



Graduation at Avondale

At Avondale, Graduation is much more than just a single academic ceremony. Graduation is a weekend-long celebration stretching from Friday through to Sunday that embraces the spiritual, social and intellectual dimensions of College—in keeping with the holistic Avondale tradition of integrating the spiritual dimensions with all of life. We hope it will be a happy and memorable weekend for you and your guests.



Dr Ray Roennfeldt, President

On Your Graduation Day

Guests

Four seat tickets are allocated to each prospective graduate for guests at the Sunday ceremony. The number is limited by the available seating. Guest tickets are ordered on Student Connect in 'Graduation invitation'. Auditorium doors are open to guests from 9 am.

Graduands do not require a ticket.

Children over two-years of age require a ticket.

Non-ticket holders: The ceremony will be video-linked to the College Church.

Prospective graduates collect their tickets at the same time and place as they collect their academic regalia.

Parking

Directions to Avondale and on-campus parking can be accessed via [Lake Macquarie Campus Map](#).

Disabled Access

Graduands and guests with particular access and mobility considerations should advise via Graduation invitation on Student Connect. A courtesy vehicle golf buggy will be driving around campus to pick up those needing assistance transporting them to the front steps of the auditorium.

For wheelchair seating arrangements please contact roberta.matai@avondale.edu.au. If you are unable to go up the stairs onto the platform to receive your testamur, please contact academic.office@avondale.edu.au.

Footwear

Please request guests not to wear stiletto-heeled shoes which will damage the timber-sprung floor in the Main Hall of the Auditorium.

Prams and Strollers

Prospective graduates are asked to explain to their guests that prams/strollers are not permitted in the Chan Shun Auditorium Main Hall. They may be left in a room provided.

Where do we assemble and when?

Assembly areas for each program are detailed on the back page.

1. Discipline Group photos: Graduands are required to assemble commencing **8am** in front of College Hall in full academic regalia on Grad Sunday. *See schedule on back page*

2. For Seat allocation and Processional: assemble at 9 am, one hour prior to the commencement of the Graduation ceremony, at the stage front of the auditorium. When all graduands have assembled you will be briefed on the proceedings and what to do and when.

Dress Code

Academic Gown, Hood and Bonnet/Trencher worn over modest attire: Staff will be available to assist in ensuring your academic attire is worn correctly.

Ladies: light or dark (white, navy or black) coloured appropriate day wear (dress or trousers) with dark court or dress sandal. Evening or party dress is inappropriate.

Men: dark long trousers, light shirt—preferably white, with collar and tie, dark dress shoes—not sports shoes of any kind. *For cultural see bottom of back page*

Code of Conduct

Graduation is the most formal event of the academic year. It is a dignified official occasion that joins celebration with a renewed call to Christian service and recognition of both individual and corporate effort in the achievement of academic success. This ceremonial occasion is accompanied by high expectations for dress and decorum. **Audience response to be expressed by applause only.**

May Photographs be taken during the Graduation Service?

The College has engaged an official photographer to photograph all graduates as they are presented with their award. Your handshake photo will be mailed to you in January by the contract photographer.

Please advise parents and guests that no photography (other than by the official photographer) is permitted during the Graduation Service.

Photography by members of the audience is not in keeping with the decorum of the service and is disruptive to others.

Photographs may be taken on the lawns after the service.

President's Reception *Saturday 5.30 pm*

This event results from the desire of graduands to have an opportunity for their families to meet and interact with lecturers and administration. **Four tickets** are provided upon request to prospective graduates for the President's Reception. Entry is by ticket only. These are for parents and/or partners of prospective graduates, including the graduand, and are collected at the same time as your academic regalia. **Catering is provided according to the number of tickets taken.**



For more tickets contact Rosalie Rickards, Graduation Coordinator, President's Office.

Preparing for your Graduation

Academic Dress

Avondale follows an established tradition for each discipline modelled on styles used at Oxford and Cambridge. As a graduand you are required by College regulations to wear the full academic dress (gown, bonnet/trencher, hood or stole) appropriate to your PhD/degree/diploma/certificate at your graduation ceremony. It may not be augmented by other cultural or decorative items until after the service.



