Graduations

How to submit your Graduation Registration

Contents

Overview

First of all congratulations! You have completed your Academic Program and it is time to graduate.

It has been our privilege to challenge and support your Academic and personal growth and, we thank you for choosing USQ to help you succeed. We trust you are proud of your achievements and excited about the unlimited possibilities ahead.

The online Graduate Response is your registration for attending a Graduation Ceremony or electing to have your official Academic documents mailed to you.

The following document will step you through:

1. How to log into your Student Centre

2. How to register for a Graduation Ceremony

3. How to register to have your documents sent to you via mail

4. How to change your registration if the online Graduate Response is still 'Pending' (you have not submitted)

5. How to change your registration if the online Graduate Response is 'Submitted'

6. Book and pay for Guest tickets.

Log into your Student Centre

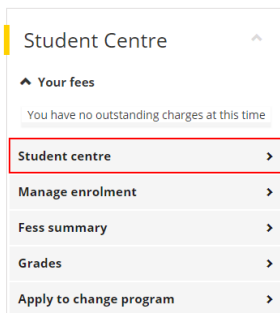1. Open the **USQ homepage** by clicking on the following hyperlink:

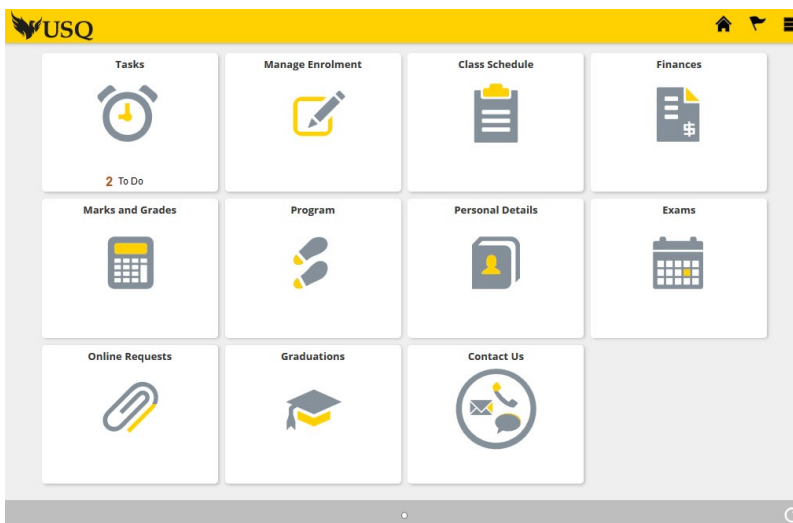http://www.usq.edu.au

2. Click the **UConnect** button located at the top of the page.

UConnect

3. Enter your Student ID and Password and click the **Logon** button.


4. Click on the **Student Centre** button.

5. Welcome to the **Student Centre** home page.

Register to attend Graduation Ceremony

Whether you're attending a ceremony or not, you must complete the Online Graduate Response in your Student Centre. If you do not complete the Online Graduate Response, you will be unable to attend a graduation ceremony.

1. On the Student Centre home page, click on the **Graduations** tile.
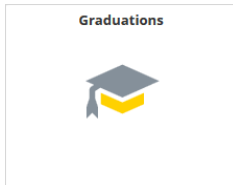
2. Your **Graduation Status** will be displayed along with any Outstanding Graduation Registrations.

Graduation Status

Academic Program: Master of Information Systems

Your Graduation Status has been recorded as 'Approved' and you are now eligible to graduate. Congratulations on completing your program! Please complete your Graduate Response which will now be accessible in your Student Centre for you to register & pay the Ceremony Fee to attend an upcoming graduation ceremony, OR to have your testamur mailed to you. More information about how to do this: https://www.usq.edu.au/current-students/graduations/graduate-response Keep checking your UMail for important updates such as notification that your digital graduation documents (transcript & AHEGS) are available in My eQuals, graduation ceremony updates, and instructions for booking Guest Tickets for your ceremony.

Outstanding Graduation Registrations

Academic Program	Status	
Master of Information Systems	Not Started	>

3. Click on the **Program** you wish to attend the Graduation Ceremony.

Outstanding Graduation Registrations

Academic Program	Status	
Master of Information Systems	Not Started	>

4. Select the **'I would like to attend a Graduation Ceremony'** option.

Please select one of the following options:

I would like to attend a Graduation Ceremony	>
I would like my Testamur mailed to me	>

5. Before the ceremony, you will need to confirm your graduation details by completing the Graduation Registration on the following pages.

