

# Student Gowning

## Important Notes

- **Ceremonies last approximately 1 - 1 ½ hours.**
- **If any safety concerns arise, please contact campus security.**
  - Non-emergency at 705-748-1011 ext. 1328; emergency ext. 1333.
  - For a first aid concern, TUEFRT will be circulating and can be signaled to intervene. People at the Info Desk and lead ambassadors have radios, which can call security who call TUEFRT.
- **The Breastfeeding room is in BL 207.**
- **Lunch will be delivered to the Gowning Room for Student Gowners and the Registrar's Office staff who are unable to leave the Student Centre.** If you are able to leave, grab your complimentary lunch between 11:00 AM and 1:00 PM at LEC Dining Hall!
- **If you have any questions, please connect with your Lead Student Gowners - Trisha Pearce & Catherine O'Brien.**

## Role & Responsibilities

- **Please check in at the Event Space 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.
- **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 Gowner should 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 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 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 assigned 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 Bata Library (backstage).
  - Student Gowners who remain posted at the Student Centre that encounter late arrivals are to radio Babin Joy and the Stage Marshals and inform them if a student arrives after the procession has departed.
    - Provide the student a gown and degree hood and arrange for Babin Joy to escort them to the Student Procession at the LEC bridge to walk the procession, or the Bata Library (backstage) to join the students on 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

- **In case of bad weather, ceremonies will move to the Athletics Centre gym.** The call is made 1 hour before the start of the ceremony and will be posted on the Convocation website ([trentu.ca/convocation](http://trentu.ca/convocation)).
- Students will still gown and marshal upstairs and exit the Student Centre from the side doors closest to Starbucks.
- Once the Student Procession has departed from the Student Centre, please have 2 Student Gowners move to the AC and facilitate late arrival support as normal.
- Student Gowners who remain posted at the Student Centre that encounter late arrivals are to radio Babin Joy and the Stage Marshals and inform them if a student arrives after the procession has departed.
  - Provide the student a gown and degree hood (and a poncho if raining) and arrange for Babin Joy to escort them to the AC.