

Graduation Ceremonies September 2018

General Timeline

Date	Task	Area Responsible
Friday, 16 March 2018	Scheduled Medici batch processes commence. (IPF, Ceremony Allocation, Validation/Eligibility and Completion)	Graduations and Records Team
Friday, 16 March 2018	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
Friday, 16 March 2018	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
Wednesday, 22 August 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
Friday, 24 August 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
Friday, 31 August 2018	Last Day to Register: This is the last day for students to enter the attendance preferences on myGraduation	Students
Friday, 31 August 2018	Deadline to make any manual changes to Graduation Management Records	Campus Central
Friday, 31 August 2018	Deadline for all outstanding conditions to be met by students for conferral	Students
Monday, 3 September 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
Monday, 3 September 2018	Graduation Booklet data downloaded	Graduations and Records Team
Monday, 3 September 2018	Booklet data forwarded to Campus Central for checking by 12.00pm	Graduations and Records Team
Monday, 3 September 2018	6.00pm Deadline for any changes to be made to student names in Medici. Note that any changes made after this date will <u>not</u> be automatically reflected on transcripts, parchments and the booklet.	Campus Central
Monday, 3 September 2018	Correct any booklet data errors in Medici by 6.00pm	Campus Central
Tuesday, 4 September 2018	The SGM status of students who have not completed will update to Unsuccessful	Graduations and Records Team
Tuesday, 4 September 2018	Final Completion Process run manually by Graduations at 9.00am	Graduations and Records Team
Tuesday, 4 September 2018	Final Booklet data downloaded	Graduations and Records Team
Tuesday, 4 September 2018	From this day, Completions must be processed using the Late Completions template	Campus Central
Wednesday, 5 September 2018	Graduation guest tickets go on sale	Graduations and Records Team
Monday, 10 September 2018	Pre-ceremony academic dress hire reminder email sent to students	Student Finance and Timetabling Team
Thursday, 13 September 2018	Guest ticket limits lifted and all remaining guest tickets available for sale with out limit until sold out.	Graduations and Records Team
Wednesday, 19 September 2018	Graduation Ceremonies - Pridham Hall	Graduations and Records Team
Thursday, 20 September 2018	Graduation Ceremonies - Pridham Hall	Graduations and Records Team
Thursday, 20 September 2018	Parchments mailed to conferred graduates that requested postage via myGraduation	Uni Print
Thursday, 27 September 2018	Post-ceremony reminder sent via hard copy and email	Student Finance and Timetabling Team
Friday, 28 September 2018	Parchments available for collection from Campus Central City West	Graduations and Records Team