

CITY OF GLASGOW
COLLEGE

GRADUATION GUIDE 2018



Ceremony Times

Ceremony 1 - 11.00am

Ceremony 2 - 3.00pm

Ceremony 3 - 7.00pm

Graduation Ceremony

Monday 26th November 2018

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

Let Learning Flourish

STEP BY STEP GUIDE TO GRADUATION

All Graduands must now do the following:

1. Confirm your attendance using the username and password on your letter at www.cityofglasgowcollege.ac.uk/grad
2. Hire correct academic gown at www.gownhire.co.uk
3. Book your guest tickets (further details overleaf). Guest tickets will be available from Monday 5th November onwards at www.cityofglasgowcollege.ac.uk/grad

On Graduation Day:

1. Registration will open two hours before each ceremony. Please arrive at least one hour before the start of your allocated ceremony.
2. On arrival at Glasgow Royal Concert Hall. Graduands must report to the College Registration Desk located in the Exhibition Hall.
3. Registration staff will allocate you with your Graduand seat ticket. You must sit in your allocated seat. **Swapping seats is not permitted.**
4. Collect your gown from the Ede and Ravenscroft desk in the Exhibition Hall.
5. Graduands must be seated in their allocated seat in the Auditorium at least 15 minutes before the Ceremony starts.

Important Notes

You can only graduate at your allocated ceremony (see letter). If you do not register on the day, your name will not be called out. Latecomers may not be admitted.

Please advise us if you require support during the Ceremony. Please email: ann.brannan@cityofglasgowcollege.ac.uk

During the Ceremony

- Graduands are seated in the Auditorium in the order of presentation.
- The Ceremony starts with speeches from the Principal and Special Guests.
- Staff will signal when it's time for you to rise from your seat.
- As your name is read out, you will walk on from the right hand side of the stage, shake hands with the Principal and proceed to the left side of the stage for presentation of your certificate and then return to your seat.
- As a courtesy to other Graduands and guests, you are required to remain seated until the end of the Ceremony.
- Graduates and guests are invited to a celebratory reception drink after the ceremony ends.
- Prizewinners will be advised separately.



Gown Hire

All Graduands attending must wear academic gowns. Please ensure you select the correct award.

Gowns will be available for collection at Glasgow Royal Concert Hall on Graduation day. Ede and Ravenscroft, the official photographers, offer the following tips to look smart and unruffled on the stage and in your graduation photographs.

- 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(Optional)

If you decide to have professional photographs taken then you can pre-order your photographs at the same time as you hire your gown (www.gownhire.co.uk) or you can book photography on Graduation Day.

Ede and Ravenscroft Photography will be available throughout the day (9am until 10pm) at their studios within Glasgow Royal Concert Hall. The location will be well sign posted.

Guest tickets

Each Graduand is allocated 2 free guest tickets which must be booked in advance www.cityofglasgowcollege.ac.uk/grad. You will have the opportunity to buy additional guest tickets at a cost of £9.00 per ticket.

Please note that Glasgow Royal Concert Hall will add an additional charge for postage and card payments so, if you can collect your tickets in person from the Concert Hall Box Office it will be cheaper.

If any of your guests require assistance please state this when booking your tickets.

Further information is available on our website
www.cityofglasgowcollege.ac.uk/grad
or call the Events team on
0141 375 5273

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