

## GRADUATION BULLETIN #4

Dear 2024 Graduatand,

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.

Visit the UCC website for Graduation Bulletin #1, #2, #3 and #4 for other important information you may have missed.

### **CERTIFICATE/PHOTO PACKAGE DISTRIBUTION**

Graduation Certificates and Photo Packages will be distributed at the venue after the completion of the ceremony (room – TBA).

Notes:

- **All** requirements must be settled before Sunday, as no graduate with outstanding obligations will be issued a certificate.
- Certificates will **only** be issued to graduates upon successful completion of all academic requirements and settlement of related obligations.

### **If you have documents outstanding**

- Action: Provide any required documents that may be pending to the Registry Department or nearest Regional Campus by the latest Friday 26<sup>th</sup>, 2024 at 4:00 P.M.
- Details: Check your student email account or your personal email for any notifications about missing documents or forms.
- A valid student or government issued ID is required for collection of certificates.
- Photo packages will also be available for collection.
- We require your full cooperation and understanding as this will be a tedious process.
- You are required to follow the instructions of our team members to allow for a smooth process.
- Regional graduates and other graduates requiring special assistance will be dealt with first.
- As distribution will be a tedious process, graduates who chose not to collect their certificate at the Arena, may do so at the Registry starting Monday July 29<sup>th</sup>, 2024. The opening hours are 8:30 A.M. – 4:30 P.M. For regional graduates your certificates will be sent to your respective campuses later in the week.
- A letter of authorization/email is required if someone is collecting your certificate on your behalf. The person collecting your certificate must have valid identification.
- **Overseas graduates**, kindly contact the Registry for instructions/information on the requirements for the collection/distribution of your certificates.

**NB: No certificates will be issued unless you have fulfilled all academic requirements and settlement of related obligations.**

**Name Cards**

Graduands who have not yet collected a name calling card may do so at the Registry Department on Thursday July 25 or Friday July 26, between the hours of 8:30am and 5pm.

Kindly be reminded to take your calling card with you to the Commencement Ceremony on Sunday, July 28.

Alternatively, the cards may be collected at the National Arena on graduation day between 9 A.M. - 9:30 A.M.