How do I obtain Academic Dress?

Payment of Graduation fees should be made online –select Grad icon on the Avondale website. If unable to pay on line you may pay at Student Services. **If you wish to pay by direct deposit please contact Sheri Skene at Reception for details.** **In order to graduate Graduation Class Fees MUST be paid in full by Thursday 24 NOVEMBER.** **If you will be absent from the Graduation ceremony you are required to notify the Academic office via Student Connect by selecting the in absentia status in 'Graduation invitation'.**

Regalia collection

⇒Lake Macquarie Campus

Graduands must pick up their academic regalia from Student Services on November 30 & Dec 1 from 9 am - 5 pm;

⇒Sydney Campus

Regalia hire payment is made to Lynette Gillies

Nursing graduands must pick up their academic regalia on either December 7, 8, or 9;

⇒Distance Education Graduands

You will find specific details in the [Distance Education form](#)

⇒ALL Students MUST wear academic regalia

If you are unable to collect your items on your designated days you may allocate another person/lecturer to do so on your behalf.

Regalia return and security deposit

Academic regalia must be returned immediately following the Graduation service on Sunday to Student Services no later than 2 pm.

Nursing student's security deposit of \$50 will be refunded at this time.

Lake Macquarie Campus security deposit of \$50 will be refunded to your nominated bank account the week following graduation subject to your regalia being returned.

You will be invoiced for \$200 plus the loss of your security deposit for non-return of regalia a week following Graduation.

Regalia Purchase

Purchasing of Academic Regalia can be arranged with Kathy Readford, Student Services by 31 August.
kathy.readford@avondale.edu.au

How do I wear Academic Dress?

Information on how to wear your academic dress and what to wear under it is here.

[How to wear academic dress](#)
[Academic Dress Colours](#)

Graduation Fees (Lake Macquarie Campus)

| Item | Masters |
|---|----------|
| Gown (bachelors/masters) | \$45.00 |
| Gown (PhD) (purchase bonnet) | \$50.00 |
| Trencher/Mortarboard | \$20.00 |
| Hood (degree & masters only) | \$20.00 |
| Stole (certificate/diploma only) | \$15.00 |
| Security Deposit <i>refundable electronic post grad</i> | \$50.00 |
| *Graduating Photo <i>handshake photos x 3</i> | \$30.00 |
| Class Gift <i>at class request</i> | \$12.00 |
| PhDs | \$..... |
| Bachelors/Masters | \$177.00 |
| Certificate/Diploma | \$152.00 |

*The cost for the handshake photo is collected via your graduation fee to keep the price down – this saves the photographer many hours in collecting & receipting. Please ensure your forwarding address is updated via Student Connect as we provide the photographer with address labels. Failure to do this will result in you having to pay twice to receive your photos.

[Click here](#) to pay online.

My Graduation Photo – How do I obtain it?

Avondale has engaged an official photographer to photograph all graduates as they are presented with their award.

The photographer will supply each graduate with three handshake photos: One 12" x 8" and two 6" x 4".

- One for you, two for family/friends.
- These photos will be taken with a professional camera *large format negative.*
- They will be professionally printed onto archival paper.
- You will receive your photos by mail within six weeks of Graduation.

Family and Friends Photos & Class Group Photos

For **Family and Friends group photos** taken on the day you should book via the photographer's website:
www.grahamevans.com.au Ph: 02 9489 9424

Preparing for your Graduation

Do I have to apply to attend my Graduation Ceremony?

You need to go to Student Connect, log in - proceed to the 'Graduation invitation' menu and identify attendance, guest seating, and disability requirements.

How can I confirm that my name is on the Graduation list?

The final graduation list will be posted at 5.00 pm on Monday of Graduation week as follows:

- Lake Macquarie Campus – posted on the Graduation Noticeboard – *White building breezeway*
- Sydney Campus – posted on the student common room notice board
- Avondale College website via Grad link - see link at bottom of each page

Do I need Financial Clearance to Graduate?

