

## Graduation Ceremonies that begin at 10.45am

To make the most of your day it helps to have a plan!

This page is designed to help you to understand exactly how your graduation day will work so you know what to expect and what you need to do.

You will have received a letter confirming the date and time of your graduation ceremony. The way your day is organised differs depending on your ceremony start time. This page is for those students who are attending a graduation ceremony in **August or September 2013** that starts at **10.45am**.



There are a number of important things you need to do **before** your ceremony actually begins. We advise you to arrive early to ensure you are able to get everything done in good time. Students need to be robed, registered and seated 30 minutes before the ceremony begins. We are unable to accept latecomers once the ceremony has begun.

7.45am - 10am	<b>Collect academic robes</b> from the J. Wippell & Co. Ltd desk, Front Quad, UCL Campus, Gower Street (ensure that you have <a href="#">ordered these in advance</a> from the robe hire company).
7.45am - 10am	<b>Collect tickets and register</b> at the Registration Desk, Front Quad, UCL Campus, Gower Street.
7.45am - 10am	<b>Have your photograph taken</b> by the professional photographers in studios located on the UCL Campus, Gower Street. You will need to <a href="#">pre-book an appointment</a> for this session.
9.45am	<a href="#">Ceremony Venue</a> doors open.
By 10.15am	<b>Graduands take their seats</b> in the auditorium.
By 10.30am	<b>Guests take their seats</b> in the auditorium.
10.45am - 12.30pm (approx.)	<b>Graduation Ceremony.</b>
12.30pm - 2.30pm	<b>Reception</b> in the South Cloisters, North Cloisters or JBR on the UCL Campus, Gower Street.
12.30pm - 2.30pm	<b>Have your photograph taken</b> by the professional photographers in studios located on the UCL Campus, Gower Street. You cannot pre-book for this session.
By 7pm	<b>Return academic robes</b> to the Council Room, Ground Floor, South Wing, UCL (On <b>6 September 2013</b> please return your robes <b>by 3pm</b> )
From 2.30pm	Enjoy the rest of the day with your family and friends.



# Ticket Collection and Registration



Tickets can only be collected by the Graduand on the day of their ceremony. When you collect your tickets you will be given a briefing on what you need to do during the ceremony but see below for a sneak preview! All Graduands must register to be able to take part in the ceremony. If you have not registered by 10am we will assume that you are not attending and your name will be removed from the list of graduands.



## Your big moment

The ceremony lasts for approximately 1 hour 45 minutes. It starts with a DVD presentation from the Alumni Network which is immediately followed by the entrance of the academic procession. Once the platform party is on stage everyone takes their seat and the Presiding Officer makes an opening address. This is followed by the presentation of graduands.

The seat you are allocated is the order you process onto the stage (which is why it is so important that you stay in your allocated seat!). You will be told when to stand up and make your way down towards the stage. **You do not take your hat with you as they are not worn on stage.** You do however need the **name card** you were given at registration which is very important.

When you reach the bottom of the stage you will be told when it is your turn to go onto the stage. You then go on to the stage, hand your name card to the Dean who reads out your name. You then walk along the red carpet to the person who is officiating, they will shake your hand and share a few words with you.

You exit the stage and then make your way around the back of the hall to your original seat. There will be an usher to help you find your way. Once all the graduands have been presented there is a closing speech and you are asked to join the academic procession on its way out of the hall.

You are now a graduate of UCL! You can now make your way to UCL where you can meet your guests to enjoy some well deserved celebrations with drinks, canapés and live music.



- Student I.D or another form of photo I.D
- Payment confirmation e-mail confirming your gown hire order
- Order form for DVDs, T-shirts and any other merchandise
- Hair grips for securing mortar board
- Safety pins for securing your hood
- Water
- If you have new shoes, ensure you have worn them before the ceremony to avoid blisters (bring plasters just in case)
- Pen & paper – to get your friends' email addresses and phone numbers
- Camera