General Timeline		
Date	**Task**	**Area Responsible**
Saturday, 29 July 2017	Scheduled Medici batch processes commence running nightly: ~ Identify Potential Finishers (IPF) ~ Ceremony Allocation ~ Validation/Eligibility (VE) ~ Completion	Graduations and Records Team
Saturday, 29 July 2017	myGraduation opens for students. To access myGraduation students' SGM records must have a status of *Conditional, System Complete* or *Presentation* 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.	Graduations and Records Team
Tuesday, 21 November 2017	Graduation fee charges commence posting to students accounts from today. *Note: this is for students with a "system complete" Grad Management Record in Medici and have registered their ceremony preference to attend in myGraduation*	Student Finance and Timetabling Team
Thursday, 23 November 2017	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, 1 December 2017	List of prizes to be printed in Graduation Ceremonies booklet to be sent to Graduations and Records Team	Scholarships and Candidature Team
Friday, 8 December 2017	Deadline to make any manual changes to Graduation Management Records	Campus Central
Friday, 8 December 2017	Deadline for all outstanding conditions to be met by students for conferral	Students
Saturday, 9 December 2017	Result release date for Study Period 5 2017	Exams and Results Team
Saturday, 9 December 2017	Last Day to Register. This is the last day for students to enter the attendance preferences via myGraduation	Students
Sunday, 10 December 2017	Medici batch processes for the event run for the last time: ~ Identify Potential Finishers (IPF) ~ Ceremony Allocation ~ Validation/Eligibility (VE) ~ Completion	Graduations and Records Team
Sunday, 10 December 2017	The Graduation Management Record status of students who have not completed will update to Unsuccessful	Graduations and Records Team
Sunday, 10 December 2017	Graduation Booklet data downloaded	Graduations and Records Team
Monday, 11 December 2017	Guest tickets go on sale	Graduations and Records Team
Monday, 11 December 2017	From this day, completions must be processed using the late completions template via SharePoint	Campus Central
Tuesday, 12 December 2017	Pre-ceremony academic dress hire fee payment reminder email sent to students	Student Finance and Timetabling Team
Wednesday, 20 December 2017	Conferral transcripts and AHEGS dispatched to graduates	Uni Print
Wednesday, 20 December 2017	Parchments dispatched to graduates that requested postage via myGraduation	Uni Print
Thursday, 12 January 2017	Parchments available for collection from: Level One 101 Currie Street Adelaide	Graduations and Records Team
Wednesday, 20 December 2017	**Graduation Ceremonies - Adelaide Convention Centre**	Graduations and Records Team
Thursday, 4 January 2018	Post-ceremony academic dress hire fee payment reminder email sent to students	Student Finance and Timetabling Team