Yes, you do. You will not be eligible to graduate (to march or receive your testamur) if you don't have financial clearance. Students who have financial clearance with the College and/or Sydney Adventist Hospital nurses' residence and the library by 12 noon **Friday 25 November**, will receive their testamur and transcripts at the time of their graduation. A fee of \$10 applies for subsequent or additional transcripts requested.

Graduating in your absence

If you do not plan to attend your graduation ceremony you are required to notify the Academic Office via Student Connect by selecting the 'Graduation invitation' menu and identifying in absentia status **by Friday 2 December**.

Your degree, diploma or certificate will be awarded in your absence ('in absentia'). Graduates not attending the ceremony, may collect testamurs from the Academic Office from Monday 12th until Wednesday 14th of December. After this date, testamurs and transcripts will be mailed to the correspondence address listed on Student Connect.

You are required to register your graduation intention - attending or in absentia on *Student Connect*

Where can Guests find Accommodation?

Information for guests can be obtained here:

[Guest Information](#)

[Directions to the College](#)

[Guest Accommodation](#)

Sydney Campus

Faculty of Nursing & Health Graduands

Your information is here:

[Sydney Campus information letter](#)

The Graduation Ceremony

The Processional

1. The ceremony commences with the College President and Council Chair leading the procession of platform party and academic staff to the accompaniment of the organ.
2. Graduands wait until the platform party and academic staff are at their seats. The organ accompaniment changes to *The War March of the Priests by Mendelssohn*.
3. Graduands, led by the class co-president's will proceed in pairs on the command of Graduation Coordinator, Rosalie Rickards, who will pace and direct each pair of graduands to move forward in time to the music.
4. As you proceed down the aisle keep 1.2 metres or two arm lengths clear space between you and the pair in front.
This is your moment in the spotlight – we want you to enjoy it!

Presentation of Awards *place your tassel on the LHS*

1. Graduands will be presented in the order outlined in the program booklet commencing with PhDs, then Masters etc.
2. Marshals will request each row, one at a time, to stand and proceed to the front marshal positioned at the foot of the stairs on the left facing the stage.
3. The front marshal will tell you when to proceed to the top of the stairs where you will stand until the Vice-President reads your name.
4. You then walk onto the stage to receive your testamur.
5. On meeting the president shake his hand and receive your testamur with your left hand. **DO NOT TURN** and face the lecturers – face the far end of the stage to ensure the photographer captures your face.
6. Proceed and shake hands with the Chair of Council.
7. Proceed across stage and descend via the RH stairs. Return to your seat by the route guided by the marshal.

After your Graduation

Australian Graduate Survey

In April next year, you will be invited to participate in the nation-wide Australian Graduate Survey (AGS). Your opinion matters! Your confidential response will be used to monitor and enhance the quality of our courses and to provide informed advice to new students about career opportunities. For more information visit www.graduatecareers.com.au

Avondale College Alumni Association

Graduates automatically become members of the Avondale College Alumni Association. The association, among other things, organises the annual Homecoming, produces the magazine, Reflections, and maintains a Facebook visit www.avondale.edu.au/alumni to stay in touch with classmates.

