



University Centre
at Blackburn College

GRADUATION INFORMATION

Please read carefully

TUESDAY

18TH OCTOBER 2022

ONLINE REGISTRATION

In order to attend your graduation ceremony you will need to register online at www.gownhire.co.uk.

Online registration will open on **Monday 8th August** and will close on **Friday 30th September 2022**. Please ensure you have registered before this date as unfortunately we will be unable to accept any late applicants after this deadline. The Graduation Team strongly recommends you do this as soon as possible. Late registration or registration on the day is not permitted.

Please note that you must have paid your tuition fees before **Friday 23rd September 2022** in order to graduate. If you have any queries, or would like to make a payment please contact the College on 01254 292929 and ask to speak to the Finance Team.

GOWNS AND PHOTOGRAPHS

Academic dress is compulsory for all graduation ceremonies and is made up of a gown, hood and mortar board. All gowns are black but the colour and style of the hood is dependent on your qualification and awarding institution. You can book your gown and photographs through our official supplier, Ede & Ravenscroft, at www.gownhire.co.uk at the same time as registering to attend. The deadline for registering and ordering your gown is **Friday 30th September 2022**.

Graduates are requested to wear a standard of dress befitting the formal occasion. It is advisable to wear a button fronted top/shirt so that your gown can be fastened to it. Please note that you will be required to walk in the procession and up and down steps to the stage so appropriate footwear is recommended.

GUEST TICKETS

Each student attending their graduation ceremony is guaranteed TWO guest tickets (graduating students will receive their own separate ticket) which need to be requested when registering. In addition, you may purchase up to four additional guest tickets. These tickets will go on sale from **Wednesday 5th October 2022** at 9am and will close on **Sunday 9th October 2022** at midnight. There are a limited number of extra guest tickets and these will be allocated on a first come, first served basis and might sell out before the closing date. Tickets can be brought through the same website where you register and order gowns and photography www.gownhire.co.uk. You will need to log back in and add the tickets to your registration and gown hire order. Guests cannot book their own tickets. If you have not already registered you won't be able to get extra tickets.

Due to the length and formality of the graduation ceremonies they are not suitable for young children. Children over 2 must have their own guest ticket and be accompanied by an adult guest (not a graduand). Children under 2 do not need a ticket and can sit on a guest's knee. If you wish them to have their own seat then they must have a ticket. Under no circumstances are children allowed to sit with graduands. Please note there are no childcare facilities at King George's Hall and prams and buggies are not permitted in the Hall and there is no storage.

All tickets will be available to collect when you attend the collection desk on the day. Additional tickets will not be available to purchase on the day.

DISABILITY ACCESS ARRANGEMENTS

Please ensure that you declare any access arrangements that you or your guests require when you are registering online. Our Disability Advice Service will then be in touch to make specific arrangements for you or your guests. Guest seating is unallocated but guests that have access requirements will be given a specific seat to meet their needs and the Disability Advice Service will be available on the day to assist.

ON THE DAY

Prior to the ceremony you will need to collect your tickets, get your gown and have your photographs taken. Please ensure that you note the 'Running Order of the Day' and allow enough time for all these activities. You must be ready an hour before the ceremony start time. If you fail to collect your tickets and gown on the day at the times stated, you will not be permitted to attend the ceremony. Late attendance to the ceremony will also not be permitted under any circumstances as this will disrupt the formal proceedings.

CERTIFICATES

Certificates will not be issued during the graduation ceremony itself. Graduates from Lancaster University will be able to collect their certificates on the day from Registry in the Beacon Centre. Please ensure you bring ID with you. If you are unable to attend your ceremony, you can collect your certificate from Registry on a date that suits you after graduation. Please contact the Exams department on 01254 292929. Graduates from other institutions will have their certificates posted to them direct from their awarding body.

RUNNING ORDER OF THE DAY

	11am Ceremony	2.30pm Ceremony	5.30pm Ceremony
Ticket Collection, Gowning and Photography open	8am	11.30am	2.30pm
Ticket collection Gowning and Photography close	9.45am	1.15pm	4.15pm
Graduands in lining up venue (Sports Hall 2)			
	10am	1.30pm	4.30pm
Guests to be seated in King George's Hall (KGH)	10.30am	2pm	5pm
Procession Starts	10.30am	2pm	5pm
Ceremony starts (KGH)			
	11am	2.30pm	5.30pm
Ceremony ends approx	12.30pm	4pm	7pm
Celebration event starts (The Curve)			
	12.30pm	4pm	7pm
Celebration event finishes (The Curve)	2.30pm	6pm	9pm
Gown return deadline	8pm	8pm	8pm

QUERIES

If you have any queries please visit the Graduation section of the Blackburn College website in the first instance www.blackburn.ac.uk/graduation

Should you have any questions that cannot be answered by the webpages please contact the Graduation Team on graduation@blackburn.ac.uk