After having completed your academic program requirements and having applied to graduate with your application approved, you will be notified by SFU via email informing you that “your degree has been awarded by Senate at Simon Fraser University.”

The email notification/letter looks something like this:

Proceed to “Planning Your Day” webpage at www.sfu.ca/convocation.
There is a video you can watch to see the steps to attending Convocation. Here is the weblink:

http://www.sfu.ca/convocation/planning-your-day/how-it-will-work-on-the-day.html

http://www.sfu.ca/convocation/planning-your-day/parchment-regalia-pickup.html

To confirm your attendance and reserve regalia, you have to log into the Student Information System (SIS) at sis.sfu.ca.

The screenshot below shows the instructions provided on the sFU Convocation website:

Graduation Checklist

Step 4: Confirm your attendance and reserve regalia

Prior to your convocation ceremony, you should confirm your attendance and reserve regalia.

It is important that you let us know you are coming to your ceremony. Three weeks before your ceremony you will be able to confirm your attendance and reserve your regalia on goSFU.

1. Log in at go.sfu.ca
2. Click on Self-service at the top of the left-hand menu
3. Click on Confirm Attendance

Ceremony dates and order cannot be changed. Plan ahead with your families and employers so that you are able to attend your ceremony as scheduled.

Know what to expect on your Convocation day

See Planning your day.

If you are a student with a disability and you require assistance at your ceremony, please see Convocation assistance.

Inviting guests from outside of Canada?

If you wish to invite guests from outside Canada, please download and review Inviting Family or Friends to Visit.
Graduation Checklist

1. Graduation check
2. Apply
3. Pay your fee
4. Confirm and reserve
   Convocation assistance

Step 4: Confirm your attendance and reserve regalia

Prior to your convocation ceremony, you should confirm your attendance and reserve regalia.

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Know what to expect on your Convocation day

See Planning your day.

If you are a student with a disability and you require assistance at your ceremony, please see Convocation assistance.

Here is what the breadcrumb (pathway) to look for after you log into SIS:

Search for “Confirm Convo Attendance” or “Convocation”

The following screenshots show you the step by step:
Select permission option and then select "Confirm Attendance" to proceed to the next step.
Convocation Attendance Confirmation/Regalia Reserv

Your name appears here

Attendance Confirmed  Date Confirmed: 2019/05/27

You have successfully confirmed your attendance for your Convocation Ceremony.

Ceremony: E
Date: 2019/05/13
Regalia Pickup Start Time: 8:00 AM  End Time: 9:00 AM
Convocation Number: E Programs Linguistics MA in FNL

You will be required to present your SFU Student ID card when picking up your regalia.
Regalia Reservations are made directly with the Vendor. Click the hyperlinks below to go to the website.

Select Different Ceremony Reserve Regalia Return to Student Center

Welcome to the Simon Fraser University Regalia Registration Home Page

Website Opening Date: May 2, 2019 at 10:00 am (PST) - June 2, 2019 at 11:59 pm (PST)

Convocation Details

Convocation Date and Time: [link]
Location: All convocation ceremonies, which last about two hours, take place outside on the Convocation Mall at our Burnaby campus.

Please be sure that you have confirmed your attendance through sfu.ca.

Continue
Select an Option Below:

Spring 2019 Convocation

Order before Sun, Jun 2, 2019 - 11:59 PM (Pacific Standard Time)

**All in the required fields**

Graduate Information

First Name *

Last Name *

Student ID Number (do not enter spaces or dashes) *

Email *

Height *(Without Shoes) *

Weight *

Select Ceremony: *

Select Option: *

Select a ceremony first

Save & Continue
Review Your Order

Name:
Email:
Phone:
Height:
Weight:

Order Details
- Masters
  - Ceremony:
  - Location:
  - Pick Up Instruction:
- Drop Off Instruction (Habitat Orders Only):

Registrations must be cancelled or changed before: Sun, Jun 2, 2019 - 11:59 PM (Pacific Standard Time)

