

GRADUATION GUIDE 2024



Ceremony Times

11.00am Ceremony 1

Faculty of Creative Industries

3.00pm Ceremony 2

Faculty of Hospitality & Leisure and
Faculty of Nautical & STEM

7.00pm Ceremony 3

Faculty of Education & Humanities and Professional Courses

Graduation Ceremony

Monday 25th November 2024

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 by Friday 1st November at www.cityofglasgowcollege.ac.uk/grad using the login details provided on the invitation email.
2. Hire correct academic gown at www.gownhire.co.uk

Tickets:

Graduands will receive their own seat ticket at the registration desk on graduation day at the Glasgow Royal Concert Hall.

Each graduand can book two guest tickets free of charge. If you wish to bring additional guests, you can purchase extra tickets for £10 per ticket.

All guest tickets must be booked in advance. The link to book guest tickets will be available from Tuesday 5th November, 12:00 noon at:

www.cityofglasgowcollege.ac.uk/grad

On Graduation Day:

1. Registration opens 90 minutes before each ceremony.
2. Arrive at least 45 minutes before your ceremony starts.
3. On arrival at Glasgow Royal Concert Hall:
 - **Graduands must go to the College Registration Desk in the Exhibition Hall.**
 - Do not bring guests to the registration desk; only graduands should approach this area.
4. At the registration desk:
 - You will receive your Graduand seat ticket.
 - You must sit in your assigned seat—swapping seats is not allowed.
5. Gown Collection:
 - Collect your graduation gown from the Ede and Ravenscroft desk in the Exhibition Hall.
 - You must collect the gown alone—no guests can accompany you.
6. Seating in the Auditorium:
 - Ensure you are in your allocated seat in the Auditorium at least 15 minutes before the ceremony starts.

Important Notes

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

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

During the Ceremony

1. Graduands are seated in the Auditorium in the order of presentation (according to your allocated seat).
2. The ceremony will begin with speeches from the Principal and Special Guests.
3. Staff will signal when it's time for you to rise from your seat.
4. As your name is called, you will:
 - Walk on from the right-hand side of the stage.
 - Your award will be conferred by the Principal.
 - Continue to the left side of the stage to receive your certificate.
 - After receiving your certificate, return to your seat.
5. Remain seated until the end of the ceremony as a courtesy to other graduands and guests.
6. Prizewinners will receive separate instructions regarding their participation.



Gown Hire

All Graduands attending must wear academic gowns. Please ensure you select the correct gown for your qualification.

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.

Further information is available on our website
www.cityofglasgowcollege.ac.uk/grad or email
graduation@cityofglasgowcollege.ac.uk

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