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**Applying for Graduation**

You may have completed your studies, but you will still have to make a formal application to graduate. On this page you will find instructions on how to successfully complete the Application to Graduate (A2G) process. ***It is important to follow each step listed in order on this page.***

Completion of an Application to Graduate does **not** guarantee the awarding of a diploma / certificate.

In order to graduate students must provide proof of registration for the Canadian Nurses Association (CNA) Wound, Ostomy and Continence (WOCC(C)) certification exam.

All applications are subject to academic review by the faculty or school, and approval by the WOC-EP Chair.

\*\*\*In order to attend the convocation graduates must register for the NSWOCC conference. Full conference or one-day Saturday registration is required. A student/new graduate discount will apply. Graduates may purchase additional banquet tickets if they would like family members to attend the banquet/convocation.\*\*\*

**Step 1**: Application to graduate application window: Students will email their completed form **no later than March 30** to the WOC Institute’s Executive Assistant at [registrar@wocinstitute.ca](mailto:registrar@wocinstitute.ca)

**Step 2:** To successfully apply for graduation, you will need to have met all of the academic requirements for the program.

If you require assistance in meeting these requirements, you will need to speak to the WOC Institute’s Executive Assistant Cheryl Harding ([registrar@wocinstitute.ca](mailto:registrar@wocinstitute.ca) ) or WOC Institute’s Chair Kimberly LeBlanc ([chair@wocinstitue.ca](mailto:chair@wocinstitue.ca) ).

Once you are confident that you have, or will (by May 1), satisfy the requirements for the diploma/certificate you wish to receive, you can begin the Application to Graduate process.

**Step 3:** Students will complete and sign the “Application to Graduate” form. Ensure that your name is spelt EXACTLY how you want it to appear on your graduation diploma/certificate.

**Step 4:** Students will email their completed form and indicate if they will attend convocation **no later than March 30** to the WOC Institute’s Executive Assistant at [registrar@wocinstitute.ca](mailto:registrar@wocinstitute.ca) .

Convocation will take place during the banquet at the NSWOCC conference. Please visit NSWOC.ca to find out where the conference is being held.

**Step 5**: If you are on the final convocation list, and selected ‘mail diploma’ when you applied to graduate, your diploma will be shipped to your primary address as listed **with the WOC Institute** **three to four weeks after the ceremony**.

**Please ensure your address is up-to-date (including your phone number as this is a mailing requirement).**

**Important Notice:**  As per the WOC Institutes policy on Student Debtors; **if you have an outstanding debt to the WOC Institute or NSWOCC your diploma/Certificate will not be printed**. Once you clear your debt, you may contact the WOC Institute’s Executive Assistant at [ssarda@wocinstitute.ca](mailto:ssarda@wocinstitute.ca) to request to have it printed.

**See the Application to Graduate (APG) form below**

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**Application to Graduate (APG)**

**Name EXACTLY as you would like to it to appear on your diploma / certificate**

First Name:

Family Name:

Student ID #:

Mailing Address:

City, Province:

Postal Code:

Telephone #:

Email Address:

Will you be attending convocation? Yes  No  (mail my diploma)

Date of planned CNA certification exam writing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date:

\*\*\* In order to attend the convocation graduates must register for the NSWOCC conference. Full conference or one-day Saturday registration is required. A student/new graduate discount will apply. Graduates may purchase additional banquet tickets if they would like family members to attend the banquet/convocation.

**Please note, this application form will not be considered complete until you have received a confirmation email from the Executive Assistant. Please send proof of registration for the CNA Certification Exam with the letter of intent.**