

### INSTRUCTIONS FOR GRADUANDS AT GRADUATION CEREMONY (from Academic Registrar)

1. In case you don't know the difference between the two terms, you are **graduands** until you receive your awards (graduation testamur and other documents) and then you are **graduates**.
2. While you are a graduand you wear the tassel on your trencher (your graduation hat) on the right and when you have received your award you wear it on the left (it will be changed to the left for you by the Chair of Avondale Council, Pr Glenn Townend when you are on the stage).
3. Please be seated in your named seat in the Chan Shun Auditorium by **no later than 9.30 am**.
4. You have been seated initially so we can get you into the correct order to line up for the processional (marching) into the auditorium ... yes, you come in, we take you out, and then you march back in again!
5. Follow the directions of the Academic Registrar and Academic Office staff to prepare for the processional and do not get out of your line-up order.
6. Make sure you are wearing your academic dress (regalia) correctly with your trencher tassel hanging on the **right side** of your face. For a demonstration of how to correctly wear your academic dress watch the short video on the Avondale web at <http://www.avondale.edu.au/students/graduation/dress/>
7. When marching in, you will be led by the two class Co-Presidents, Bianca Maggs and Michaela Entermann, who will stand just in front of each row as it fills from the centre aisle and then move up from row to row as each fills, until all are filled.
8. You march (it's actually walking so don't get anxious about your steps) down the aisle in pairs and when you come to your particular row you turn (those on the left to the left and those on the right to the right) and stand in front of your allocated, named seat.
9. When walking down the aisle, keep approximately 2 metres between yourself and the pair in front of you. There will be staff prompting you when it is your turn to begin walking down the aisle. If near the end there is a single line of graduands still to walk, please quickly get into pairs while you walk down the aisle but then go into the row where your named seat is.
10. Remain standing in front of your named, allocated seat until the platform party sits and sit at the same time.
11. Men, as per convention, please remove your trencher (your graduation hat) for the National Anthem and for prayer. Ladies are not required to do this!
12. When it comes time for the presentation of awards they will be given out in the order listed in the graduation booklet.
13. The PhD graduands will be presented with their awards first and they have a special 'ceremony' where their hoods are placed on them by Professor Ray Roennfeldt (if you want to have this happen to you, do your PhD!)
14. Please follow the directions of the graduation marshals who will indicate when each row needs to stand and move to the area at the bottom of the stage stairs (on the left when facing the stage from your seat) to wait and when to climb the stairs.
15. Make sure your trencher tassel is hanging on the right when you go on stage.
16. As soon as the graduand prior to you starts walking across the stage to Prof Roennfeldt climb the stairs. Be in place at the bottom of the stairs for when the marshal directs you to start.
17. As soon as your name is called walk up to Prof Roennfeldt who will shake your hand and give you your graduation folder. **Make sure you look towards the official photographer when shaking hands.**
18. Continue to walk across the stage to Pr Glenn Townend (Avondale College Council Chair) who will move your trencher tassel from right to left and congratulate you.
19. Continue across the stage and down the stairs on the right side (when facing stage from your seat) and return back to your named, allocated seat.
20. When returning to your seat please make sure you do not walk in front of the photographer when he is actually taking a picture.
21. Following the benediction at the conclusion of the ceremony, you will walk out in pairs up the middle aisle, row by row, led by the class Co-Presidents. The front row of graduates follow the class Co-Presidents in order, then the second row, then the third ... and so on.
22. Please keep moving away from the auditorium foyer and entrance to allow those behind you to also exit.
23. Enjoy the celebration and congratulations.