THE AUSTRALIAN CATHOLIC UNIVERSITY AUTUMN 2016 GRADUATION

Congratulations on completing your ACU course! There are a few more steps you need to complete in order for you to graduate.

On these pages is everything you need to do and know about preparing to graduate, attending and not attending your ceremony and the associated critical deadlines. The Autumn 2016 ceremonies are in the following table, please take note of the time for your Faculty, course and location.

Location	Date	Start Time	Faculty	Venue	Registration Deadline
Canberra	**Friday 18 March**	2.30pm	**All**	Great Hall, Parliament House	**Friday 26 February 5PM**
Melbourne	**Tuesday 5 April**	7.00pm	**Faculty of Education and Arts** *All Primary – UG and PG* *All Early Childhood – UG and PG* *All Indigenous programs* *All Educational Leadership*	Plenary, Melbourne Convention & Exhibition Centre	**Friday 26 February 5PM**
	Wednesday 6 April	2.30pm	**Faculty of Health Sciences** *Bachelor of Nursing, including Bachelor of Nursing specialisations and Bachelor of Nursing double degrees*		
	Wednesday 6 April	7.00pm	**Faculty of Health Sciences** **Faculty of Law and Business** *The School of Nursing, Midwifery and Paramedicine – All courses, excluding Bachelor of Nursing, Bachelor of Nursing specialisations and Bachelor of Nursing double degrees*		
	Thursday 7 April	2.30pm	**Faculty of Health Sciences** *All courses from the Schools of: Allied Health, Exercise Science, Physiotherapy, Psychology and Science*		
	Thursday 7 April	7.00pm	**Faculty of Education and Arts** **Faculty of Theology and Philosophy** *All Secondary – UG and PG* *All School of Arts* *All Postgraduate Education - excluding Primary, Early Childhood and Educational Leadership*		
Ballarat	**Saturday 9 April**	2.30pm	**All**	Her Majesty's Theatre, Ballarat	**Friday 26 February 5PM**

http://www.acu.edu.au/graduation

Location	Date	Start Time	Faculty	Venue	Registration Deadline
Brisbane	**Monday 9 May**	7.00pm	**Faculty of Education and Arts** **Faculty of Theology and Philosophy**	Great Hall, Brisbane Convention & Exhibition Centre	**Friday 15 April 5PM**
	Tuesday 10 May	10.30am	**Faculty of Health Sciences** **Faculty of Law & Business** *Bachelor of Nursing, including Bachelor of Nursing specialisations and Bachelor of Nursing double degrees*		
	Tuesday 10 May	2.30pm	**Faculty of Health Sciences** *All Health Sciences courses, excluding Bachelor of Nursing, Bachelor of Nursing specialisations and Bachelor of Nursing double degrees*		
Sydney	**Tuesday 24 May**	2.30pm	**Faculty of Health Sciences** *All Health Sciences courses, excluding Bachelor of Nursing, Bachelor of Nursing specialisations and Bachelor of Nursing double degrees*	Grand Pavilion, Rosehill Gardens	**Friday 15 April 5PM**
	Tuesday 24 May	7.00pm	**Faculty of Education and Arts** *All Primary – UG and PG* *All Early Childhood – UG and PG* *All Indigenous programs*		
	Wednesday 25 May	2.30pm	**Faculty of Health Sciences** *Bachelor of Nursing, including Bachelor of Nursing specialisations and Bachelor of Nursing double degrees*		
	Wednesday 25 May	7.00pm	**Faculty of Education and Arts** **Faculty of Theology and Philosophy** *All Postgraduate Education - including Educational Leadership* *All Religious Education - excluding double degrees* *All Inclusive Education and Disability Studies* *All School of Arts - excluding BTeach/BArts*		
	Thursday 26 May	2.30pm	**Faculty of Law and Business**		
	Thursday 26 May	7.00pm	**Faculty of Education and Arts** *All Secondary – UG and PG* *(Including BTeach/BArts)*		

GRADUATION MASS

Graduation at ACU is a unique event, in addition to the award ceremony we hold a preceding Graduation Mass. All graduands and their families or guests, regardless of faith are very warmly invited to attend mass as a liturgical celebration of the achievements of our students and staff. Graduation Mass dates are published on the website at https://students.acu.edu.au/142815

All graduands will receive a written invitation to Graduation Mass from Campus Ministry in the weeks leading up to the mass dates.

PLEASE NOTE: Graduation Mass is distinct from the graduation ceremony and in most instances the dates for the graduation ceremony are **different** to graduation Mass.

CRITICAL DEADLINES:

All students, regardless of attendance at a ceremony must complete graduation registration in Student Connect by the deadlines below. Graduation registration involves verification of important details, including your award (course), your full name and your contact details.