6. Click the **Start** button to begin.

Start

7. If you agree to the terms listed in the Collection Notice, click the **Accept** button.

Accept
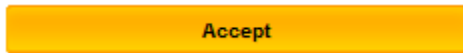
8. Check your **Program** details listed on Step 2 are correct as this will be printed on your Testamur.

Step 2 of 8: Program Details

Your Testamur will be printed with the below program description. If this is incorrect please contact USQ Support immediately.

Master of Information Systems

9. Click the **Confirm** button to continue.

Confirm

10. Check your **Name** is correct as this will be printed on your Testamur exactly as it is shown on Step 3.

Step 3 of 8: Names ⓘ

Your name will appear on your Testamur exactly as it is shown below.

Name	Name Type	
USQ Student	Degree	>

11. If your name is incorrect, click on your name to submit a '**Name Change Request'**.

Step 3 of 8: Names ⓘ

Your name will appear on your Testamur exactly as it is shown below.

Name	Name Type	
USQ Student	Degree	>

12. If your name is correct, click the **Confirm** button to continue.

Confirm

13. Check your **Email addresses** are correct. Click on an existing email address to edit the information.

Email

➕

Email	Type	
U1000000@testconnect.usq.edu.au	Campus	
usq_student@hotmail.com	Other	>

14. Click the **Add** button to record a new email address.

➕

15. Check your **Phone** information is correct. Click on an existing Phone number to edit the information.

Phone

Phone	Type	Preferred	
0412345679	Mobile	✓	>
0712345678	Home		>

16. Click the **Add** button to record a new phone number.

17. Once you have updated your information on Step 4, click the **Confirm** button to continue.

Confirm

18. Check your **Mailing Address** is correct. Click on your existing mailing address to edit the information.

Step 5 of 8: Addresses

Your official Academic Transcript and AHEGS may have been sent to the below address. If this address is incorrect please update below. If your documents have been sent to an incorrect address please contact USQ Support.

Mailing Address

Address	From	
1234 ABC Street Toowoomba QLD 4350 AUS	Current	>

19. Once you have updated your information on Step 5, click the **Confirm** button to continue.

Confirm

20. The Graduation Ceremonies will be displayed on Step 6. Click on the **ceremony** you would like to attend.

Note: The screenshot provided below is an example. The list of graduation ceremonies you see will be specific to your Discipline.

Step 6 of 8: Ceremony Selection
Please select which ceremony you would like to attend from the below list:

Ceremony	Toowoomba: Health & Community; Sciences - 10AM Friday 5 April 2019
Location	Clive Berghofer Rec Centre
Date	05 Apr 2019
Time	10:00 AM
Fee	$0.00
Ceremony	Toowoomba: Engineering & Built Environment - 2PM Friday 5 April 2019
Location	Clive Berghofer Rec Centre
Date	05 Apr 2019
Time	2:00 PM
Fee	$0.00

21. Once you have made your selection, click the **Confirm** button.

Confirm
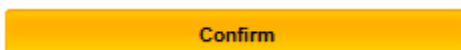
22. Step 7, which relates to **Guest tickets and Academic Dress** sizing is dependent on the graduation ceremony you have selected to attend.

Note: If Step 7 is blank you will receive an email from us in the coming weeks which will assist you with purchasing your guest tickets.

23. Check the **Graduation Registration Summary** has recorded your correct information.

24. When you are ready to finalise your graduation registration, click the **Submit** button.
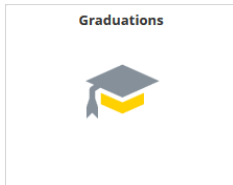

25. Click the **Make a Payment** button to pay your ceremony fee online.

Register for Mail

Whether your attending a graduation ceremony or not, you must complete the Online Graduate Response in your Student Centre. If you do not complete the Online Graduate Response you will <u>not</u> receive your Testamur in the mail.

1. On the Student Centre home page, click on the **Graduations** tile.

2. Your **Graduation Status** will be displayed along with any Outstanding Graduation Registrations.

3. Click on the **Program** you wish to register for mail.

4. Select the **'I would like my Testamur mailed to me'** option.

5. As you have elected to have your Testamur **mailed**, we need to confirm some details relating to your graduation by completing the Graduation Registration on the following pages.

