ONLINE ENROLMENT GUIDE FOR WINTER 2017 GRADUATION

If you expect to complete your course and to graduate this winter, you must enrol for graduation, even if you do not wish to attend the ceremony, i.e. if you wish your award to be presented 'in absentia'.

Enrolment Opens: Monday 2\textsuperscript{nd} October 2017
Enrolment Closes: Friday 20\textsuperscript{th} October 2017

- **DO NOT WAIT UNTIL YOU HAVE RECEIVED YOUR RESULTS OR UNTIL YOUR AWARD IS APPROVED BEFORE YOU ENROL.**

It is your responsibility to enrol, if you do not do so during the enrolment period you will be unable to graduate this winter.

BEFORE YOU ENROL -

1. Ensure that your Program and Plan on your MyCampus record is correct. If this is not correct please contact your adviser of studies to amend your record.

2. The name to appear on your degree parchment will be your Primary Name as listed in MyCampus. This must be the same as that shown on your birth certificate and passport. If this does not match these official documents, you must contact the Student Services Enquiry Team based in the Fraser Building to have this corrected. You must provide documentary evidence of the name change you require. If you are unable to do this in person you must scan and sign a copy of your student card and passport along with any other appropriate documentation e.g. marriage certificate to studentservices@glasgow.ac.uk.

3. Ensure that you have no outstanding debts on your MyCampus record. If you do have a debt showing then the debt must be raised with the office concerned with the debt e.g. Residential Services, Library, Accounts Receivable (for Tuition Fees). For assistance go to, http://www.gla.ac.uk/postgraduate/feesandfunding/debts/

4. Ensure that your home address, term address and all contact information on your MyCampus record is correct.

TO ENROL –

5. From MyGlasgow for Students, select My Graduation and go to 7 below.

OR

6. From MyCampus Student Center
   Click the Academics Link and select My Academic Record
   Select Enrol for Winter Graduation.

7. Pay the General Council Fee of £50, using a credit or debit card, complete the Enrolment Form, and apply for additional tickets if required. If you are a University of Glasgow graduate and already a member of the General Council you are not expected to pay this fee again. Once a payment has been made it may take a few minutes to show on your account.

8. You will be sent an e-mail to your student account within 24 hours to confirm you have successfully enrolled for graduation. If you do not receive an email please contact us at graduation@glasgow.ac.uk no later than Monday, 23rd October.

9. If you are attending your graduation please hire your academic gown from http://www.gownhire.co.uk

Further details including the ceremony timetable and information relating to your graduation will be published at http://www.gla.ac.uk/graduation

CHECKLIST ON THE DAY OF YOUR GRADUATION -

- Arrive at the University on time to register for your graduation and collect your guest tickets
- Collect your robes
- Pass tickets to your guests before you assemble for your ceremony
- Assemble for your ceremony on time as detailed in the Summary of Proceedings you will receive when you register on the day of your ceremony.

Graduation Team, University of Glasgow
Level 2, The Fraser Building
65 Hillhead Street, GLASGOW G12 8QQ
Email - graduation@glasgow.ac.uk
The University of Glasgow, charity number SC004401