

Q: Do I need to apply to graduate?

A: Yes. You need to apply to graduate, whether or not you are attending the ceremony. This is so your award can be prepared. Please complete an Application to Graduate form. If you don't have a copy of this form, it can be downloaded from www.whitireia.ac.nz

Q: When is the deadline for applying and paying for the March graduation?

A: 17 February 2012

Q: Will I receive a confirmation about attending the March graduation?

A: Yes, a few weeks prior to the event you will receive an update about the ceremony, instructions on where to collect your academic dress and a confirmation about the number of guests you have requested.

Q: What if I do not know if I am eligible to graduate, or do not have my final marks?

A: You may not know your final marks, but we ask that you still apply to graduate if you intend to attend the ceremony. We will check each student for eligibility to graduate, and if you have not passed or met the criteria, we will contact you and refund your academic dress payments.

Q: Where do I send my completed Application to Graduate form?

A: Please drop off your completed form to the cashier's office at the Porirua or Wellington campus, or post it to:

Whitireia New Zealand
Attn: Cashier
Private Bag 50910
Porirua 5240

Q: Can I graduate if I have fees outstanding?

A: No. Any debt incurred at Whitireia must be cleared before students can graduate, i.e. study fees, childcare fees, library fines, etc.

Q: How much does it cost to attend graduation?

A: The only cost is the charge for hiring academic dress (details below).

Q: Do I need to wear academic dress to graduate?

A: Yes. All graduates need to order and wear academic dress to attend the March graduation ceremony.

WHAT YOU NEED TO WEAR

Diploma: gown, stole
Degree: gown, trencher, hood
Postgraduate: gown, stole, trencher, hood

NB: Trenchers are only worn if you hold a degree. If you graduated from another institution, it is your responsibility to order the appropriate hood if required.

Q: How much will it cost to hire my academic dress?

A:	Diploma	\$30 for a gown and \$10 for a stole (\$40 total)
	Degree	\$30 for a gown, \$10 for a hood and \$20 for a trencher (\$60 total)
	Postgraduate	\$30 for a gown, \$10 for a postgraduate stole and \$20 for a trencher (\$60 total)

Q: How do I order academic dress?

A: Please fill in the back page of the Application to Graduate form and return it along with the correct payment to Whitireia as soon as possible. You will need to state your height and head circumference. A height chart and tape measure are available at the cashier's office in the Information and Enrolment Centre at the Porirua campus.

Q: Where do I collect my academic dress from?

A: You will be notified of collection times and points in a confirmation letter closer to graduation.

Q: What should I wear under my academic gown?

A: As this is a formal occasion, please dress appropriately. It is advisable to wear comfortable shoes as you will be taking part in a procession prior to the ceremony.

Q: Can I also wear my national dress or other cultural decoration with the academic gown?

A: Yes, we encourage you to wear your cultural dress, e.g. your korowai, lei, sari, etc.

Q: Will there be a procession?

A: Yes. This leaves from the atrium at Whitireia in Porirua at 2.30pm. Graduands need to be in academic dress and lined up in class groups under the atrium by **2pm** so you can be briefed.

Q: What if it is raining?

A: If it rains the procession will be cancelled. Messages will be posted on the front page of the Whitireia website. If the procession is cancelled, graduands will be asked to meet at Te Rauparaha Arena at 2.15pm instead for your briefing. All graduands will need to be in academic dress by that time.

Q: Where does the ceremony take place and what time does it start?

A: At Te Rauparaha Arena, next to Pataka and the Porirua Library, off Parumoana Street, Porirua. The ceremony starts at 3pm for all programmes. Guests need to be seated in the stadium by 2.40pm. Please ask guests to factor in enough time to get a carpark, as there is limited parking at the Arena and it may be necessary to park further away.

Q: What time do graduands need to be there?

A: Graduands will arrive at the venue (from the procession) at 2.45pm and sort into class groups. If it is wet and procession is cancelled, graduands need to meet at 2.15pm at Te Rauparaha Arena (see above).

Q: How many guests can I invite?

A: As there is limited seating, we ask that each graduand invites up to **four** guests. We ask that you indicate the number of guests you will be bringing on your application form (even if you don't intend to have any guests).

Q: What if I need to invite more than four people?

A: Please indicate this clearly on your application form, and we will do our best to accommodate your request. If we are unable to seat all of your guests (due to the size of the ceremony), we will contact you two weeks before the event.

Q: How long will the ceremony take?

A: Approximately 2 hours

Q: Can I leave the ceremony early?

A: No. As a sign of respect for the other students who are graduating, please make sure that you and your guests remain seated until the end of the ceremony.

Q: Will there be an official photographer at the ceremony?

A: Yes. Woolf Photography will be the official photographers. Each graduate will be photographed with their award. It will be possible to have a professional photo taken prior to or after the event also. Photographs will be available at www.woolf.co.nz a few days after graduation. Costs start at \$20 for a 5x7" mounted print. Information will be available on the Whitireia website.

Q: Will there be food and drink at the ceremony?

A: We invite you and your family to enjoy light refreshments after the ceremony, at the venue.

Q: I can no longer make the ceremony, what should I do?

A: Please advise the event coordinator by email graduation@whitireia.ac.nz or phone 04 237 3103 ext 3628. Academic dress refunds may be possible if you contact us by the 10 March 2012.

Q: Who can I contact if I need more information or have a special request?

A: Please contact the event coordinator by email graduation@whitireia.ac.nz or phone 04 237 3103 ext 3628.