Enquiries

Graduation Coordinator

Rosalie Rickards, Executive Assistant to President

Phone: 02 4980 2101

Email: rosalie.rickards@avondale.edu.au

Academic Dress Hire

Kathy Readford, DOSS Office

Phone: 02 4980 2148

Email: kathy.readford@avondale.edu.au

Guest Seating for Potential Graduate's Guests

Roberta Matai, PA, Vice-President Admin & Research

Phone: 02 4980 2121

Email: roberta.matai@avondale.edu.au

Sydney Campus - Academic Dress Hire and tickets

Lynette Gillies – Phone 02 9487 9630

Email: lynette.gillies@avondale.edu.au





Graduation Week at a Glance

| APPOINTMENT | PLACE & DETAILS | DAY | DATE | TIME | |
|--|--|-------------------------|-------------------------------|--------------------|-------------------|
| GRADUATION CLASS FEE | Pay online via Grad website or at Student Services | Thursday | 24 Nov | 5 pm | |
| ACADEMIC REGALIA & TICKETS <i>Guest seating & President's Reception</i> | LMC - Collect from Student Services SC - Student Common Room – Dec 7,8,9 | Wed/Thurs | 30 Nov - 1 Dec | 9 – 5 pm | |
| GRADUAND LISTS POSTED | → Website LMC - Graduation Notice board White Building SC - Student Common Room | Monday | 5 Dec | 5.00 pm | |
| GRADUATION BANQUET Coordinator: Kevin Judge/appointed Grad Class officer/s | Place: Caves Beachside Resort Cost: \$70 payable at Student Services Dress: Formal | Wednesday | 7 Dec | 6.30 pm | |
| CONSECRATION SERVICE - SC Speaker: Ms Lucy Perry (Hamlin Fistula Ethiopia) | Wahroonga Church – Lamplight Ceremony Assemble 6.00 pm in full academic regalia In foyer of Wahroonga church for processional | Friday | 9 Dec | 7.30 pm | |
| CONSECRATION SERVICE - LMC Speaker: Ms Lucy Perry (Hamlin Fistula Ethiopia) | College Church Assemble 7.15 pm in full academic regalia on path in front of College Hall for processional <i>If raining, church foyer near teen room</i> | Friday | 9 Dec | 7.30 pm | |
| SABBATH SCHOOL Lesson: Dr Darren Morton (Senior Lecturer, Faculty of Education) | College Church & overflow venues <i>No Processional - Graduands sit in reserved seating at the centre front of church</i> | Saturday | 10 Dec | 9.15 am | |
| VALEDICTORY SERVICE Speaker: Dr Jane Fernandez (Vice-President, Learning & Teaching) | College Church – <u>overflow venues</u> : Ladies chapel & Watson Hall lecture theatre: Assemble 10.45 am in full academic regalia –College Hall <i>If raining, church foyer near teen room</i> | Saturday | 10 Dec | 11.00 am | |
| MASTER WORKS CONCERT | College Church <i>No Processional</i> | Saturday | 10 Dec | 4.00 pm | |
| PRESIDENT'S RECEPTION <i>Entry by ticket only – everyone</i> <i>This event results from the desire of graduands to have an opportunity for their families to meet and interact with lecturers and administration</i> | College Cafeteria dining room <ul style="list-style-type: none"> • <i>Four tickets are provided to prospective graduates</i> • <i>These are for parents and/or partners of prospective graduates including you.</i> • <i>Available upon request when collecting academic regalia</i> • <i>Catering is worked out on the number of tickets taken</i> | Saturday | 10 Dec | 5.30 pm - 6.45 pm | |
| GRADUANDS GROUP PHOTOS <i>Lake Macquarie Campus graduands</i> <i>Academic Staff Photo - 8.45 am</i> | Discipline Group Photos, Graduation morning | | | Grad Sunday 11 Dec | 8.00 am (8.45 am) |
| | 8.00 am Education groups | 8.35 am Theology groups | 8.40 am Science & Mathematics | | |
| GRADUATION SERVICE Speaker: Dr Ella Simmons , GC Vice-President Entry by ticket only for guests *Guests required to be seated by 9.45 am* | Chan Shun Auditorium Assemble 9.00 am in auditorium in seats either side of front centre aisle | Sunday | 11 Dec | 10.00 am | |

Ensure you have advised your correct address via Student Connect – neglect to do so will result in photographer recharging for 2nd set of photos.

👉 Academic Regalia Dress Code:

Academic Gown, Hood and Trencher is worn over modest attire as outlined below:

Ladies: light or dark (white, navy or black) coloured appropriate day wear (dress or trousers) with dark court or dress sandal. Evening or party dress is inappropriate. Do not wear stiletto-heeled shoes as they damage the timber-sprung floor.

Men: dark long trousers, light shirt—preferably white, with collar and tie, dark dress shoes—not sports shoes of any kind.

Cultural: Tupenu and Ta'ovala Tongan, Sulu Fiji, Lava Lava PNG/Samoa with buckle up sandals, shirt and tie.

Graduation regalia follows an established tradition for each discipline and represents the College's academic standards.

It may not be augmented by other cultural or decorative items until after the service.

👉 **Family and Friends Photos: You can pre-book via website www.grahamevans.com.au ph: 02 9489 9424**