will be taking place on **Wednesday June 15th at 6:30 pm at the St. Clair Centre for the Arts Chrysler Theatre auditorium in downtown Windsor, 201 Riverside Dr. W.** You should receive your invitation from our Alumni office by mid April 2016. The fee to attend convocation is \$48. (FYI – All other regular Post secondary students automatically pay this fee when they pay tuition at the beginning of the year. Apprentices do not pay this fee up front) To pay this fee you can complete the attached form and return it to the Registrar's office or contact the Registrar's office at 519-972-2759 and provide them with a credit card number – or you can come in to the Registrar's office in person and bring this form. Once this fee is paid your name will be added into the official program for the School of Skilled Trades. There is also a \$20 deposit to rent a graduation gown for that day. You should go online to reserve your gown ahead of time. If you wait until the last minute the price goes up! See below:

Regalia Prices

- **Online:** \$20.00 taxes included. We accept Visa, Visa Debit or MasterCard online. Cap and Tassel may be purchased at an additional cost but are NOT REQUIRED, SOUVENIR ONLY. The Online ordering address is: <https://www.buildagrad.ca/stclairsouth/students>
- **Online orders must be placed between March 11th - June 1st, 2016**
- **In Person:** All rental orders (gown only) placed onsite at time of ceremony are subject to a rental fee of **\$35.00 cash only**.

If you have any questions regarding your online gown rental, please contact the bookstore at 0942act@fhcg.follett.com or via phone @ 519-972-2722 x4745

You should also go online to reserve your tickets for family members that would like to celebrate your achievement and watch you walking across the stage to meet our Board of Governors and our President, Mrs. Patricia France. Without reserved tickets you cannot enter the Chrysler Theatre auditorium. There is no charge for these tickets.

Also available at convocation is our Alumni Framing service to frame your new credential (and Liripepe if you wish) as well as a photographer, Grad Rings and bouquets of flowers. Check out our website for fees and further information on these. <http://www.stclaircollege.ca/convocation/>

Application to Attend Graduation Ceremonies at St. Clair College - **June 15th, 2016 6:30 pm.** (Return by April 30th/16)

Upon successful completion of an apprenticeship program,
Apprentices may attend convocation.
The Fee to attend Convocation is \$48.00
Please complete this form if you plan to attend Convocation

Name: _____
First Name Middle Name Last Name

Address: _____
Number Street Name Apt. #

City

Province Postal Code

Telephone Number

Student Number: _____

Program: _____

Please provide payment information below, or present this form in its completed state along with your method of payment to a representative in the Registrar's Office or place it in one of the Registrar Office drop boxes for next day processing. You may also hand this form in to the FCEM office. It will then be forwarded to the Registrar's Office for processing.

VISA _____ Expiry Date: _____

Mastercard _____ Expiry Date: _____

Signature: _____ Date: _____