

# GRADUATION BULLETIN #1

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Dear 2025 Graduand,

Congratulations on the completion of your designated programme!!!

We celebrate this momentous occasion with you and invite you to **read this information very carefully and in full to avoid missing important information regarding your Commencement ceremony.**

## GRADUATION DATE, TIME & VENUE

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**Graduation date:** Sunday, July 20, 2025 *(To be confirmed)*

**Venue:** To be decided.

**Start time:** To be decided.

Your name has been added to the list of students **whose records have been / will be checked to confirm eligibility** for graduation in July 2025.

Please note that students who fully complete their programme of study by:

- August 2024**
- December 2024**
- May 2025** will be eligible to graduate.

## APPLICATION / BOOKING FOR GRADUATION

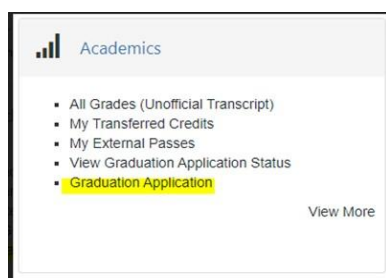
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If you have already made an application for conferral on AEorion, for December 2024 / commencement in July 2025, **THANK YOU!**

The AEorion Graduation Portal is open and will close on **June 30, 2025**.

**Only ONE graduation application is required for Graduation 2025** (either December 2024 or July 2025).

If you have not already done so, kindly visit the graduation portal on AEorion SMS now to make an application to book your place at this year's graduation.



If you are having any challenges with making this application, please send an email to [smsadministrator@ucc.edu.jm](mailto:smsadministrator@ucc.edu.jm) to report the matter.

Movement through the stages of the process has begun and will continue to be seen as we clear students. **Please note that the Registry clears students up to the "Records Approval Stage" only; the SFS Dept. will confirm financial**

**clearance.**

The Registry Department in collaboration with the respective Faculty will review your academic records and student file to determine eligibility, after which you will be advanced through the different stages of the application process.

## RECORDS, LIBRARY & FINANCIAL CLEARANCE

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All qualified students are required to be cleared by the Registry Department, the Library and the SFS Department to be eligible in Graduation 2025.

- **Records:** The Registry Department is responsible for checking students' records. If necessary, an email will be sent to your UCC student account to request documents which are incomplete/outstanding.
- **Library:** The Library will verify if a student is in good standing and provide clearance or advise students' if there is any outstanding obligation.
- **Financial:** The Student Financial Services (SFS) Department will confirm a student's financial clearance before the release of the graduation certificate, letters, transcripts or any other official documents.

## DISTRIBUTION OF GRADUATION CERTIFICATES

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Please note that students who completed their programme of study by August (Summer) / December (Fall) 2024 are eligible for the December 31, 2024 Conferral (without ceremony) and will receive their graduation certificate on or after [February 28, 2024](#), **2 months after the official conferral date**.

Students who complete their programme by May (Spring) 2025 will receive their certificate the week following graduation.

## COLLECTION OF REGALIA

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Graduands will be advised **at a later date** when they should collect their graduation regalia from their affiliated campus.

**There will be no distribution of graduation regalia on the day of graduation.**

Regalia care instruction:

1. Each package, depending on the programme completed, should include a Black/Blue gown, an affiliated Hood / Stole (depending on the level completed) and a Mortar Board (hat).

Based on the packaging, the gown may be crushed. Please carefully iron/ steam press the gown on low heat on the inside (wrong side) of the garment. We have not made arrangements for replacement gowns. Please treat your gown with care.