Late December 2015	Graduation registration in Student Connect **OPENS.**
5pm Friday 26 February 2016	Graduation registration in Student Connect **CLOSES** for ***Canberra, Melbourne and Ballarat*** *ceremonies.* *This is the FINAL date to register for Canberra, Melbourne or Ballarat graduation.*
5pm Friday 15 April 2016	Graduation registration in Student Connect **CLOSES** for ***Brisbane or Sydney*** *ceremonies.* *This is the FINAL date to register for Brisbane or Sydney graduation.*

PREPARING FOR GRADUATION:

Your first steps to prepare for your graduation are to **VERIFY** the following:

☐ **NAME:** Check that your name is displayed correctly on your academic transcript. If you have changed your name or your name is wrong, including a missing middle name, contact AskACU **immediately**. All corrections to names must be complete and the new names recorded in Student Connect before the following deadlines:

5pm Wednesday 2 March 2016 – Canberra, Melbourne and Ballarat campus cohorts

5pm Wednesday 20 April 2016 – Brisbane, Sydney, National and Online campus cohorts

Please refer to the full name change information published at https://students.acu.edu.au/448866

Your testamur (certificate) is issued once only with your full name as it appears in Student Connect, so it is critical you complete this name verification and take immediate action to rectify errors.

☐ **COURSE:** Check the course and award details on your academic transcript. This is the award that will be conferred and appear on your testamur. If your course or award is incorrect you must email course.completion@acu.edu.au **immediately**.

☐ **CONTACT DETAILS:** Check your address and personal email contact details are correct in Student Connect and if required, update them **immediately**. It is your responsibility to provide the University with a current, valid email address and continue to check your ACU email account throughout the graduation period as this is how we will communicate with you. If you are an international student returning home to an overseas address, please make sure that your overseas address is recorded and that all address fields are entered correctly. They must include a city and a country.

COMPLETING GRADUATION REGISTRATION:

1. Login to Student Connect, go to the **My Graduation** tab and select *Graduation Registration*
2. Select *Register for Graduation* (link at bottom of text)

Continue with the specific instructions for each option over the page.

If you are attending:

1. Select ***2016 Autumn Graduation.***
2. Complete the compulsory name check, add the pronunciation, check your address and add a current email.
3. Select where you would like to graduate from **Canberra, Melbourne, Ballarat, Brisbane,** or **Sydney.**
4. If you require more than the standard 3 guest tickets, nominate the number of **additional tickets only** (please note there are ticket limitations for Ballarat and Canberra).
5. Review the information on the Graduation Registration Summary page then click on the Pay *Graduation Charge* link.
6. Finalise payment via credit card. **You must pay this fee BEFORE registration closes in order to attend a ceremony.**
7. Tickets and important information will be posted to you and should be received at a minimum 2 weeks before the ceremony.

If you wish to defer your attendance at a graduation ceremony to a future semester (graduating *in absentia*):

1. Select either *Spring 2016 (semester 2) or Autumn 2017 (semester 1)* depending on your situation.
2. Complete the compulsory name and address checks and add a current personal email address.
3. Review the information on the Graduation Registration Summary page (print for your records).
4. Your award **will still be conferred** at an Autumn 2016 ceremony and your testamur will be mailed to you by registered post after all Autumn ceremonies have concluded.
5. You will be contacted via your personal email approximately two months prior to the ceremony date that you have selected to confirm attendance and finalise payment.

If you are NOT attending (graduating *in absentia*):

1. Select *Not Attending.*
2. Complete the compulsory name and address checks and add a current personal email address.
3. Review the information on the Graduation Registration Summary page (print for your records).
4. Your testamur will be mailed to you by registered post after all Autumn ceremonies have concluded.

See the in-absentia FAQ published at https://students.acu.edu.au/479739 for further information.

ACADEMIC DRESS:

It is a requirement of the University that graduating students wear academic dress when presented on stage at the ceremony. Academic dress hire is included in the graduation ceremony fee. To view Faculty colours visit the **Academic Dress** link on the Graduating Students website.

GRADUATION CEREMONY FEE AND GUEST TICKETS:

A **graduation ceremony fee** of **$150.00** (incl GST) must be paid if you are attending a graduation ceremony. This fee includes:

- your attendance at the ceremony (as a graduand you **do not** require a ticket)
- the cost of your academic dress hire
- three (3) guest tickets
- refreshments after the ceremony

Additional guest tickets are available for purchase at a cost of **$20.00 each** (incl GST) and can be purchased during registration. Additional tickets are strictly non-refundable.

IMPORTANT CEREMONY INFORMATION

Graduating students are required to arrive at the venue **several hours prior** to the ceremony start time. Exact times will be sent to you with guest tickets and other important information. All graduands must attend a compulsory briefing one hour prior to the ceremony. Graduands who arrive late will not be permitted to participate in the ceremony.