

Q: Do I need to apply to graduate?

A: Yes. You need to apply to graduate, whether or not you are attending the ceremony. This is so your award can be prepared. Please complete an Application to Graduate form. If you don't have a copy of this form, it can be downloaded from www.whitireia.ac.nz

Q: When is the deadline for applying to graduate for the July graduation?

A: 28 June 2012

Q: Will I receive a confirmation about attending the July graduation?

A: Yes, a week prior to the event you will receive an email or text about the ceremony, academic dress (if ordered) and a confirmation about the number of guests you have requested.

Q: What if I do not know if I am eligible to graduate, or do not have my final marks?

A: You may not know your final marks, but we ask that you still apply to graduate if you intend to attend the ceremony. We will check each student for eligibility to graduate, and if you have not passed or met the criteria, we will contact you and refund your academic dress payments.

Q: Where do I send my completed Application to Graduate form?

A: Please hand your completed form to your tutor, programme administrator, or to the cashier's office at the Porirua or Wellington campus. Alternatively, you can post it to:

Whitireia New Zealand
Attn: Cashier
Private Bag 50910
Porirua 5240

Q: Can I graduate if I have fees outstanding?

A: No. Any debt incurred at Whitireia must be cleared before students can graduate, i.e. study fees, childcare fees, library fines, etc.

Q: How much does it cost to attend graduation?

A: Nothing, unless you are a diploma level student and require regalia.

Q: What do I wear to graduation?

A: We ask that you dress formally to your graduation. We encourage you to wear your national dress or other cultural decoration, e.g. your korowai, lei, sari, etc.

Q: Do I need to wear academic dress to graduate?

A: If you are a diploma level graduate, you will need to order a gown and stole. (Only a few programmes fall into this category for the July Graduation.)

Q: How much will it cost to hire my academic dress?

A: Diploma \$30 for a gown and \$10 for a stole (\$40 total)

Q: How do I order academic dress?

A: Please fill in the back page of the Application to Graduate form and return it along with the correct payment to Whitireia by 28 June 2012. You will need to state your height.

Q: Where do I collect my academic dress from?

A: This will be available at the venue, from 3pm.

Q: Where does the ceremony take place and what time does it start?

A: >> 11 July 2012 at 4pm

Faculty of Arts, at Whitireia Performance Centre, 25 Vivian Street, Wellington

>> 12 July 2012 at 4pm

Faculties of Business, Health, Service Industries and Trades, at Elim Church, Heriot Drive, Elsdon

The ceremonies both start at 4pm. Guests need to be seated by 3.45pm. Please ask guests to factor in enough time to get a car park.

Q: What time do graduands need to be there?

A: Graduands should be at the venue by 3.15pm, at which point you will be sorted into groups and briefed.

Q: How many guests can I invite?

A: As there is limited seating, we ask that each graduand invites up to **three** guests. We ask that you indicate the number of guests you will be bringing on your application form, or when your tutor asks you in class (even if you don't intend to have any guests).

Q: What if I need to invite more than three people?

A: Please indicate this clearly on your application form, or via your tutor, and we will do our best to accommodate your request. If we are unable to seat all of your guests (due to the size of the ceremony), we will contact you the week of the event.

Q: How long will the ceremony take?

A: Approximately 1 hour

Q: Can I leave the ceremony early?

A: No. As a sign of respect for the other students who are graduating, please make sure that you and your guests remain seated until the end of the ceremony.

Q: Will there be an official photographer at the ceremony?

A: No. Whitireia staff will take some photographs. There will also be a space set up for photography at the venues, so families can photograph graduands afterwards.

Q: I can no longer make the ceremony, what should I do?

A: If you have registered to attend but cannot make the ceremony, please advise the event coordinator by email graduation@whitireia.ac.nz or phone 04 237 3103 ext 3628.

Q: Who can I contact if I need more information or have a special request?

A: Please contact the event coordinator by email graduation@whitireia.ac.nz or phone 04 237 3103 ext 3628.