



Higher Education Graduation Ceremonies

Booking Information and Guidance Notes



Awards Team Contact Information
Email: awardceremonies@myerscough.ac.uk
Tel: 01995 642357



Booking Information and Guidance Notes

Venue

Your ceremony takes place in the Sports Academy at University Centre Myerscough, St Michaels Road, Bilsborrow, Preston, PR3 0RY.

Schedule of Ceremonies

Your personal invitation indicates which ceremony you are invited to.

Graduation Ceremony 1 - commencing at 11.00am

You must be wearing your gown and ready to be seated by 10.30am

- Agriculture and Countryside
- Equine Studies
- Teacher Training
- Veterinary Nursing and Farriery

Graduation Ceremony 2 - commencing at 2.30pm

You must be wearing your gown and ready to be seated by 2.00pm

- Animal Studies
- Greenspace and Creative Studies
- Motorsport and Agricultural Engineering
- Sport

Each ceremony will last for approximately ninety minutes.

How to Book, Gown Hire, Photography and Guest Tickets

Bookings for graduands and their guests must be made via the Ede & Ravenscroft website: www.edeandravenscroft.com/graduation-services. The link is available via the Graduation and Awards Ceremonies page on the College website.

From the Graduation Services home page, select Myerscough as your institution. Then enter your Myerscough Student ID (not your UCLan ID), surname and College email address and complete the registration process. You will then be able to hire your gown, book photography and purchase a maximum of 2 guest tickets.

University Centre Myerscough operates a strict dress code at its Graduation Ceremonies and the appropriate academic dress (gown, hood and cap) must be worn.

Gown hire and guest tickets must be purchased by Monday 17th June 2019. Additional guest tickets may be available after this date and you can register your interest in purchasing these. Guest e-tickets will be issued to you via email from 5th July onwards to the email address used to complete your registration with Ede & Ravenscroft.

Should you experience a technical issue when booking your gown, purchasing tickets or booking photography, please contact the Ede & Ravenscroft Help Desk on 01223 861854. For any other query, contact information for the Awards Team can be found on the front cover of these Guidance Notes.

Communications

Graduation Ceremony information is also available on the College website. The Awards Team will send important information and updates to you prior to the Ceremony and these will be sent to your College email address. This can be accessed via the College website and you are advised to check this regularly.

Car Parking

Car Parking is available on campus. Please indicate accessibility requirements through the online registration process.

Registration

On the day, please follow the signage and proceed to the Registration Desk in the Sports Academy Building to confirm your attendance. Entry to the ceremony is by pre-booked ticket only.

The Registration Desk will be open from 8.30am for the morning ceremony and 12.45pm for the afternoon ceremony. The latest time for registration is 10.15am and 1.45pm for the respective ceremonies.

Gowns

Your gown will be available for collection from 8.30am. Please ensure that you have the gown booking confirmation provided by Ede & Ravenscroft.

Please ensure that you have collected your gown by 10am for the morning ceremony and 1.30pm for the afternoon ceremony.

Gowns must be returned no later than 5.00pm.

Photographs

Ede & Ravenscroft will be situated in the Sports Academy Building and you will be able to have your photograph taken from 8.30am onwards. Photographs can be pre-booked online or on the day at the photography stand in the Sports Academy Building. Web: www.edeandravenscroft.com or Tel: 01223 861854.

Students or Guests with Special Requirements

You are able to indicate requirements via the online registration process. If you experience any problems or have any queries please contact the Awards Team. Graduation Ceremonies are formal occasions and attendance by babies and young children is discouraged.

Order of Proceedings

The ceremony begins with introductory speeches, following which the presentation of ceremonial scrolls and prizes takes place. As the ceremony proceeds, College staff will direct you to your allocated seat and throughout the proceedings. Please note that students and guests will be seated separately.

Refreshments

Refreshments are available to purchase in Richmond's Restaurant and Plantworld. After the event, you and your guests are invited to attend a post-ceremony reception, where complimentary light refreshments will be served.

Certificates

Official certification from the University of Central Lancashire will be issued in August / September and will be sent to your home address. Please ensure your address details are accurate on your student My Page.

Conduct

May we remind you that, although this event is a celebration, you should act in a courteous and respectful way at all times. We reserve the right to exclude or refuse admission.

Please arrive early to allow sufficient time to register, dress in your cap, hood and gown and have your photograph taken prior to the ceremony.

Congratulations from the Awards Team and enjoy your day