# PHOTO SHOOT SESSIONS

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## **Campus' package photo dates are as follows:**

The photographer will accommodate students at their campuses on the dates and times indicated below:

### **Montego Bay**

- Sunday, March 16, 2025 - Montego Bay – 9:00am - 11:00 am

### **Ocho Rios**

- Sunday, March 16, 2025 - Ocho Rios - 3:00 pm - 4:30 pm

### **Mandeville**

- Sunday, March 23, 2025 - Mandeville - 9:00 am - 11:00 am

### **May Pen**

- Sunday, March 23, 2025 - May Pen - 1:30pm - 2:30 pm

### **Kingston**

- Monday, March 24, 2025 - 10:0 a.m. – 3:30 p.m.
- Tuesday, March 25, 2025 - 10:00 a.m. – 3:30 p.m.

### **For Kingston students only:**

#### **Make-up Artist Service**

**Name:** Reecie

**Service:** Graduation Glam

**Cost:** \$5,500

**Location:** On Campus

**Instagram:** Bedazzledbyreecie

**Contact #:** 876-218-0808

## 2024/2025 GRADUATION PORTRAIT PACKAGE

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Kindly note the following:

1. You will be required to pay **cash** directly to the photographer (no card machine is available). The breakdown is as follows:
  - 20 Portrait Photos package **JM\$6,000.00**
    - One 8" x 12"
    - One 5" x 7"
    - One 4" x 6"
    - Eight 2" x 3"

*(Inclusive of One Digital photo **JM\$1,000.00**)*
2. **No make-up artist** will be available on any of the campuses; you are required to come prepared to have your photo taken.
3. Prepare for the possibility of an extended wait. For the wellbeing of all individuals, the UCC continues to encourage and adhere to a safety regimen by requiring that graduands sanitize their hands and practice social distancing at least 6 feet apart.

## BOOK YOUR PHOTO SHOOT DATE

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All graduands who are interested in taking graduation photos, please click on the link to book your space. Additionally, please indicate if you plan to attend the ceremony and the number of guests who will accompany you.

[Click here](#)

[Graduation Photo/Attendance Form](#)

NB: All graduands are required to fill out this form regardless of if you intend to take your photos.

## DRESS CODE

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All graduands are expected to follow the dress code policy for (1) the upcoming commencement ceremony in July 2025 and (2) the photo sessions scheduled for March 16, and 23 – 25, 2025. The full policy document will be shared with each graduand on the UCC website.

**Male:** For items #1 & #2 above, you are required to wear a white dress shirt, any colour tie with a black or dark pants.

**Female:** For item #1 above, you are required to wear a white /cream dress or suit, or a tailored pants suit. For item #2, only the top section of the regalia will be photographed, so you are required to wear a white /cream top.

## GRADUATION HAT (MORTAR BOARD)

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**Head dress:** Graduands are advised that as part of their graduation regalia, it is mandatory to wear a mortar board (style shown in the photo below). The hairstyle selected must be able to accommodate the mortar board. Hair must be styled away from the face (and if possible off shoulders) to enable graduation hat placement.

We know you may want to decorate your graduation hat (mortar board) with symbols of your hard work and achievement and you will be permitted to do this but with specific instructions.

To ensure the maintenance of a dignified celebration of scholastic achievement, here are some guidelines which must be followed with respect to the decoration of graduation hats (mortar boards):

1. Decorations should not interfere with the attaching of the tassel to the cap.
2. Only the flat top of the UCC issued black or blue mortar board (hat) may be decorated.
3. Decorations may not hang off the sides of the hat.

4. Do not put large 3-D embellishments which may interfere with the view of those seated behind you, hence those are prohibited.
5. No advertisements, no hate words / speech, no expletives, no obscenity or profanity, no derogatory words or anything inappropriate for a dignified commencement ceremony will be permitted. No vulgarity will be permitted.
6. Any words, pictures or items which target or slandering an individual or institution, the University, any faculty or staff member, and/or any student are prohibited on graduation caps.
7. Decorations on the graduation gown and hood are strictly prohibited.

I hope the above information proves useful. Please make contact at [graduation@ucc.edu.jm](mailto:graduation@ucc.edu.jm) if you need further assistance.

Graduation Committee

**UNIVERSITY OF THE COMMONWEALTH CARIBBEAN**