

2 May 2024

AWARDS

Academic Graduation

holmesglen

Academic Graduation Guide

Thursday 2nd May 2024 Ceremony 2 at 5pm

- Faculty of Building, Construction Design & Electrotechnology
- Centre for Cyber Security & Digital Information Technology
- Faculty of Hospitality, Environment, Lifestyle & Business
- Faculty of Education & Foundation Studies
- Faculty of Higher Education & Applied Research
- Centre for Energy & Infrastructure

SCHEDULE

- 2:30pm Registration opens
- 4:00pm Registration closes
- 4.30pm Seated for Rehearsal
- 5.00pm Ceremony commences
- 7.30pm Gown return

Step 1 - Registration and Gowning

- Enter Hamer Hall via the main entrance (St Kilda Road)
- Go to the Registration Desk upon arrival. Please bring photo ID and Graduation pass
- **Registration closes strictly at 4.00pm. Registration can be very busy, so please arrive at 2.30pm. If you arrive after the registration desk closes you will not be able to graduate on stage**
- There is no mobile phone reception below street level at Hamer Hall. Please arrange a meeting spot with your guests, preferably outside, before leaving them for registration and gowning
- After registration, staff will direct you to the gowning room to be gowned.

Step 2 - Graduation Services and Photography

Memorabilia and photography services are available on Level 5 prior to and after the graduation ceremonies. Check your email for special offers and discounts for pre-purchasing these items.

Step 3 - Rehearsal

- **Enter the Hall at 4.30pm for rehearsal**
- Leave your coat and valuables with your guests because you cannot take them on stage.

Step 4 - The Ceremonies

- At the appropriate time during the ceremony ushers will direct you to leave your seat to line up behind the stage
- Ensure you stay in your place during the line-up
- When your name is called, you will enter the stage and walk to the Chief Executive who will hand you a Testamur. You should turn to the audience as you receive the Testamur so that the photographer can capture a photo
- After you exit the stage you will be directed by event staff so you can return to your seat and remain there until the conclusion of the ceremony.

Step 5 - Return your Academic Dress

Please return your academic dress to the gowning room no later than 7.30pm. Failure to return the gown will incur a replacement fee of \$250.

How to get there

- Train - Flinders St Station is the closest train station
- Tram - Take any tram (except tram No. 1) along St Kilda Road
- Parking - Entry to the car park is located on the corner of Sturt and Kavanagh Streets, Southbank.

What should I wear?

Your graduation gown will be $\frac{3}{4}$ length and drapes open at the front so your clothes will be visible. Business attire is appropriate.

Appropriate footwear should be worn. Very high heels may be difficult to walk in across the stage. Runners or thongs are not appropriate.

What should I bring?

You will need to bring your Student Card or Photo ID, Graduation pass and this guide.

Questions?

If you have any queries about the day, feel free to reach us at:
E: awards@holmesglen.edu.au

Please bring this guide with you to the ceremony, along with ID and your Graduation pass.