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GRADUATION  
GUIDE



# CITY OF GLASGOW COLLEGE

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# City of Glasgow College Graduation Ceremony Monday 26th November 2012

Glasgow Royal Concert Hall  
2 Sauchiehall Street  
Glasgow  
G2 3NY

Graduation is an exciting time and a chance to celebrate your college achievements with family and friends. But 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 one handy guide.

Graduation Ceremony 2012



# Tickets

The Graduation ceremony is an all-ticket event and entry to the auditorium will not be permitted without a valid ticket.

Your 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.

You must respond to your graduation invitation before **Friday 9th November**. We will then inform the Concert Hall Box Office that you are coming.

From **Monday 12th November** onwards you should call the Box Office on **0141 353 8000** to claim your two free guest tickets and, if you need more than two guest tickets, you will have the opportunity to buy additional guest tickets at a cost of £8 per ticket.



# Gown Hire / Attire

Most graduands choose to wear academic robes to the ceremony and these can be hired online through Ede & Ravenscroft at [www.gownhire.co.uk](http://www.gownhire.co.uk)

Ensure you select the correct award -  
HNC, HND, Advanced Certificate or Professional Diploma.

If you are unsure of the correct award please contact the Marketing Section on **0141 565 2554**.

Gowns hired online will be available for collection at the Concert Hall on Graduation day. We recommend you wear a shirt or blouse under the gown.

# Photography

Various packages are offered by Ede and Ravenscroft Photography. However, there is no need to order and pay for photos prior to the ceremony unless you wish to do so.





# What happens on the day?

The Concert Hall will be open 3 hours before the start of the ceremony and graduands and guests should enter by the Killermont Street entrance (opposite Buchanan Bus Station). 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 in the Exhibition Hall. After registering, graduands can then proceed to gown hire and photography.

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

**CEREMONY 1 - 10.45 AM**

**CEREMONY 2 - 6.45 PM**

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.

**PLEASE REMEMBER, IF YOU DO NOT REGISTER  
YOUR NAME WILL NOT BE CALLED OUT.**



# Awards

Two students from each academic school are selected each year for the Principal's Award and the Students' Association Award. If you are selected for an award you will be contacted individually with further details.

# 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. 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 going 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's Award and the Students' Association Award will be directed to a seat in the front row and then be invited back on stage to collect their prizes later in the ceremony.

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

# 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) / 9pm (Ceremony 2).

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

Photography is available throughout the day until 10pm. Gowns must be returned to the Ede & Ravenscroft desk before leaving the Concert Hall.

We hope 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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