

## **Please note the Following Graduation Requirements**

Graduation Day is Friday, May 18 and will be held at the Marigold Cultural Centre, 605 Prince St., Truro at 6:00 p.m. (see map at [www.trurons.com/truromap](http://www.trurons.com/truromap) ). Please fill out the enclosed Graduation Information form and submit it by May 1, 2018 to the main office at Jane Norman College even if you are not planning to attend the ceremonies (email submissions must clearly indicate all requested information). If your form is not received by May 1 your name will appear on your certificate or diploma as it appears on your transcript.

### **In order for a student to be awarded a certificate or diploma she/he must\*:**

1. have received passing grades\* (a grade below 50 is a fail) in all required credit courses as outlined in the specific program of study and attended a minimum of 90% of total program course hours
2. have satisfactorily completed all practicum hours and grade requirements (minimum grade of 65 per placement)
3. have attained a minimum cumulative grade point average of 2.0 at the end of the final year
4. have removed all financial indebtedness to Jane Norman College and associated libraries and residence organizations.

Graduation with Distinction is conferred when a student has met all the requirements for graduation and has achieved a cumulative grade point average of 3.50 or higher (refer to student manual for exceptions).

***\* Transcripts will not be reviewed for graduation status unless all fees are paid in full to Jane Norman College and associated libraries and residence organizations. Payments submitted after May 1 must be cash, debit, Etransfer, VISA or MasterCard.***

## **REHEARSAL AND CONVOCATION INFORMATION**

**Gowns and Tickets:** The gowns, sashes and all tickets can be picked up in room 2 (across from the Jane Norman main office at 60 Lorne Street, Truro) at the appointed times (please see attached sheet for times). We will have enough gowns so that each will be able to make a suitable selection. Gowns and sashes must be returned at the assigned location at the Marigold Centre within thirty minutes of completion of the convocation ceremonies. Graduates will be responsible for the full replacement cost of any gown and/or sash that is damaged or not returned.

**THURSDAY, MAY 17, 2018**

**Graduation Banquet:** All graduates are encouraged to attend the Graduation Banquet held at the Best Western Plus Glengarry Hotel 150 Willow Street Truro, 6:30 p.m. for 7:00 p.m., on Thursday, May 17. Banquet tickets are complimentary to all full time graduating students but must be reserved ahead by filling out the appropriate section on the graduation information form. A limited number of banquet tickets are available to guests at a cost of \$25.00 each. The ticket price **must** accompany all reservations for guest tickets, and will be reserved on a first come basis. The maximum amount of guest tickets each graduate is allowed to reserve is two. Graduates wishing to bring more than two guests can put their name on a waiting list for any tickets still available after the deadline. The deadline to reserve student and guest tickets is May 10.

**FRIDAY, MAY 18, 2018**

**Rehearsal:** A rehearsal for the convocation ceremonies will be held at the Marigold Cultural Centre at 3:00 p.m. sharp. Graduates are required to bring their gown and sash as the grad class photo will be taken during the rehearsal. All graduates intending to participate in the convocation exercises are asked to be present so that the activities will proceed smoothly. Those fitting into any of the following categories are asked to notify the Truro Campus main office at 902-893-3342 or Debbie.connolly@janenorman.ca.

1. If it is impossible for you to attend the rehearsal, but you do plan on being at the ceremony.
2. If your name is incorrect or is not on any list.
3. If you are a potential graduate but do not plan to take part in the ceremonies.

**Class Photo:** There will be a Grad Class Photo taken during the rehearsal at the Marigold Cultural Centre. Graduates wishing to purchase a photo must submit approximately \$ 25.00, including tax, to the Jane Norman College main office prior to the rehearsal. Photos will be mailed to the graduate's home address within three to four weeks.

**Convocation:** Graduates will meet at the assigned location at the Marigold Centre at 5:15 p.m. with gowns on and ready to go. Programs and name cards will be passed out to each student. The procession will begin at 5:55 p.m. and proceed into the theatre where the ceremonies will begin at 6:00 p.m. Each graduating student is responsible for informing their guests of the date, time and location of the graduation ceremonies. Graduates should leave all personal belongings with a friend or family member.

**Reception:** There will be a reception following the ceremonies for faculty, graduates and their guests. The reception will be held in the lobby of the Marigold Centre and will be announced at Convocation. Refreshments will be available. Everyone is encouraged to attend.

**Graduation List:** The graduation list will be posted on May 14 at the main office at Jane Norman College. Students may also call on May 14 to confirm their graduation status. Students must successfully complete all graduation requirements by May 14 in order to have their name printed in the official Convocation program.

## **Grad Week Schedule**

<u>Friday, May 11, 2018</u>	Final grades will be issued to ECE2, YW2 and TA4-pt
<u>Monday, May 14, 2018</u>	Official Graduation List posted at main office of Jane Norman College
<u>Thursday, May 17, 2018</u>	
2:00 p.m. - 3:30 p.m.	Gowns and banquet & convocation tickets (room 2, across from main office)
6:30 p.m. for 7:00 p.m.	Graduation Banquet at the Best Western Plus Glengarry Hotel
<u>Friday, May 18, 2018</u>	
1:30 p.m. - 2:30 p.m.	Gowns and convocation tickets (room 2, across from main office)
3:00 p.m. - 4:00 p.m.	Convocation Rehearsal and Grad Class Photo at Marigold Cultural Centre
4:30 p.m. - 5:15 p.m.	Gowns and convocation tickets at Marigold Cultural Centre
5:15 p.m.	Please assemble at assigned location at Marigold Cultural Centre
6:00 p.m.	Convocation and Reception at Marigold Cultural Centre
7:15 p.m. - 8:00 p.m.	Gown returns at assigned location at Marigold Cultural Centre

