

Student Checklist



UCL

Before the Day

Number	Task	Completed
	Update your details on Portico Make sure that you have both your UCL email address and your personal email address so that you can receive updates. If your password has expired and you have not set up the MyAccount self-service you will need to contact the ISD Service Desk at www.ucl.ac.uk/isd/help or call +44 (0) 20 7679 5000 to resolve any issues you are experiencing accessing your account.	
	Receive your invitation to register You will receive an email saying it is time for you to register for your graduation ceremony. Please note that students are required to register their attendance. Click the link on the email and log into Portico. This is when you will receive your provisional date. Note down your provisional date and time and continue with the registration process on Portico.	
	Register for your ceremony or let us know that you cannot attend If you wish to attend your ceremony, please complete the registration process on Portico. If you cannot attend you will still receive your award, degree certificate and transcript. You can also let us know if you have any access requirements whilst registering so that we can allocate the appropriate seat for you in your ceremony.	
	Press confirm and wait for your registration confirmation email You will receive a registration confirmation email which will say that you have registered for your ceremony. Please note that the date is still provisional until it is confirmed after the student registration deadline has passed.	
	Hire your gown Academic dress is mandatory at graduation. You can hire your gown through https://www.wippellgownhire.co.uk/	

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	<p>Receive your date confirmation and link to buy guest tickets</p> <p>Your date and ceremony time will be confirmed in this email in May, after student registration has closed. This email will also contain the link through which you can purchase guest tickets.</p>	
	<p>Buy your guest tickets</p> <p>Follow the link to the Royal Festival Hall website to purchase your guest tickets. You must use the link in the email. Every student is guaranteed 2 guest tickets and this is the maximum you can purchase in the first wave of guest ticket sales. Students will be contacted by email when a second wave of guest tickets is available for their ceremony.</p>	
	<p>Look at photography packages</p> <p>Before your graduation day, take a look at the photography packages available from our ceremony photographers Tempest through their website https://www.tempest-graduations.co.uk/. You cannot purchase the packages before the day but choosing in advance will save you time before your ceremony.</p>	
	<p>Find out how to get to the Royal Festival Hall</p> <p>Have a look at our helpful transport section on the website to find out how to get to the Royal Festival Hall. We advise that you arrive to the ceremony 2 hours before the ceremony start time.</p>	

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On the Day

Number	Task	Completed
	Bring your final instructions email with you Make sure you look back at your emails to check that you have the correct ceremony date and time and that you have your seat and row number to hand.	
	Check you have everything you need <ul style="list-style-type: none">• UCL Student ID or another form of photo ID e.g. passport, driving licence• E-mail confirming your academic dress (robe) hire order• Hair grips for securing mortar board and safety pins for securing your hood on your robe• Camera (no filming or flash photography is permitted during the ceremony)	
	Arrive in good time for your ceremony We advise that you and your guest should arrive approximately 2 hours before your ceremony begins to allow you sufficient time to register, collect your gown and have professional photographs taken.	
	Register at the registration desk Only graduands can register themselves - guests cannot do this on behalf of a graduating student. Remember you must have a form of ID with you or you will not be able to register and attend the ceremony.	
	Collect your gown from the gowning station Make sure you bring along your email confirmation of hire and some safety pins and hair clips to help with the gowning process.	
	Have your picture taken Leave enough time to take photographs in the studios that will be set up on the day from our photography providers Tempest on level one. Studios will close 30 minutes before the ceremony begins.	

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	<p>Take your seat</p> <p>You must be in the correct seat (shown on your e-ticket and in your final instructions email) by the time the ceremony starts. We are unable to admit latecomers once the ceremony has begun. You will be seated separately from your guests. Unauthorised filming of the graduation ceremony is not permitted. Please do not use flash photography during the ceremony.</p>	
	<p>Walk across the stage</p> <p>You will be led by one of our ushers in the correct presentation order to the stage. Once on stage your name will be announced and you will be directed to cross the stage, where the Provost/Vice-Provost will congratulate you with a handshake. You will then be guided back to your seat via the rear of the auditorium</p>	
	<p>End of ceremony</p> <p>You will be asked to join the Academic Procession to process out of the auditorium.</p>	
	<p>Join the drinks reception</p> <p>Enjoy drinks and canapés with your guests to celebrate your graduation day. Take this time to take lots of photos and enjoy the venue.</p>	
	<p>Return the gown and enjoy your day</p> <p>Make sure that you return your gown promptly. Check out our suggestions for things to do around London so you can keep on enjoying your day.</p>	

After the Day

Number	Task	Completed
	Participate in the UCL Alumni Community The alumni team will be at the graduation ceremony and will be able to tell you about all the opportunities available to you as an alumnus of UCL. To find out more please visit https://aoc.ucl.ac.uk/alumni/alumni-community	
	Receive your photographs You will receive the photography packages after the ceremony. If you have any issues please contact Tempest directly. You can find their detail here https://www.tempest-graduations.co.uk/	