

WE ARE...

CELEBRATING  
YOUR SUCCESS

## How to Register for Graduation 2018

The time has come to  
celebrate your success  
and achievement!

You can register once you have been notified you are eligible to graduate. You will be notified depending on your preferred contact method with UCOL ie. text or email. You must register online via Student Web Services in order to graduate.

→ **YOU MUST DO THIS BY  
4<sup>TH</sup> MARCH 2018.**

### IT IS QUICK ANDEASY!

Just make your way through the following steps and if at anytime you need help or have any questions, give us a call on 0800 GO UCOL, email [ucolgraduation@ucol.ac.nz](mailto:ucolgraduation@ucol.ac.nz) or pop in and see someone at one of our information centres.

### YOU ARE ALL DONE!

You will receive your graduation pack in the mail late January however if you want further details right now, there is graduation information in the correspondence section of student services.

### HOW TO ACCESS YOUR GRADUATION DETAILS

1. Login to Student Web Services via the Student Intranet using your student ID and provided password
2. Click on Academic Details  
→ Graduation Application



### MAKE SURE YOUR DETAILS ARE CORRECT

#### 1. Are your address details correct?

**Yes?** Proceed to the next step **No?** Update and save changes

→ **CLICK ON THE QUALIFICATION LISTED TO BRING UP THE REST OF THE DETAILS**

#### 2. Are the correct qualifications listed?

**Yes?** Proceed to the next step

**No?** If this qualification is not correct, please go to the correspondence page, print the Graduation Application form, complete and send via email to [academicrecords@ucol.ac.nz](mailto:academicrecords@ucol.ac.nz) or hand in personally to a UCOL Information Centre.

#### 3. Is your name correct?

**Yes?** Proceed to the next step

**No?** If the legal name is not correct, please provide documentary evidence of legal name along with graduation application form from correspondence page as soon as possible.

### LET US KNOW IF YOU WILL ATTEND

1. Let us know if you will attend (click the appropriate box)
2. Make sure you also answer the remaining questions before you submit your application.

### ! WARNING ERROR?

Are you getting a red warning error? Make sure all tick boxes are complete, any further issues contact [ucolgraduation@ucol.ac.nz](mailto:ucolgraduation@ucol.ac.nz) or call 0800 GO UCOL

**Make a  
Difference**

**UCOL**  
Universal College of Learning  
Te Pāe Mātauranga Ki Te Ao

## FREQUENTLY ASKED QUESTIONS

### What happens if I graduated with a qualification in Semester One and another one in Semester 2 in the same year?

It is recommended that you apply to graduate with the higher of your qualifications. If you do register for both qualifications that is fine and UCOL will contact you closer to the time.

### What do I do if my name or qualification is incorrect?

Please email [academicrecords@ucol.ac.nz](mailto:academicrecords@ucol.ac.nz) immediately. You may be required to submit evidence to show your legal name.

### What if I don't know how to find SWS?

Please log into [www.ucol.ac.nz](http://www.ucol.ac.nz) and at the bottom of this web page under students and staff click on Student Intranet. There under useful links you will find Student Web Services. SWS link <https://sws.ucol.ac.nz/ArionMain/>

### Where do I find my Student ID and Password? What if I forgot my password?

This information is found on your original enrolment correspondence/confirmation with UCOL. All you need is your Student ID number and go to Forgotten your details to reset your password.

### Can I order my academic regalia now?

Yes, if you are attending a Palmerston North Ceremony go to: [www.masseygowns.org.nz](http://www.masseygowns.org.nz)

If you are attending Whanganui or Wairarapa Ceremonies contact:

[whanganuigraduation@ucol.ac.nz](mailto:whanganuigraduation@ucol.ac.nz)

[wairarapagraduation@ucol.ac.nz](mailto:wairarapagraduation@ucol.ac.nz)

### Who can I contact if I have questions?

Please email [ucolgraduation@ucol.ac.nz](mailto:ucolgraduation@ucol.ac.nz) with any queries regarding graduation and tickets. Please email [academicrecords@ucol.ac.nz](mailto:academicrecords@ucol.ac.nz) with any queries regarding the legal name on your award.

## ACADEMIC DRESS HIRE

Palmerston North Ceremonies: All Academic Dress (Regalia) can be hired from Academic Dress Hire. Closing date for hire is 4 March 2018

E [info@masseygowns.org.nz](mailto:info@masseygowns.org.nz) [www.masseygowns.org.nz](http://www.masseygowns.org.nz)

Whanganui and Wairarapa Ceremonies: Please complete the form attached to your Graduation Application within Student Web Services. All information is detailed within this Graduation Application.

All completed forms to be returned to

Whanganui Graduates: [whanganuigraduation@ucol.ac.nz](mailto:whanganuigraduation@ucol.ac.nz)

Wairarapa Graduates: [wairarapagraduation@ucol.ac.nz](mailto:wairarapagraduation@ucol.ac.nz)

## TIMES AND DATES

|                  |  |
|------------------|--|
| Palmerston North | <b>1pm Tuesday 20 March</b><br>Faculty of Health and Sciences  |
|                  | <b>1pm Wednesday 21 March</b><br>Faculty of Humanities and Business,<br>Faculty of Engineering and<br>Applied Technologies |
| Wairarapa        | <b>1.30pm Tuesday 27 March</b><br>All Faculties and all qualifications   |
| Whanganui        | <b>12:30pm Thursday 29 March</b><br>All Faculties and all qualifications   |

## MERCHANDISE

We are excited to be offering some UCOL Graduation merchandise for 2018 graduation. We will have a range of graduation teddy bears and certificate frames. These will be available to order online and/or purchase on the day of your graduation.

## STILL HAVE QUESTIONS?

Give us a call on 0800 GO UCOL,  
email [ucolgraduation@ucol.ac.nz](mailto:ucolgraduation@ucol.ac.nz)  
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