

Graduation Ceremonies April / May 2018

General Timeline

Date	Task	Area Responsible
Saturday, 29 July 2017	Scheduled Medici batch processes commence. (IPF, Ceremony Allocation, Validation/Eligibility and Completion)	Graduations and Records Team
Saturday, 29 July 2017	myGraduation opens for students. To access myGraduation students' SGM records must have a status of <i>Conditional</i> , <i>System Complete</i> or <i>Presentation</i> and they must be allocated to a ceremony in the event	Graduations and Records Team
Saturday, 29 July 2017	Automated emails will start to be generated for students included in the Graduation Event. Students who have been allocated a ceremony date will be advised to access myGraduation	Graduations and Records Team
Friday, 9 March 2018	Graduation fee charges commence posting onto students accounts from today. <i>Note: this is for students with a "system complete" Grad Management Record in Medici and have registered their ceremony preference to attend in myGraduation</i>	Student Finance and Timetabling Team
Monday, 12 March 2018	Invoices for graduation fees commence being available on myUniSA (myFinances) for students who are Completed and have registered in myGraduation	Student Finance and Timetabling Team
Tuesday, 13 March 2018	UniSA Medal winners names and information sent to Graduations and Records Team	Scholarships and Candidature Team
Wednesday, 14 March 2018	Last Day to Register: This is the last day for students to enter the attendance preferences on myGraduation	Students
Thursday, 15 March 2018	Medici batch processes for the event run for the last time (Identify Potential Finishers [IPF], Ceremony Allocation, Validation/Eligibility [V/E] and Completion)	Graduations and Records Team
Thursday, 15 March 2018	The SGM status of students who have not completed will update to Unsuccessful	Graduations and Records Team
Thursday, 15 March 2018	Graduation Booklet data downloaded	Graduations and Records Team
Thursday, 15 March 2018	Booklet data forwarded to Campus Central for checking by 12.00pm	Graduations and Records Team
Thursday, 15 March 2018	6.00pm Deadline for any changes to be made to student names in Medici.	Campus Central
Thursday, 15 March 2018	Correct any booklet data errors in Medici by 6.00pm	Campus Central
Thursday, 15 March 2018	Deadline to make any manual changes to Graduation Management Records	Campus Central
Thursday, 15 March 2018	Deadline for all outstanding conditions to be met by students for conferral in the Graduation event	Students
Thursday, 15 March 2018	List of prizes to be printed in Graduation booklet to be sent to Graduations	Scholarships and Candidature Team
Friday, 16 March 2018	Final Completion Process run manually by Graduations at 9.00am	Graduations and Records Team
Friday, 16 March 2018	Final booklet data downloaded	Graduations and Records Team
Friday, 16 March 2018	From this day, Completions must be processed using the Late Completions template	Campus Central
Monday, 19 March 2018	Graduation guest tickets go on sale	Graduations and Records Team
Monday, 19 March 2018	Deadline for all prizes and awards to be entered into Medici	Scholarships and Candidature Team
Tuesday, 27 March 2018	Pre-ceremony academic dress hire reminder email sent to students	Student Finance and Timetabling Team
Thursday, 29 March 2018	Guest ticket limits lifted and all remaining guest tickets available for sale with out limit until sold out.	Graduations and Records Team
Monday, 9 April 2018	Graduation Ceremony 1 - Pridham Hall	
Wednesday, 11 April 2018	Graduation Ceremonies 2 & 3 - Pridham Hall	
Thursday, 12 April 2018	Graduation Ceremonies 4 & 5 - Pridham Hall	
Friday, 13 April 2018	Graduation Ceremonies 6 & 7 - Pridham Hall	
Monday, 16 April 2018	Graduation Ceremonies 8 & 9 - Pridham Hall	

Tuesday, 17 April 2018	Graduation Ceremonies 10 & 11 - Pridham Hall	
Wednesday, 18 April 2018	Graduation Ceremony 12 - Pridham Hall	
Wednesday, 18 April 2018	The following documents dispatched to Adelaide graduates: ~ Parchments (for those graduates who selected the post option in myGraduation) ~ Conferral transcripts ~ Conferral AHEGS	Graduations and Records Team
Thursday, 3 May 2018	Parchments for Adelaide available for collection from 101 Currie St	Graduations and Records Team
Friday, 4 May 2018	Graduation Ceremony - Whyalla	
Friday, 4 May 2018	The following documents dispatched to Whyalla graduates: ~ Parchments (for those graduates who selected the post option in myGraduation) ~ Conferral transcripts ~ Conferral AHEGS	Graduations and Records Team
Friday, 11 May 2018	Graduation Ceremony - Mount Gambier	
Friday, 11 May 2018	The following documents dispatched to Mount Gambier graduates: ~ Parchments (for those graduates who selected the post option in myGraduation) ~ Conferral transcripts ~ Conferral AHEGS	Graduations and Records Team
Monday, 14 May 2018	Copies of official photographs from regional ceremonies forwarded to Jo	Student and Academic Services
Monday, 21 May 2018	Parchments for Regional available for collection from 101 Currie St	Graduations and Records Team