

graduand information booklet



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preparation for graduation

CHANGE OF NAME

If you wish to change your name, you must provide Alphacrucis College (AC) with supporting evidence at least four weeks before your Graduation Ceremony. To request any changes to your name, you must provide a marriage certificate, change of name certificate, current passport, driver licence or birth certificate. You will need to submit a [Change of Contact Details Form](#) along with your supporting evidence.

FINALISING OUTSTANDING FEES

You must ensure that all of your outstanding course fees and library fines are paid before you graduate. You will not be permitted to graduate until all outstanding fees are paid. To finalise any outstanding course fees, please email billings@ac.edu.au, and to pay any outstanding library fines, please contact your [Campus Library](#) to arrange payment.

APPLYING TO GRADUATE

All students who believe they are ready to graduate will need to complete the [Application to Graduate Form](#). The cut-off date to apply to graduate is Friday the 29th of March 2019. Students can choose to either graduate in person at the Graduation Ceremony, or in absentia where you will receive your testamur, transcript and The Australian Higher Education Graduation Statement (AHEGS) via registered post. All students need to complete the [Application to Graduate Form](#), even if you are not planning to attend the Graduation Ceremony.

INABILITY TO ATTEND THE CEREMONY

Graduands who are no longer able to attend the ceremony should notify AC staff as soon as possible, but no later than 12pm on Friday the 26th of April 2019, by calling 1300 288 355 or by emailing registry@ac.edu.au



graduation ceremony

For those of you attending the ceremony, you will be participating in an historic event. We are very excited that you will be sharing in this moment.

TIME AND DATE

Graduation Ceremony – 2:00pm, Saturday 27th April 2019

Venue: Riverside Theatre, Corner Market and Church Street, Parramatta NSW 2150

Please find below all the information that you need to participate in the ceremony.

DRESS CODE

Graduation is one of the greatest days in your College life and your dress should reflect the value and dignity of the occasion. Although you will be supplied with academic regalia, the following dress standards still apply:

Males

Collared shirt and tie, long trousers, and shoes.
Jacket/suits are optional.

Females

Appropriate outfit that allows the graduation gown to rest comfortably. Buttoned blouses are recommended if you are wearing a hood (Bachelor and Master awards), however we will have safety pins available if needed. Please be aware that there is a staircase between student seating and the stage so please wear comfortable shoes.

Academic Dress

Academic dress will be provided on the day – this includes the hood or stole for your degree, academic gown and trencher (hat). Academic dress must be worn to graduate. All Higher Education students will also be wearing a black trencher (academic hat), so please style your hair to accommodate the wearing of a hat. AC staff will be there to assist you to robe correctly. As noted below, your academic dress can be collected at the venue from 11:30am to 1:00pm after you register.

schedule

11:30-1:00PM

Arrive at the Riverside Theatre for registration and robing. Please allow plenty of time for registration and to robe.

Failure to register by 1pm will mean that you will not be able to take part in the Graduation ceremony.

Register at the registration desk in the courtyard opposite the Kiosk. You will then be guided to collect your academic dress in robing rooms before a briefing and rehearsal in the theatre.

1:30PM

Be sure to find your seat in the theatre for briefing and rehearsal. Please be on time.

1:30-1:45PM

Graduation ceremony briefing and rehearsal in the theatre for all graduating students. Please remain seated.

1:45PM

Doors open for guests

2:00PM

Graduation Begins

Students will receive their official testamur and transcript as part of the ceremony presentation.

4:00PM

Graduation Concludes

Students and faculty will recess to the Riverside Theatre courtyard to enjoy a complimentary Graduation High Tea for you, your family and friends to celebrate your achievement.

4:00-5:00PM

Please return your gown to the registration desks in the courtyard of the Riverside Theatre



INVITING FRIENDS AND FAMILY

You may invite members of your family and other guests to join us for the ceremony. Please ask them to be at the Riverside Theatre before the 2pm commencement time. Seating is limited to five family/friends per graduating student. Doors open for guests at 1:45pm. If you have not yet organised seating for your family and friends, please book their free tickets via the Riverside Theatre website.

CAR PARKING

The Riverside Theatre recommends that you park at the Eat Street Erby Place Carpark, entrance via Erby Place off Phillip Street, Parramatta. You can request a discount voucher from the Riverside Theatre which can be redeemed in the parking machine prior to leaving the car park. If you or your guests require closer parking options, the Novotel Parramatta is available for parking directly across from the Riverside Theatre.

DISABILITY ARRANGEMENTS

If you require disability arrangements to be made such as assistance with accessing the stage or disabled parking access, please advise AC by emailing registry@ac.edu.au by Wednesday 24th April 2019.

PHOTOGRAPHY

Photographers will be available for individual and candid shots on the day. The photographs will be available for download in the weeks following the ceremony. More information will be sent after graduation on how to download the photos.

REFRESHMENTS

Please be aware that this is a long day and you might want to bring your own lunch, snacks and water bottle. There is a kiosk available on site, or plenty of restaurants in the area for you to enjoy. However, you will need to ensure that you are on site for the times you are required to be ready for the ceremony. There will be light refreshments provided after the ceremony.



post-graduation celebrations

There are many great restaurants within walking distance of the Riverside Theatre. If you would like to celebrate with your family and friends after the ceremony, we would recommend making a reservation in the week prior to ensure you secure a table. Some options you may enjoy are:

EL-PHOENICIAN Lebanese

ALEX&CO. Modern Australian

MEAT & WINE CO. African inspired steakhouse

HOLY BASIL Thai

BONDI PIZZA Pizza/Italian

CRINITIS Italian

RESTAURANT 317 Italian with lots of gluten free options

GELATO MESSINA Famous gelato made fresh on site

BAY VISTA Dessert bar and café



alumni

As you have been part of the Alphacrucis community over the period of your studies, we want to stay connected with you. We have an Alumni Office that will help keep you up to date with your former classmates, other alumni and College news. We would also like you to keep us updated with your news.

ALUMNI OFFICE

Alphacrucis College

PO Box 337 Parramatta NSW 2124 Australia

alumni@ac.edu.au

Join our Facebook group by visiting www.facebook.com and request to join the 'Alphacrucis' group.



graduation enquiries

If you have any questions or concerns about graduation, please contact the Registrar's Department:

Phone: 02 8893 9000

Email: registry@ac.edu.au



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