

What to do on the day

Graduation



Information

The graduation ceremony of the Sector Endorsed Foundation Degree in Early Years, validated by the University of Hertfordshire, will take place at 7.30pm on Wednesday 3 March 2010 in the SEEVIC College Theatre, Benfleet Campus.

Schedule

- 5.30pm **Graduands and guests to arrive**
- 5.30pm - 6.00pm, graduands collect their robes
- 5.30pm - 7.00pm, professional photos, drinks & canapes
- 7.00pm - 7.15pm, guests make their way to the Theatre
- 7.15pm - 7.25pm, graduand briefing
- 7.25pm - 7.30pm, graduands make way to Theatre
- 7.30pm - 8.10pm, ceremony
- 8.10pm - 9.30pm, drinks & buffet
- 9.00pm - 9.30pm, graduates to return their robes

What to wear

Something smart, preferably with a button on the front of your top to attach the robe hood.

What to bring

- your tickets, including your guests tickets
- your camera
- spare pins to secure your robe and hairpins for your hat

Arriving at SEEVIC

You and your guests should start to arrive at the College at 5.30pm. This is to allow time for you to have your robe fitted and have your photos taken ready to be seated for the ceremony.

Tickets

Tickets (including guest tickets) will be sent to your home address at least one week before the ceremony. Please remember to bring them with you. When you arrive at the College please sign in at Reception (graduands only).

If you have not received your tickets by Friday 26 February please let us know by calling the Marketing Department on 01268 756 111. If you have lost your tickets or if you forget to bring them with you to the ceremony please inform Reception on your arrival who will issue you with temporary tickets.

Anyone wishing to enter the ceremony must have a ticket. To avoid disappointment please do not bring non ticket holders.

Robe hire & photos

Once you and your guests have signed in please make your way to Room 13 to collect your robes. You must collect your robes between 5.30pm - 6.00pm. Whilst you collect your robes your guests will be directed to the Restaurant area.

After you have collected your robes please make your way to Room 14 to be fitted. Once you have had your robes fitted you should make your way to the Restaurant area, where you then have the opportunity for professional photos with your family/friends. Please note the photography studio will close at 7.00pm.

Drinks and canapes will be available at this time in the Restaurant area.

Guests

At 7.00pm your guests will be asked to make their way to the Theatre, they must be holding their own ticket. Please ensure you have given your guests their tickets before they make their way to the Theatre. Guests will be allocated a section of the Theatre where they should sit (e.g. Block A, B, C, D or E), this will be written on their ticket. They will not have an allocated seat number in the section.

Graduand briefing

At 7.15pm graduands will have a pre-ceremony briefing in the Restaurant. At 7.25pm you will make your way to the Theatre in alphabetical order. You must take a pre-assigned seat, which will be marked with your name. You are not seated with your guests. A register of attendance will take place at the Graduand Briefing, if you are absent at this time you will be unable to attend the ceremony.

Ceremony

The ceremony will begin at 7.30pm. At the beginning of the ceremony, everyone will be asked to stand for the entry of the academic procession which will be led by Bob Pluck, Chair of Corporation at SEEVIC College followed by:

Sarah Wright: Principal & Chief Executive of SEEVIC College

John Driver: Vice Principal Curriculum, SEEVIC College

Bruce Baliki: Vice Principal Finance and Resources, SEEVIC College

Katy Quinn: Executive Director, Skills and Business Development, SEEVIC College

Mary Read: Head of School, School of Education, University of Hertfordshire

Justine Selman: Head of Sciences, Care, Maths and Technology, SEEVIC College

Lyn Trodd: Head of Children's Workforce Development, School of Education, University of Hertfordshire

Janet Burton: Head of Early Years, SEEVIC College

Christine Collins: Senior lecturer in Early Years and Professional Development, Link Tutor for Foundation Degree partnerships, School of Education, University of Hertfordshire

There will be an opening address by Katy Quinn followed by addresses to the assembly by Sarah Wright and Mary Read.

The presentation of the Sector Endorsed Foundation Degree in Early Years will then commence. Graduands are presented in alphabetical order. Classifications are not read out other than Distinction.

Your name will be read out and you will walk across the stage to shake hands with Bob Pluck, Sarah Wright and Mary Read. If you prefer not to shake hands (e.g. due to your religion it is essential that you inform an usher immediately on entry to the Theatre). Remember to smile, as your photo will be taken at this point! You will be given your certificate and will return to your seat.

Please respect your fellow graduates by remaining silent throughout the ceremony and applaud each student as they walk across the stage.

Janet Burton will address the assembly and a selected graduate will speak on behalf of the graduates who have been presented.

A closing address will be given by Katy Quinn.

You are asked to stand for the exit of the Academic Procession. This marks the end of the ceremony.

After the ceremony

You should return with your family and friends to the Restaurant to meet with your fellow graduates, guests and staff from your faculty. Drinks and a buffet will be served.

You must return your robes to Room 13 between 9.00pm and 9.30pm.