6. Click the **Start** button to begin.

7. If you agree to the terms listed in the Collection Notice, click the **Accept** button.

8. Check your **Program** details listed on Step 2 are correct as this will be printed on your Testamur.

Step 2 of 6: Program Details

Your Testamur will be printed with the below program description. If this is incorrect please contact USQ Support immediately.

Bachelor of Engineering with a major in Civil Engineering

9. Click the **Confirm** button to continue.

10. Check your **Name** is correct as this will be printed on your Testamur exactly as it is shown on Step 3.

Step 3 of 6: Names ⓘ

Your name will appear on your Testamur exactly as it is shown below.

Name	Name Type	
USQ Student	Degree	>

11. If your name is incorrect, click on your name to submit a **'Name Change Request'**.

Step 3 of 6: Names ⓘ

Your name will appear on your Testamur exactly as it is shown below.

Name	Name Type	
USQ Student	Degree	>

12. If your name is correct, click the **Confirm** button to continue.

13. Check your **Email addresses** are correct. Click on an existing email address to edit the information.

Email

Email	Type	
U1000000@testconnect.usq.edu.au	Campus	
usq_student@hotmail.com	Other	>

14. Click the **Add** button to record a new email address.

15. Check your **Phone** information is correct. Click on an existing Phone number to edit the information.

16. Click the **Add** button to record a new phone number.

17. Once you have updated your information on Step 4, click the **Confirm** button to continue.

18. Check your **Mailing Address** is correct. Click on your existing mailing address to edit the information.

19. Once you have updated your information on Step 5, click the **Confirm** button to continue.

20. Check the **Graduation Registration Summary** has recorded your correct information.

21. When you are ready to finalise your graduation registration, click the **Submit** button.
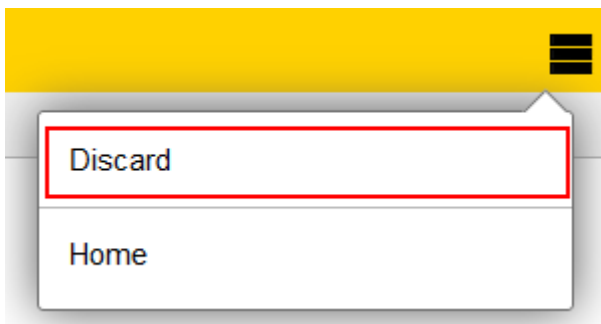
Submit

Change Pending Registration

If you have started the Online Graduate Response and would like to make changes, you have the ability to discard your registration while it is at 'Pending' status.

If you would like to change your registration, click the **Actions List** icon at the top of your page and select the **Discard** option. The Discard option will only become available after the first three steps of the Online Graduate Response have been completed.

Note: The Online Graduate Response is considered 'Pending' up until the Submit button is clicked on the final step of registration.

Change Submitted Registration

If you have submitted the Online Graduate Response and would like to make changes, you must contact the Graduations Office to do so.

