



GRADUATION CEREMONY 2017 PROTOCOL

Dear Student

Congratulations on achieving this wonderful accomplishment. In order to ensure a successful and enjoyable graduation, please familiarise yourself with the following graduation protocol.

Please do note the following:

- Students must arrive at least 1 hour before their ceremony to register, collect their academic regalia and have photographs taken.
- Pay careful attention to the arrival time for registration. No one will be allowed into the venue once the ceremony starts promptly at 10:00.
- Kindly ensure that your guests are seated at least 30 minutes before the start of the ceremony.
- Refer to the invitation for the number of guests you can invite.
- Note that no students may leave the venue until the ceremony has ended. Students must remain inside the hall until the ceremony closes.
- There will be Ushers clearly visible on the day to assist you and your guests.
- The Photographer will explain everything on the day of your graduation regarding the formal photographs and ensure that the application form is completed in full.
- The photographer will be available both before and after the event.
- The photographer will also take photos of all graduates and payment to be finalized after the ceremony.
- Please note that this is a formal function.
- In keeping with the formal nature of our graduation ceremonies, dress code is formal and respectable.
- Cell phones must be switched to silent for the duration of the ceremony.

Thank You for your co-operation in this regard and we wish you and your guests a wonderful ceremony.



**ROSEBANK
COLLEGE**



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