

General Timeline		
Date	Task	Area responsible
Tuesday, 4 September 2018	The following scheduled overnight Medici batch processes commence running: ~ Identify Potential Finishers ~ Ceremony Allocation ~ Validation / Eligibility ~ Completion	Graduations and Records Team
Tuesday, 4 September 2018	myGraduation opens for students. To access myGraduation students' Student Graduation Management record must have a status of <i>Conditional</i> , <i>System Complete</i> or <i>Presentation</i> and they must be allocated to a ceremony	Graduations and Records Team
Tuesday, 4 September 2018	Automated graduation emails start to be generated.	Graduations and Records Team
Friday, 2 November 2018	List of prizes to be included in booklet to be provided to Graduations and Records Team.	Scholarships and Candidature Team
Tuesday, 20 November 2018	Invoices for graduation fees commence being available via myFinances in myUniSA. Note: Invoices are only issued when a student has a Student Graduation Management record with a status of <i>system complete</i> or <i>presentation</i> and has selected to attend or have their parchment mailed to them.	Student Finance and Timetabling Team
Friday, 7 December 2018	Deadline to make any manual changes to Graduation Management Records	Campus Central
Friday, 7 December 2018	Deadline for all outstanding conditions to be met by students for conferral.	Students
Saturday, 8 December 2018	Last day for students to register their ceremony attendance preference in myGraduation.	Students
Saturday, 8 December 2018	Scheduled overnight Medici batch processes run for the last time.	Graduations and Records Team
Sunday, 9 December 2018	The Student Graduation Management record status of students who have not completed will update to <i>Unsuccessful</i>	Graduations and Records Team
Sunday, 9 December 2018	Final Completion Process run manually by Graduations at 9.00am	Graduations and Records Team
Sunday, 9 December 2018	Graduation Booklet data downloaded	Graduations and Records Team
Monday, 10 December 2018	Late Completion Form to be used from today for all students identified as eligible to graduate.	Campus Central
Monday, 10 December 2018	Graduation guest tickets go on sale	Graduations and Records Team
Tuesday, 11 December 2018	Pre-ceremony academic dress hire reminder email sent to students	Student Finance and Timetabling Team
Thursday, 20 December 2018	Graduation Ceremonies - Pridham Hall	
Thursday, 20 December 2018	Parchments dispatched to graduates who have selected the mail option in myGraduation	Graduations and Records Team
Thursday, 10 January 2019	Parchments available for collection from Campus Central City West	Graduations and Records Team