

# GRADUATION BULLETIN #3

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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  
**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 2025.

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

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

No “walkers” will be permitted to participate in the Commencement Ceremony.

## APPLICATION / BOOKING FOR GRADUATION

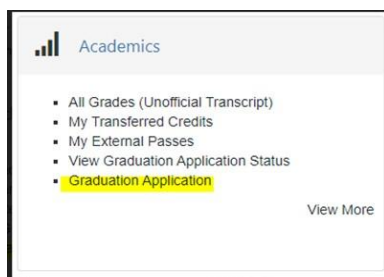
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If you have already made an application for conferral on AEorion, for commencement in July 2025, **THANK YOU!**

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/College 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 your Faculty/College, the Registry Department, the Library and the SFS Department to be eligible in Graduation 2025.

- **Faculty/College:** The Faculty Dean/HOD is responsible for confirming that the approved credits are successfully completed by the student.
- **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 may collect their graduation certificate from the Registry Department.

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

## COLLECTION OF REGALIA

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Each graduand is entitled to a graduation regalia package. Graduands will be allowed to collect their graduation regalia from their affiliated campus in early July 2025. We will keep you posted on that detail.

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

**Basic** regalia package includes the following:

1. Blue/Black Gown
2. Mortar board (hat) with tassel.
  - Blue tassel – Cum Laude level and below
  - Yellow tassel – Magna Cum Laude level and above.
  - Black tassel – Graduate studies level
3. Academic hood / stole (according to academic discipline)

Additional package item

4. Academic cord - if applicable
  - One yellow cord for Magna Cum Laude achievement level
  - Two yellow cords for Summa Cum Laude achievement level

Regalia care instruction:

1. Based on the packaging, the gown may be crushed.
2. Please carefully iron or steam press the gown on low heat on the inside (wrong side) of the garment.
3. We have not made arrangements for replacement gowns, hats, tassels or cords.  
***If you lose any item, you will be required to pay a replacement cost to retrieve same.***
4. Please treat your regalia 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:

- Sunday, July 06, 2025 - **Montego Bay** - 9:00 a.m. - 11:00 a.m.
- Sunday, July 06, 2025 - **Ocho Rios** - 3:00 p.m. - 4:00 p.m.
  
- Sunday, July 13, 2025 - **Mandeville** - 9:00 a.m. - 11:00 a.m.
- Sunday, July 13, 2025 - **May Pen** - 1:00 p.m. - 2:00 p.m.
  
- Monday, July 14, 2025 - **Kingston** - 9:00 a.m. – 3:00 p.m.
- Tuesday, July 15, 2025 - **Kingston** - 9:00 a.m. – 3:00 p.m.

**For the Kingston campus only:**

Only make-up artistes who have sought and received authorization from the Graduation Committee/Operations Department will be permitted to set up in the area designated for this activity.

### **Authorized 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. 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. You may attend on any day you choose and during the specified times.

[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.

## GRADUATION INVITATIONS

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Please indicate if you plan to attend the ceremony and the number of guests who will accompany you.

[Invitation Log](#)

## 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
2. The photo sessions scheduled for July 06, 13, and 14 – 15, 2025.

The full policy document has been 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.

# PHOTO ARRANGEMENT FOR OVERSEAS STUDENTS



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## DIGITAL MEMORABILIA GUIDELINES

Please see the specific guidelines to follow:

1. The photo must be professionally taken with a resolution of **240 or higher**. Photo dimensions: **2400/3600 pixels**.
2. The dress code as stated in the graduation bulletin applies to both males (a white shirt and tie is required) and females (white or cream top).
3. Hair must be styled away from the face (and if possible off shoulders) to enable graduation hat placement.
4. Use the attached template to guide posture (straight shoulders) and hands placement.
5. The three different angles are to be used as per the template; you will then choose the most suitable to your liking.
6. The University's logo and Commencement year will be added to the photo.
7. A valid government issued photo ID must be sent along with the template chosen to verify your identity.







The cost of this service is JMD \$1,500.00 or USD \$15.00.

If you need additional information please send an email to [graduation@ucc.edu.jm](mailto:graduation@ucc.edu.jm) for assistance.

## 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.

## GRADUATION RINGS

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# GRADUATION *Rings*

Now Available at The Campus Store



Ring Type	Reg. Stone (JMD)	Petite Stone (JMD)
Silver	\$9,600	\$9,600
10k Gold	\$90,000	\$78,000
10k White Gold	\$92,500	\$74,500
14k Gold	\$115,500	\$100,800
14k White Gold	\$118,000	\$103,200
18k White Gold	\$178,000	\$148,500

**HOW TO ORDER ONLINE**

Orders may be placed by completing the form:  
<https://ucc.edu.jm/graduation/graduation-ring>  
*The Campus Store is located at our Main Campus*



## TELEGRAM GROUP FOR GRADUATES

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Keep in touch with members of the July 2025 cohort via the telegram group link below:

Link: <https://t.me/+UfFP0YU5VgViYjNh>

## UCC Alumni Association (UCCAA)

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All UCC graduates are invited to join the prestigious UCC Alumni Association (UCCAA).

An email will be sent to your UCC student email providing information about the benefits of joining and supporting the activities of the UCCAA.

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

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