

Student Gowning

Important Notes

- Ceremonies last approximately 1 - 1 ½ hours and are in the **Athletics Centre (AC)**
- **If any safety concerns arise, please contact campus security.**
 - Non-emergency at 705-748-1011 ext. 1328; emergency ext. 1333.
 - First Aid: TUEFRT will be circulating – ask someone with a radio to request them
- **If a guest is upset or has a concern** and would like a follow up, please have them email convocation@trentu.ca.
- The **Indoor Viewing Rooms** is **Stohn Hall**.
- The **Breastfeeding room** is the **First Aid room** in the AC.
- The **Multi-Faith Room** is in Lady Eaton College, Room 202.
- **Ambassador Complimentary lunch** 11:00 AM - 1:00 PM, LEC Dining Hall or Student Centre 1.20.
- Questions? Ask Lead Gowners Trisha Pearce or Catherine O'Brien or Babin Joy on site.

Role & Responsibilities

- **Please check in at Student Centre (SC) Room 1.20 and pick up your name tag.**
 - For the 10:00 AM ceremony, please meet at 8:30 AM.
 - For the 2:00 PM ceremony, please meet at 12:30 PM.
- **Proceed to SC 2.02 and check in with Lead Gowners.**
- Enthusiastically engage with all students you encounter as they enter the gowning room.
- Confirm that students have left their personal belongings with their guests or offer to check their items in the Gowning Room.
 - One person work the coat check rack: take large bags, purses, jackets, umbrellas, sweaters, etc., and give the students a ticket.
- **Assist students with pinning their degree hood after they have been gowned by Harcourts.**
 - Hoods are pinned on to each student's gown to ensure they do not slip off their shoulder.
 - ♣ Students may not want you to pin the hood, as that will require you to be very close to them. If this is the case, hand them the hood and demonstrate how to put it on or direct them to the signage for a visual example.
 - ♣ Please do not pin Ph.D. gowns on the satin as it causes tears.
 - If the student isn't sure what degree they are graduating with, refer to their name card, check list provided or consult with the Registrar's Office (RO) staff at the check-in table.
 - Students that have joint majors with Business or Forensics **DO NOT** wear the colour of the professional program. Once it's a joint major, the degree is either a Bachelor of Arts (white) or a Bachelor of Science (gold). If they have an issue with this, please direct the student to discuss with the RO staff.
 - If any of the professional programs (Nursing, Business, Forensics, Education, Social Work) have a group photo booked with Miranda Studies you may need to hood these students quickly.
 - Indigenous students are encouraged to wear their own ceremonial regalia. If any other students are refusing to wear regalia, radio Joanne Sokolowski.

- **Direct students to the Student Procession to line up by degree and alphabetically, in reference to the number on their name card.**
- **Support late arrivals:**
 - Once the Student Procession has departed from the Student Centre with the Stage Marshals, please have 2 Student Gowners move to the Athletics Centre (gowns & hoods in Varsity Change room).
 - Scenarios:
 1. Student arrives shortly after the Student Procession has left the Student Centre
 - Student Centre Directors and Ushers direct student to check-in with the Registrar's Office and gown as normal and inform Babin over the radio of the late arrival.
 - Babin to escort the student to the procession or AC and hand them off to a Stage Marshal who will line them up by degree.
 2. Student arrives after the Ceremony has been called to order
 - Ambassadors inform staff via radio of the late arrival. - Ambassadors review student card (or government photo identification) for the student and communicate with the Registrar's Office to confirm the student is eligible to cross the stage.
 - Staff escort student to the Athletics Centre with their hood to be gowned and pinned by a member of the Gowning team.
 - Student creates their name card using the blank cards provided.
 - Staff confirm if their degree/certificate/diploma group has already crossed the stage and coordinate with the Stage Marshal Lead with transitioning the student to the stage.
- **Accept gown and hood returns.** Students must return their gown before picking up their degree and Alumni Gift in the Event Space.
 - Please note that students will be arriving to be gowned for their afternoon ceremony.
 - For the afternoon ceremonies, 1 or 2 people may need to stay until 5pm if there are lots of late returns.

[Inclement Weather Plan](#)

- **If it is raining** provide students with a poncho for the walk to the AC.

THANK YOU FOR HELPING!!