

## Graduation Ceremonies October 2019

### General Timeline

Date	Task	Area Responsible
Wednesday, 27 March 2019	The following scheduled overnight Medici batch processes commence running: ~ Identify Potential Finishers ~ Ceremony Allocation ~ Validation / Eligibility ~ Completion	Graduations and Records Team
Wednesday, 27 March 2019	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
Wednesday, 27 March 2019	Automated graduation emails start to be generated.	Graduations and Records Team
Tuesday, 3 September 2019	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
Thursday, 12 September 2019	Last day for students to register their ceremony attendance preference in myGraduation.	Students
Thursday, 12 September 2019	Deadline to make any manual changes to Graduation Management Records	Campus Central
Thursday, 12 September 2019	Deadline for all outstanding conditions to be met by students for conferral	Students
Friday, 13 September 2019	Scheduled overnight Medici batch processes run for the last time.	Graduations and Records Team
Friday, 13 September 2019	Graduation Booklet data downloaded	Graduations and Records Team
Friday, 13 September 2019	Booklet data forwarded to Campus Central for checking by 12.00pm	Graduations and Records Team
Friday, 13 September 2019	6.00pm Deadline for any changes to be made to student names in Medici.	Campus Central
Friday, 13 September 2019	Correct any booklet data errors in Medici by 6.00pm	Campus Central
Monday, 16 September 2019	The SGM status of students who have not completed will update to Unsuccessful	Graduations and Records Team
Monday, 16 September 2019	Final Completion Process run manually by Graduations at 9.00am	Graduations and Records Team
Monday, 16 September 2019	Final Booklet data downloaded	Graduations and Records Team
Monday, 16 September 2019	Late Completion Form to be used from today for all students identified as eligible to graduate.	Campus Central
Tuesday, 17 September 2019	Graduation guest tickets go on sale	Graduations and Records Team
Friday, 20 September 2019	Pre-ceremony academic dress hire reminder email sent to students	Student Finance and Timetabling Team
Wednesday, 25 September 2019	Guest ticket limits lifted and all remaining guest tickets available for sale with out limit until sold out.	Graduations and Records Team
<b>Tuesday, 1 October 2019</b>	<b>Graduation Ceremonies - Pridham Hall</b>	Graduations and Records Team
<b>Wednesday, 2 October 2019</b>	<b>Graduation Ceremonies - Pridham Hall</b>	Graduations and Records Team
Wednesday, 2 October 2019	Parchments dispatched to graduates who have selected the mail option in myGraduation	Uni Print
Friday, 11 October 2019	Parchments for graduates available for collection from Campus Central City West	Graduations and Records Team