



CONVOCAATION

McGILL UNIVERSITY

WEDNESDAY, 28th MAY, 1958

PRINCIPAL AND VICE-CHANCELLOR
F. CYRIL JAMES



McGILL UNIVERSITY
MONTREAL 2

My warmest congratulations
to each of you on the occasion that
you will receive at Convocation.

To your parents and to your
friends who will be at Convocation
I should like to offer an equally
warm welcome. I hope that each of
them may enjoy the visit to
the Vice Chancellery and I look forward
to meeting them at the Garden Party.

F. Cyril James

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 Wednesday, 28th May, 1958, at 10:00 o'clock in the morning.

TICKETS.

Students in the graduating classes may obtain tickets for these friends at the Registrar's Office, Dawson Hall, on any day between the 16th of April and the day before Convocation. There is no limit on the number of tickets each student may have, but it is suggested that, since seating space is limited, not more than four should be asked for.

Graduating students do not need tickets for themselves.

PLACE OF CONVOCATION.

If the weather is fine enough, Convocation will be held on the Lower Campus; if this is not possible, it will be held in the Forum. 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 VIctor 9-9181.

GARDEN PARTY.

The Principal and Mrs. James will entertain the graduating classes at a Garden Party on the Campus on Convocation Day from 4:00 to 6:00 p.m. If it is wet, the party will be held in the Sir Arthur Currie Gymnasium Armoury. 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.

Students in the final years of most faculties are not notified individually whether they have qualified for their degrees. The pass lists are posted in the University buildings a week before Convocation and are published in the Montreal newspapers at the same time. Out-of-town students should make arrangements with Montreal friends to have their results sent to them.

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, \$1.50; hood, \$1.50; cap, 50 cents.) The rental fee for these may be paid at the Cashier's Office in Dawson Hall on or after Wednesday, 21st May, from 9:30 a.m. to 4:00 p.m., but not on Convocation Day. Students may, on presentation of their receipts, obtain the robes from the Smoking Room in the basement of the Arts Building at the same hours. These robes must be returned to the Smoking Room immediately after Convocation and students should be careful to get back their receipts. Academic Dress may be worn over uniform with an Academic Cap. 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 jewellery should not be worn and handbags should not be carried.

PROCESSION.

Students should report **in academic dress** at 9:15 a.m. at the Arts Building steps if Convocation is held on the Campus, and at the Forum at 9:00 a.m. if it is held there. **Graduating students**

should enter the Forum by the doors on St. Luke Street. These lead directly to the assembly rooms. Please do not use any other doors.

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 in the assembly rooms. The person who is to receive his degree first in each pair stands on the left. Stewards will assist students to find their places.

SEATING PLAN.

When seated, students will be in three blocks of seats facing the platform. Diplomas and degrees are presented in the order used in the printed programme, and accordingly after reaching his seat each student should consult these instructions and the printed list of graduates 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 the National Anthem at the end of the Convocation.

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 certificates or 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 certificates, 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, file to the left, and go forward by the aisle on their left, 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 by the steps on the left facing 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.

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.

TREE PLANTING.

If the weather permits an out-door Convocation, there will be a tree-planting ceremony after the procession from the platform. The site of the tree-planting will be announced in the programme.

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. 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 certificate **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.

GRADUATES' SOCIETY.

The Graduates' Society is anxious to keep in touch with the graduating class and would like you to inform the Secretary of any change of address. All graduates are invited to attend meetings of any of the fifty-three branches of the Society.

C. M. McDOUGALL,
Registrar.