

Graduation Guide 2013





Graduation Ceremony

Tuesday 26th November 2013

Glasgow Royal Concert Hall, 2 Sauchiehall St, Glasgow, G2 3NY

Graduation is an exciting time and a chance to celebrate your college achievements with family and friends. It can also be a nerve-wracking experience, with many graduands unsure how the ceremony runs, what is expected of them or even what to wear!

We know how important Graduation is to you, which is why we've packed all the information needed for a memorable and stress free night into this handy guide.

To Accept our Invitation to Attend

To confirm your acceptance please log onto
<https://enquirer.cityofglasgowcollege.ac.uk/enquirer/graduations/>

Your **User Name and Password will have been included in the Graduation **Invitation letter** you received from the College.*



Tickets

The Graduation ceremony is an **all-ticket** event and entry to the auditorium will not be permitted without a valid ticket. Each graduand is allocated **2 free guest tickets**.

Your own Graduate ticket will be allocated at the **Registration Desk** when you register your attendance at the Ceremony. Please ensure you sit in the seat allocated as this will follow the order of presentation.

From **Monday 11th November** onwards you should call the **Concert Hall Box Office on 0141 353 8000** to claim your **2 free guest tickets** and, if you need more than 2 guest tickets, you will have the opportunity to buy additional guest tickets at a cost of £8 per ticket. **Extra tickets will go on sale on 21st November**. Please note however that space is limited during the Concert Hall's refurbishment programme and that extra tickets will be issued on a first come first served basis. The College cannot guarantee all graduands will get additional tickets.

If you or any of your guests require additional support please inform the Events Section in advance of the ceremony. This will ensure you are seated in the most convenient location.

Gown Hire/ Attire

Do I need to wear a gown on my graduation day?

Yes, all graduands attending must wear academic dress. You can order your gown online through Ede and Ravenscroft at www.gownhire.co.uk. Please ensure you select the correct award, HNC, HND, Advanced Certificate or PDA.

Gowns will be available for collection from the Glasgow Royal Concert Hall on Graduation day.

Is there a dress code for graduation?

Yes, graduands choose to dress smartly for the day wearing suits, dresses or even national costume. Ede and Ravenscroft, the official photographers offer the following tips to look smart and unruffled on the stage and in your graduation photograph:

- A smart shirt and tie.
- Button up blouse
- A brooch (or safety pins) if you choose to wear a dress or a top without buttons, so you can secure your hood.

Photography

How do I pre-order my photographs?

You can pre-order your photographs at the same time as you hire your gown (www.gownhire.co.uk).

Where do I get my photographs taken on my graduation day?

Ede and Ravenscroft will be available throughout the day at their studios in the Clyde Foyer, within Glasgow Royal Concert Hall. They will be well signposted.

What are the studio opening times?

0900hrs until 2200hrs

Can I have my photographs taken before my ceremony?

Yes, you can have your photographs taken before your ceremony, time permitting.

Can I have my photographs taken at anytime during the day?

Yes. It doesn't matter when you choose to have your photographs taken as studios are open from 0900hrs until 2200hrs, so you can go along at any time. It is often quieter to go along whilst another ceremony is taking place.



What happens on the day?

The Concert Hall will be open **2 hours before** the start of each ceremony and graduands and guests should enter by the **Buchanan Street entrance**. The entrance at Killermont Street has been closed off during building works and is only to be used for disabled access.

As Graduation is a busy event, it's recommended you arrive early and set aside at **least one hour for registration, gown collection and photography**.

On arrival at the Concert Hall graduands must report to the **Registration Desk** on the first floor. After registering, graduands can then proceed to gown hire and photography.

Please remember, if you do not register your name will NOT be called out.

Graduands must be seated in the auditorium 15 minutes before the ceremony starts.

Ceremony 1* 10.45am • Ceremony 2* 2.45pm • Ceremony 3* 6.45pm

Tanoy announcements will be made when graduands are required to take their seats in the auditorium and staff will be available throughout the Concert Hall to assist you.



Seating

Graduands are seated at the front of the auditorium. The seating plan reflects the order you will proceed on stage, therefore **do not be tempted to switch seats** to sit with friends as this could result in the wrong name being read out on stage. Staff will direct you throughout.

The Ceremony

The ceremony starts with a piper welcoming the Principal and special guests on stage. Graduate awards begin after a short speech from our Guest Speaker.



Going on Stage

We will signal when it is time to rise from your seat and you will join a short queue which allows us to check your name and course before you go on stage.

As your name is read out you will walk on from the right side of the stage, shake hands with the Principal and proceed to the left side of the stage for presentation of your Graduation certificate. We will then direct you back to your seat.

Winners of the Principal and Student Union Awards will be seated in the prizewinners row by staff and will be invited back on stage to collect their prizes later in the ceremony.

Prizes / Awards

Two students from each academic school are selected each year for the Principal and Student Union Awards. If you are selected for an award you will be contacted individually with further details.

After all awards have been made, a gift is presented to the guest speaker followed by a short address from our Principal.

Following the Ceremony

As a courtesy to other graduands and guests you are required to remain seated until the end of the ceremony at approximately **1pm (Ceremony 1) / 5pm (Ceremony 2) / 9pm (Ceremony 3)**.

After the ceremony, graduates and guests are welcome to a celebratory reception drink. This will be offered at the exits of the auditorium.

Photography is available throughout the day until 10pm. Gowns must be returned to the designated cloakroom before leaving the Concert Hall.

We hope that this guide has answered any questions you may have had. If you need any further information please do not hesitate to contact the **Events Manager on 0141 565 2554**.

We look forward to seeing you at Graduation.

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