

GRADUATION BULLETIN #1

Dear 2024 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

Graduation date: Sunday, July 28, 2024
Venue: National Arena, Kingston, Jamaica
Start time: 11:00 a.m. sharp!

All graduates are required to be at the National Arena by 9:00 a.m.

All guests must be seated by 10:00 a.m.

Your name has been added to the list of students **whose records have been / will be checked to confirm eligibility** for graduation in July 2024.

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

- ☐ **August 2023**
- ☐ **December 2023**
- ☐ **May 2024** will be eligible to graduate.

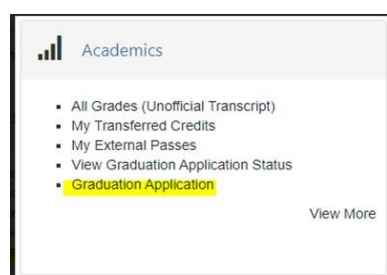
APPLICATION / BOOKING FOR GRADUATION

If you have already made an application for conferral on AEorion, for December 2023 / commencement in July 2024, **THANK YOU!**

The AEorion Graduation Portal is open and will close on **June 30, 2024**.

Only ONE graduation application is required for Graduation 2024 (*either December 2023 or July 2024*).

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> 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

All qualified students are required to be cleared by the Registry Department, the Library and the SFS Department to be eligible in Graduation 2024.

- **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

Please note that students who completed their programme of study by August (Summer) / December (Fall) 2023 are eligible for the December 31, 2023 Conferral (without ceremony) and will receive their graduation certificate on or after February 29, 2024, **2 months after the official conferral date.**

Students who complete their programme by May (Spring) 2024 will receive their certificate the week following graduation on Monday, July 29, 2024.

COLLECTION OF REGALIA

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 at the National Arena on Sunday, July 28, 2024.

Regalia care instruction:

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

Based on the packaging, the gown may be crushed. Please carefully iron/ stream 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

Campus' package photo dates are as follows:

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

Mandeville

- Sunday, July 14, 2024 - Mandeville - 9:00 am - 11:00 am

May Pen

- Sunday, July 14, 2024 - May Pen - 1:00pm - 2:00 pm

Montego Bay

- Sunday, July 21, 2024 - Montego Bay – 9:00am - 11:00 am

Ocho Rios

- Sunday, July 21, 2024 - Ocho Rios - 2:00 pm - 4:00 pm

Kingston

- Monday, July 15, 2024 - 10:00 a.m. – 4:00 p.m.
- Tuesday, July 16, 2024 - 10:00 a.m. – 4:00 p.m.
- Wednesday, July 17, 2024 - 10:00 a.m. - 4:00 p.m.

PHOTO ARRANGEMENT FOR OVERSEAS STUDENTS

Graduands/Graduates who reside overseas, kindly advise the Registry Department at graduation@ucc.edu.jm for additional details regarding our digital picture taking guide.

2023/2024 GRADUATION PORTRAIT PACKAGE

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.

DRESS CODE

All graduands are expected to follow the dress code policy for (1) the upcoming commencement ceremony on July 28, 2024 and (2) the photo sessions beginning July 14 – 21, 2024. The full policy document will be shared with each graduand via email as well as 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)



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 if you need further assistance.

Graduation Committee

UNIVERSITY OF THE COMMONWEALTH CARIBBEAN