

The end of year graduation ceremony will be a large event, combining all certificate and some diploma level programmes from 2011 programmes of study at Whitireia, from the Porirua, Kāpiti and Wellington campuses. There are predicted to be around 500 graduands taking part in this ceremony.

Please read the following information carefully.

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 to graduate?

A: 30 November 2011

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. We will check each student for eligibility to graduate, and if you have not passed or met the criteria, we will contact you.

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

A: Your tutor or programme manager may collect your form in class. Otherwise, please drop off your completed form to the cashier's office at the Porirua, Wellington or Kāpiti 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: There is no charge if you are graduating at certificate level. If you are diploma level, there is a cost to hire academic dress (details overleaf).

Q: Will there be a procession?

A: No, there will not be a procession for the 16 December 2011 graduation.

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 Paruamoana Street, Porirua (please refer to the map on the right). The ceremony starts at 1pm for all programmes. Guests need to be seated in the stadium by 12.40pm. Please 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 at Te Rauparaha Arena?

A: By 12.15pm. Graduands need to meet at the doors to the left of the main entrance at Te Rauparaha Arena. You will be sorted into programme groups as per the order of the ceremony, and lined up alphabetically. If you are diploma level, you need to be in your gown by this time.



Q: How many guests can I invite?

A: As there is limited seating, we ask that each graduand invites up to **three** 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 three 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 before the event.

Q: How long will the ceremony take?

A: Approximately 2.5 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 closer to graduation.

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

A: Graduands will be offered light refreshments before entering the arena. Due to the size of this ceremony, it will not be possible to provide catering afterwards.

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

A: If you have registered but can no longer attend the ceremony, please advise the event coordinator by email graduation@whitireia.ac.nz or phone 04 237 3103 ext 3628. Regalia refunds may be possible if you contact us before 6 December 2011.

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.

INFORMATION FOR CERTIFICATE STUDENTS**Q: Do I need to wear academic dress to graduate?**

A: No, certificate level programmes do not wear academic dress. This is a change from past graduation events.

Q: What should I wear to graduation?

A: As this is a formal occasion, please dress appropriately.

INFORMATION FOR DIPLOMA STUDENTS**Q: Do I need to wear academic dress to graduate?**

A: If you are graduating with a diploma, degree or postgraduate qualification, you must wear academic dress. Certificate level programmes do not wear academic dress.

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

A: For diploma graduands, the cost is \$30 for a gown and \$10 for a stole (\$40 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. A height chart is 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: We will email you to confirm the collection point for your academic dress. It is likely to be the cashier's office at the Porirua campus on Friday 16 December between 10am – 12pm. Please allow plenty of time to get your gown organised.

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.