

## Graduation - Frequently Asked Questions?

### **When will I receive information regarding Graduation?**

Applications for Graduation and full information packs will be posted the second week of July 2010. If you have not received your application form in the post by the last week in July please contact the Graduation office for a replacement.

### **What are the deadlines for responding to my invitation?**

All responses must be received by the deadline specified in the information pack, regardless of whether re-sits are being taken. If we do not receive your response by this date you will not be eligible to attend the ceremony.

### **How many tickets will I be allocated?**

All students are allocated 2 guest tickets

### **What is the price of tickets?**

Graduand admission - Free of charge  
Guest tickets £20 each

### **Can I get any extra tickets?**

Requests for extra tickets will be processed after the 27<sup>th</sup> August closing deadline. If extra tickets are requested a letter will be sent stating the number of tickets available and payment should be forwarded immediately. Please note that allocation is on a strictly 'first come, first served' basis.

### **When will I receive my tickets?**

Students should register on arrival and collect tickets (student, guest and any additional tickets purchased) from the **WESTMINSTER BUILDING**. Please note that admission to the Cathedral is strictly ticket only. Students and guests will enter the Cathedral separately therefore students should ensure they retain their *student ticket* and give the remaining *guest tickets* to your party.

### **Do I need tickets for children?**

All guests require tickets. If you intend to bring children under 3 years old, they will be required to sit on an adults lap. Children over 3 years will require a ticket for the ceremony.

### **What are the seating arrangements in the Cathedral?**

Tickets are required for admission, but seats for guests are not reserved. Admission to the Cathedral therefore takes place on a 'first come, first served' basis.

### **My particular ceremony date is inconvenient. Is it possible to attend another ceremony?**

Unfortunately no changes can be accommodated. All Graduands are required to graduate with their specific School.

### **How long does the Ceremony last?**

Approximately one hour

### **What time should I arrive and what happens on the day?**

This will be confirmed with your letter of invitation and information pack; however, you should arrive at Guildford Cathedral at least 30 minutes before your ceremony begins.

Please take account of possible delays if you are travelling by road.

### **My guest has special needs, what should I do?**

You should indicate on the registration form any special needs your guests may have. Alternatively, please contact the Graduation office to discuss your need further.

### **How do I purchase a programme for the ceremony?**

Ceremony programmes will be handed out on the day. Each Graduand and guest with a ticket for the ceremony receives a copy of the programme.

**What should I wear?**

Full academic dress must be worn, gowning is provided by Ede & Ravenscroft. No Graduand/ Diplomate will be allowed to graduate without academic dress.

**Where can I park the car?**

Please note there is a one-way system in place around the College. Access into the College is via Boundary Road and exit via Sycamore Road. Parking information will be provided with the information packs sent in June/July. Please check the Guildford Cathedral website for parking at the ceremonies, <http://www.guildford-cathedral.org/>

**When will I receive information on ordering photographs?**

Full information on photography can be found on the Ede & Ravenscroft website.

**How much do the photographs cost?**

The cost of photography is listed on the Ede & Ravenscroft website.

**Can I take photographs during the ceremony?**

Guest are asked to remain seated during the ceremonies and flash photography is not permitted.

**How do I order my gown/what colour hood should I wear?**

Full information on gowning can be found on the Ede & Ravenscroft website [www.edeandravenscroft.co.uk](http://www.edeandravenscroft.co.uk)

**Can I graduate if I have outstanding fees?**

All outstanding fees must be cleared before Graduation or you will not be eligible to attend. If you are struggling to pay outstanding fees please contact the Graduation office for more information.

**I do not wish to attend my Graduation ceremony, when will I receive my certificate?**

If you chose not to attend you Graduation ceremony, your certificate will be available for collection from the Academic Registry (room U9) the week following the ceremony.