## **Additional Information**

- ◆ **Graduation Photos:** Pridham's Studios may be available for individual or small group photo sessions at their studio at 594 Prince Street, Truro – refer to information on their web site at <http://www.pridhamsstudio.com/services/student-portraits>. The cost for this service is approximately \$ 25.00 plus tax per sitting and is payable to the photographer at the time of the photo session. Pictures can then be purchased directly through the photographer, at prices according to their price list. Those interested must contact Pridham's Studios at 902-895-1694.
- ◆ **Graduation Rings:** During the reception a Jostens representative may be available to provide information and take orders for class rings. If you plan to order a ring you will be required to submit a \$60.00 deposit - refer to information on our web page at <http://inst-hse.ca/index.php/current/student-services/graduation-rings>
- ◆ **Hotel Accommodations:** If you are planning to spend the night in Truro you should book your accommodations as soon as possible. Hotel information can be obtained at <http://www.staycanada.ca/nova-scotia/truro/> .
- ◆ **ECE Graduates:** All ECE graduates must apply for a classification level with the NS government – see details and application at <https://www.ednet.ns.ca/earlyyears/pd/ClassificationforStaff.shtml> . Graduates should apply immediately following graduation but will have three months from the date of the diploma to obtain Classification. A copy of the diploma can be used while waiting for a Classification certificate but only during this three month period.
- ◆ **Government Student Loans:** All students with current and past government student loans should review information on repayment on the Canada Student Loan website at <https://www.canada.ca/en/employment-social-development/services/student-financial-aid/student-loan/student-loans/pay-back.html?> and the NS Student Loan web site at <http://novascotia.ca/studentassistance/Repayment/> .
- ◆ **Lockers:** Please empty lockers and remove locks prior to graduation.

**Graduation Information Form  
Jane Norman College**

\* **Student Name** (as you wish it to appear on certificate or diploma-cannot change last name without contacting College)

(Please print) \_\_\_\_\_

\* **Home Town** (will appear in Convocation program) \_\_\_\_\_

\* **Home Address** (include Street, Town, Province and Postal Code) \_\_\_\_\_

\_\_\_\_\_

\* **Telephone:** (Home) (     ) \_\_\_\_\_ - \_\_\_\_\_ Work (     ) \_\_\_\_\_ - \_\_\_\_\_

\* **Degrees Received Previously** (i.e. B.A. etc.) \_\_\_\_\_

\* **Email Address** \_\_\_\_\_

\* **Program** (circle):

ECE            PSPA            YW            Inclusion & Intervention

\* **Student Status** (circle):

Full-time            Part-time

\* **Do you plan to attend the graduation ceremony?** (circle) Yes            No

If attending ceremony, how many guests (limit 3 per graduate)? \_\_\_\_\_

(If you would like to add your name to a waiting list for possible additional tickets please enter number here \_\_\_\_\_)

\* **Full Time Students Only:**

- Do you plan to attend the Graduation Banquet? (circle) Yes            No

(Banquet tickets for graduates are complimentary as they are included in the grad fee. Please contact main office if you wish to purchase guest tickets.)

\* **Part Time Students Only:**

- Please see attached banquet form.

**Submit form by May 1, 2018 to either the main office or email information to  
[debbie.connolly@janenorman.ca](mailto:debbie.connolly@janenorman.ca)  
(email submissions must clearly indicate all requested information)**

TO: Potential Spring 2018 Graduates  
RE: Information Regarding Graduation Bursary and Graduate Nominations for Citizenship Award

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**The Dr. Kim Kienapple Bursary (Applies to Full Time Diploma Level Graduates Only)**

The Dr. Kim Kienapple Bursary was established in honor of Dr. Kim Kienapple of the Child Study Department of Mount Saint Vincent University who was instrumental in establishing the link between the Mount and Jane Norman College and permitting students to transfer credits to the University to further their studies in the field of child and youth studies. The bursary has a value of \$750.00 and may be awarded to a graduate who has exhibited superior standing in professional courses and practicum experience. Please contact [debbie.connolly@janenorman.ca](mailto:debbie.connolly@janenorman.ca) or call 893-3342 to obtain an application. Applications must be submitted by May 1, 2018. This scholarship is subject to availability.

**The Dr. Marie Hamilton Citizenship Award (Applies to all Full and Part Time Graduates)**

The Dr. Marie Hamilton Citizenship Award is given in honor of her years of dedicated work on behalf of students at Jane Norman College. This award recognizes a graduating student whose positive attitude and temperament, work habits and perseverance in the pursuit of goals, sense of responsibility, and considerate relationship with instructors and fellow students, has displayed those qualities essential in a leader and a person who would be an example to others. Students and faculty may submit nominations for this award. The nomination form is attached to this sheet and must be submitted by May 1, 2018 to either the main office or emailed to [Debbie.connolly@janenorman.ca](mailto:Debbie.connolly@janenorman.ca). (Email submissions must clearly indicate the name of the nominee as well as the name of the student submitting the nomination.)

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**Nomination Form for the Dr. Marie Hamilton Citizenship Award**

The award is presented at the Graduation Banquet in May.

Please consider carefully the qualities outlined above before making your nomination.

I wish to nominate \_\_\_\_\_ for the 2018 Dr. Marie Hamilton  
Citizenship Award.

Signature of student or faculty member submitting nomination: \_\_\_\_\_

Nomination form must be submitted by May 1, 2018 to either the main office or emailed to [debbie.connolly@janenorman.ca](mailto:debbie.connolly@janenorman.ca) (Email submissions must clearly indicate the name of the nominee as well as the name of the student submitting the nomination.)