



# YEOVIL COLLEGE UNIVERSITY CENTRE GRADUATION 2023

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## INFORMATION GUIDE

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#ChangingLives



[www.yeovil.ac.uk](http://www.yeovil.ac.uk)

# GRADUATING CLASS OF 2023

Yeovil College University Centre has the pleasure of celebrating our student's significant success at our annual Graduation Ceremony. This year's ceremony will take place on Tuesday 7th November at Westlands Entertainment Venue in Yeovil.

Our Graduation Ceremony is an opportunity to reflect upon your journey and to feel incredibly proud of yourselves and what you have accomplished over the past few years. You have achieved amazing things through an awful lot of hard work and impressive levels of resilience, now is your chance to celebrate with family, friends, lecturers and classmates.

## **The Graduation Ceremony**

Your Graduation Ceremony will begin at 2:15pm in the ballroom. You should report to the reception desk at the venue at least an hour before the start of your ceremony to register your attendance, and you will be allocated your seat. Doors will open at 12:30pm.

Your seat will not be with your guests; you will sit with your fellow graduating students, and it is important that you sit in your allocated seat during the ceremony.

The ceremony will comprise of speeches, congratulatory video messages and the formal conferment of your achievements. This will be followed by a celebratory coffee and cake gathering, where you can catch up and reflect on your achievement and get any last-minute photographs.



## Graduation Robes



Graduating students are expected to wear academic gowns for the ceremony. They can be ordered via Ede & Ravenscroft at least two weeks before the ceremony.

<https://graduation-services.edeandravenscroft.com/graduation/>

On the day of the ceremony, you will need your Ede & Ravenscroft booking number to collect your gown, hood and cap. If you have long hair or intend to wear a delicate top, it is worth bringing hair grips and safety pins to help fasten your cap and gown.

You will be able to collect your gown and hood from the Wheeldon Suite at the venue from 12:30pm onwards. You are advised to collect your gown in good time to avoid congestion at the collection point prior to the ceremony.

This is a prestigious occasion for all students. Therefore, it is mandatory that all graduands wear full academic dress (gown, hood and cap) and smart clothes to the ceremony. We kindly request that you do not wear jeans or trainers, but do wear appropriate footwear for walking up and down stage steps. Hired Academic dress must be returned to Ede & Ravenscroft on the day of ceremony.

## Photography

Professional photography is available to all Graduates attending the ceremony. The photographers can take professional portraits of you as an individual, as a group with your family or friends, and/or as you are presented 'on stage' with your certificate. This activity will be available before and after the ceremony in The Wheeldon Suite at Westlands, Yeovil.



To order, please visit Ede & Ravenscroft Photography:

<https://graduation-services.edeandravenscroft.com/graduation/>

You can order online in advance or there will be a booking desk available on the day. Your photographs will be sent to you after the ceremony.

## Video & Flash Photography

During the ceremony, video and flash photography is not permitted. Graduands will be moving across the stage, which can be daunting for some, and audience members may be waiting for their turn. Both video and flash photography may disrupt the enjoyment for all involved. Yeovil College University Centre will be filming and photographing for the ceremony and the outputs are freely available.

## Seating

You must report to the marshal for your course at the very latest at 2:15pm at Westlands Entertainment Venue, Yeovil. Seats will be allocated in the appropriate order for when you are presented, which will be by course and in alphabetical order.

It is essential that you do not change seat once you have received your allocated seat and we advise that once seated, you do not leave the ballroom (except in the event of an emergency).

## Guests

Guest tickets will be sent to you in the post prior to the event. You will receive the tickets between one and two weeks ahead of the event. Guests should make their way to the Westlands Entertainment Venue, Westbourne Close, Yeovil, BA20 2DD.

Due to the formal nature of the event, it may not be suitable for children under 5 years of age to attend.

Three guest tickets will be allocated free of charge. However, we will give everyone the chance to obtain additional guest tickets on a first come, first serve basis. If you would like additional guest seats, please write how many extra seats you would like on your registration form. Unfortunately, we cannot guarantee the additional seat(s) until we have heard back from all eligible graduands on who is attending the ceremony. We will take all requests into consideration.



## Accessibility

There is wheelchair access to the ballroom and disabled facilities at the venue. However, you must prebook wheelchair spaces in advance on your reply form. Due to the nature of the seating arrangements, we cannot accommodate wheelchairs after the tickets have been allocated.

Upon arrival at the venue please ensure your guests are made known to one of the marshals who will show them to the appropriate seat.

If you have any other accessibility requirements or queries please let the Graduation team know either on your reply form or email [Marketing@yeovil.ac.uk](mailto:Marketing@yeovil.ac.uk).

## Programmes

Graduands and their family will receive a free copy of the programme.

## Refreshments

There is a small servery area and a bar at Westlands, serving light refreshments before and after the ceremony.

After the ceremony there will be a tea, coffee and pastries available to celebrate with family, friends and staff.





## Awards & Recognition

We will be recognising awards and celebrating success on behalf of the following institutions:



In addition to making the formal awards, we will also recognise a small group of graduands who have delivered above and beyond. The list of winners will not be published prior to the event and students will not be informed. Students can only be nominated by their tutor or a member of the Yeovil College University Centre community, there are strict judging criteria linked to each award and a panel who will meet to review, evaluate and make a decision about the winner.



# FREQUENTLY ASKED QUESTIONS

***How many guests can I bring to the ceremony?*** You may request up to three guest tickets. Additional tickets will be available on a first come first serve basis.

***Can you accommodate my guest in a wheelchair?*** We can accommodate guests in wheelchairs with prior notice. Please indicate on the registration form that you have a guest in a wheelchair.

***Can you accommodate late requests for guest seating?*** We are unable to guarantee late requests due to the nature of the fixed seating arrangements at the venue. All visitors must be pre-booked.

***Can I bring children to the ceremony?*** As the ceremony is approximately one and a half hours, it may not be appropriate to bring young children. Children must be accompanied by an appropriate adult at all times, and not the graduand.

***What should I do if my results are not due to be published until after the date the registration form has to be returned?*** You should still submit your registration form by the due date. Attendance is strictly on the provision of you passing your qualification and this will be checked before tickets are allocated and posted.

***I have mislaid the details regarding robe ordering or my robe confirmation email, what should I do?*** Log on to - <https://graduation-services.edeandravenscroft.com/graduation/> and click on "My Graduation" or contact Ede & Ravenscroft directly.

***When can I expect to receive my tickets?*** Tickets and further information for the Graduation Day will not be sent out until approximately 7-10 working days prior to the ceremony.

***I am not able to attend the ceremony, what happens to my certificate?*** Certificates will be sent to you direct from the awarding body. Please make sure you contact details are up to date with the YCUC team on 01935 845454 or email: [university.centre@yeovil.ac.uk](mailto:university.centre@yeovil.ac.uk).

***Is lunch provided?*** There is no provision for lunch as part of the event.

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[www.yeovil.ac.uk](http://www.yeovil.ac.uk)



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