Totals
- Subtotal: $30.00
- Total: $30.00

Billing Address Information
- Name:
- Phone Number:
- Address Line 1:
- Address Line 2:
- City:
- Province: Manitoba
- Postal Code:
- Country: Canada
- Email:

Payment Information
- Invoice Order Number: CAN6667671
- Amount: $30.00 CAD
- Credit Card Type: VISA
- Credit Card Number: [Redacted]
- Expiration Date: 01/2019
- Credit Card CVV: [Redacted]

*Please do not use your browser's back button. To edit your order, click the "Edit Information" button.*
After you pay, you will receive two emails. One is to acknowledge the successful completion of your regalia order. The second one will be a payment receipt for the regalia order.

Congratulations
You have successfully completed your regalia order.

Online Order Confirmation: https://www.buildagrad.ca/sfu/orders/

(Please print or bring this form on your mobile device when picking up your regalia on the day of your ceremony.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td></td>
</tr>
<tr>
<td>Order Number</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Phone Ext</td>
<td></td>
</tr>
<tr>
<td>Order Total</td>
<td>$35.00 (CAD)</td>
</tr>
<tr>
<td>Order Submitted Date &amp; Time</td>
<td></td>
</tr>
<tr>
<td>Payment Method</td>
<td></td>
</tr>
<tr>
<td>Payment Transaction Date &amp; Time</td>
<td></td>
</tr>
<tr>
<td>Rental ID</td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td></td>
</tr>
<tr>
<td>Weight</td>
<td></td>
</tr>
</tbody>
</table>
Dear Graduand,

Please be advised that it will be the responsibility of the student to ensure that they check their SFU email account for any further information regarding Convocation. Here are the links that you should bookmark:

[http://www.sfu.ca/convocation.html](http://www.sfu.ca/convocation.html)

[https://sims.sfu.ca/psp/csprd/?cmd=login](https://sims.sfu.ca/psp/csprd/?cmd=login)
The Planning Your Day webpage tells you what to do on the day of your actual on-campus Convocation:

Planning Your Day

Parchment and regalia pickup

Stage 1: Pick up your parchment

Please arrive in the northeast corner of the Academic Quadrangle (3000 level) by the times below, to pick up your degree parchment and regalia and to form the academic procession. Staff and volunteers will be there to guide you through the entire process.

<table>
<thead>
<tr>
<th>Ceremony</th>
<th>Regalia and parchment pickup</th>
<th>Procession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>8:00 am - 9:00 am</td>
<td>Procession assembly at 9:00 am</td>
</tr>
<tr>
<td>Afternoon</td>
<td>12:45 pm - 1:45 pm</td>
<td>Procession assembly at 1:45 pm</td>
</tr>
</tbody>
</table>

You will be presented with your parchment when you attend your Convocation ceremony. In order to ensure that you pick up your own original parchment, you will be required to present your SFU student ID card or a valid government-issued picture ID, such as a driver’s licence or passport.

Stage 2: Pick up your regalia

You may pick up your regalia at the Step 2 sign in the Academic Quadrangle (AQ). If you haven’t reserved regalia, we may have on-site gown rentals for $50, also located at Step 2. Please see the representatives seated along the side wall.

Stage 3: Get your hood pinned and pick up your hat

Head over to the pinning station to get your hood pinned and pick up your hat. Assistance will be provided.

For further information or assistance on the day of your ceremony, please contact:

- Undergraduates: 778.782.6930
- Graduate students: 778.782.3042
- urecords@sfu.ca
Audience Seating

There is NO RESERVATION OPTION available to undergraduate graduands. Audience seating is FIRST COME FIRST SERVE. To secure seats for your guests (to a maximum of four guests), please plan ahead and have someone in your party hold seats in Convocation Mall in advance of your Convocation ceremony.

Only graduate students may reserve seats in advance of the Convocation ceremony.
If you will be ready to graduate at the end of Summer 2019 or Fall 2019, here are the steps:

To cancel an application to graduate, log into SIS. Check SFU Academic Calendar for the deadline to cancel graduation application.