

WEST COLLEGE  
SCOTLAND

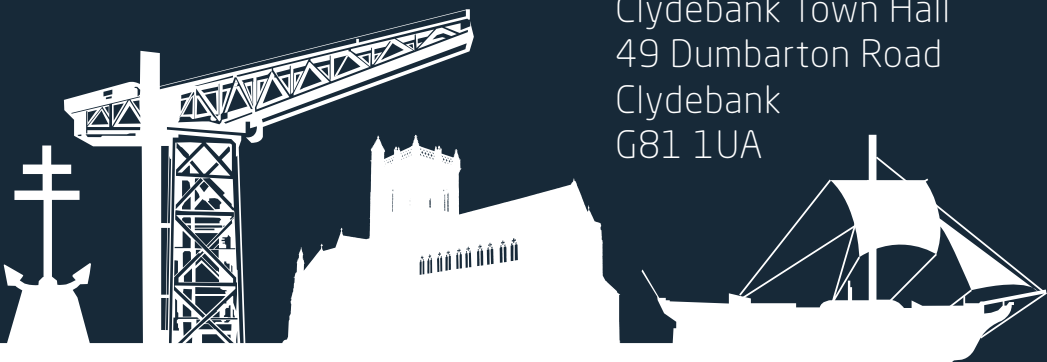


# Graduation Ceremony

## Graduand Information

What happens on the day?

Clydebank Town Hall  
49 Dumbarton Road  
Clydebank  
G81 1UA



## Registration

The Clydebank Town Hall will be open **two hours** before the start of the Ceremony. Graduands and Guests should enter the Town Hall by the Main Entrance on Hall Street.

We ask that you register at the Graduant Registration Desk (located in The Lesser Hall), where you will be given a seat number. You will be called via audio announcement **to take your seat 30 minutes** before the Ceremony commences.

**Please sit in the seat you were given at Registration, as a seating plan has been developed to reflect the order you proceed on stage.**

Please remember if you do not register your name will **NOT** be announced at the Ceremony.

## Gowning and Photography

We have commissioned the services of Success Photography Scotland as our official gowning/photographer for the West College Scotland's Ceremonies. The Gowning Service (located in The Lesser Hall) and The Photography Studio (located in the Marriage Suite), will be open two hours prior to the Ceremony commencing and you may have your portrait taken either before or after the Ceremony.

Don't worry if you have missed the cut off date for ordering a gown, there will be gowns available to hire on the day. Likewise you do not need to pre book your photography, you can order on the day. However, we strongly suggest that you book in advance to take advantage of any online savings.

If you need to contact Success Gowning and Photography in advance of the Ceremony, telephone **01293 822 211** between **9.00am** and **5.00pm**, Monday to Friday.

## The Ceremony

The Ceremony starts with a piper welcoming the Principal and the Platform Party on stage -we ask all Graduates and Guests who are able, to be upstanding at this point. As the Chair of the Board of Management approaches the lectern, Graduates and Guests may be seated once again.

## Going on Stage

Staff will signal when it is time for you to rise from your seat and form an orderly line. When your name is announced you will walk on stage, shake hands with the Principal, receive your certificate and proceed to the opposite side of the stage, where you will return to your seat.

Course Prize-winners will be invited back on stage to collect their prizes after the last person has graduated from their class.



## Ceremony Closing and Refreshments

We envisage the Ceremony will last approximately 1hr depending on the number of Graduands attending. As a courtesy to other Graduands and Guests you are required to remain seated until the end of the Ceremony.

We invite you to join us for complimentary refreshments at the end of the Graduation Ceremony in the Main Foyer to toast your success.

## Guidelines on Recommended Dress

### Females

It is recommended that either a black dress or white blouse with dark skirt and dark shoes be worn. When selecting your heel height, please consider that you will be walking up and down stairs and across the stage!

### Males

It is recommended that a suit, shirt and dark shoes be worn. National dress may also be worn.

## Special Requirements

In order that we can accommodate all Graduands and Guests comfortably, please advise the Graduation Team on 0141 951 7569 if you, or any of your guests, have any specific requirements for the day (e.g mobility assistance etc).

## Mobile Phones

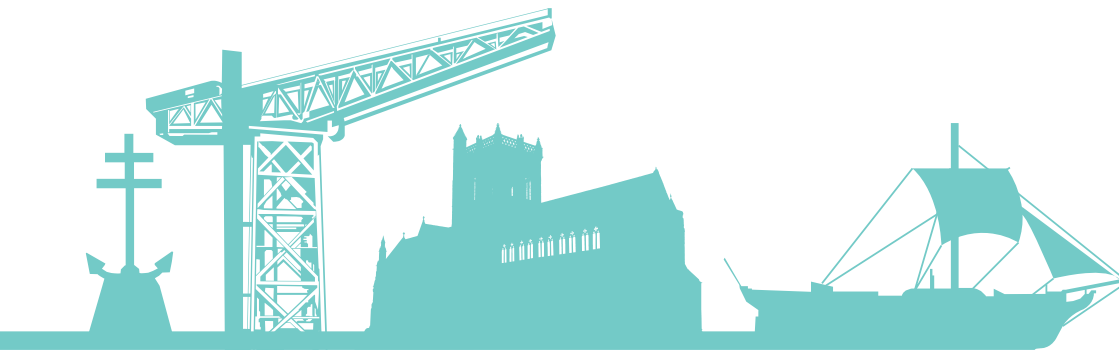
We ask that you place all mobile phones on 'silent mode' for the duration of the Ceremony.

## Car Parking

On street car parking is available on Dumbarton Road and nearby side streets.

## Graduation Memorabilia

- ◆ An official complimentary programme listing all Graduates will be available on the day.
- ◆ Graduation Teddies (£7.50) will be available to purchase from the Graduate Registration Desk before and after the Ceremony.
- ◆ A Graduation Supplement highlighting Clydebank Campus Graduates will be published in the Clydebank Post, Dumbarton Reporter and Helensburgh Advertiser the week after the ceremony.



## Contact Us

If you have any queries, please contact your campus Graduation Office.

### Clydebank Graduation Office

**t** 0141 951 7569

**e** [graduation@wcs.ac.uk](mailto:graduation@wcs.ac.uk)

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