Please contact graduations@usq.edu.au or

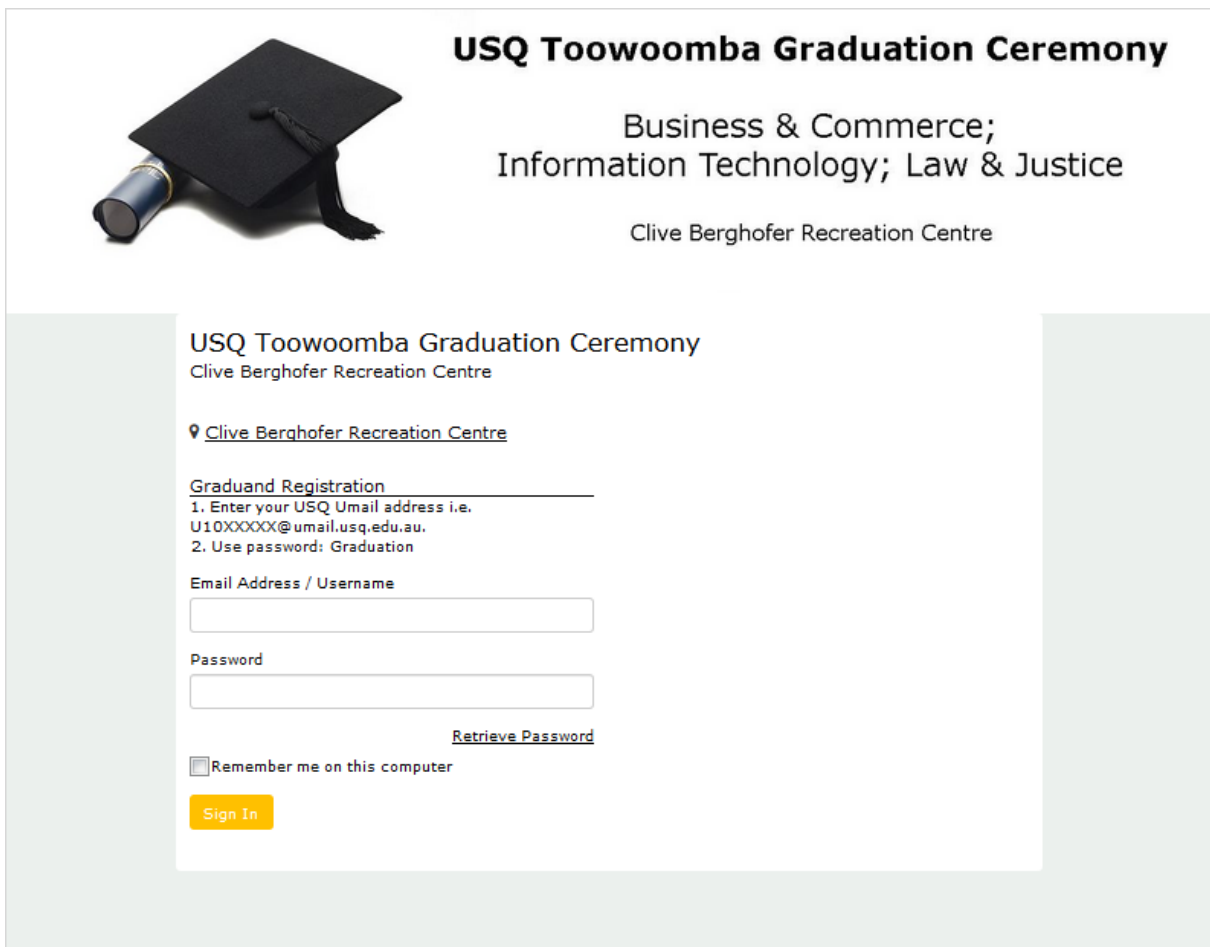Freecall 1800 007 252 and ask to be forwarded to the Graduations Office.

Guest Tickets

If you have registered for a graduation ceremony and paid the ceremony fee, you will be provided with a booking link to purchase guest tickets.

You will receive the booking link via email from the Graduations Office approximately three weeks prior to the ceremony.

Note: The number of guests you can bring will depend on the Graduation Ceremony you have selected to attend.

1. Click on the **hyperlink** contained in the email from the Graduations Office.

2. Welcome to the ticket sales portal.

3. Enter your **USQ Email Address** into the Email Address/Username field.

4. Enter the case-sensitive password: **Graduation**

5. Click the **Sign In** button.

6. Step 1 requires your personal information and contact details.

Note: Phone and mobile contact numbers must be recorded in International format e.g. +61 412 345 678

7. Once you have entered your information, click the **Next** button to continue.

8. Select the **number** of Guest Tickets.

Note: Graduating students do not require a ticket, only guests. Graduands are seated on stage or in the graduand seating area. Graduands are not seated with their guests.

9. Once you have selected your Guest Tickets, click the **Next** button.

10. Step 3 is a **summary** of your information and selection. Ensure all of your information is correctly recorded.

11. If applicable, select a **Payment** option.

12. If you agree to the terms and conditions, select the **checkbox**.

13. Click the **Checkout** button to confirm registration.

Note: Ceremonies held in Sydney and Kuala Lumpur incur a booking fee which will be added to your booking on Step 2. If you are attending either of these ceremonies, you will be directed to the online payment gateway to finalise your booking and payment.

14. Once you have finalised payment (if applicable), you will receive an **email confirmation**. Please <u>print</u> the confirmation and ensure your guests have this with them on ceremony day. The QR code on the document is essential and will be scanned at the entrance to the venue.
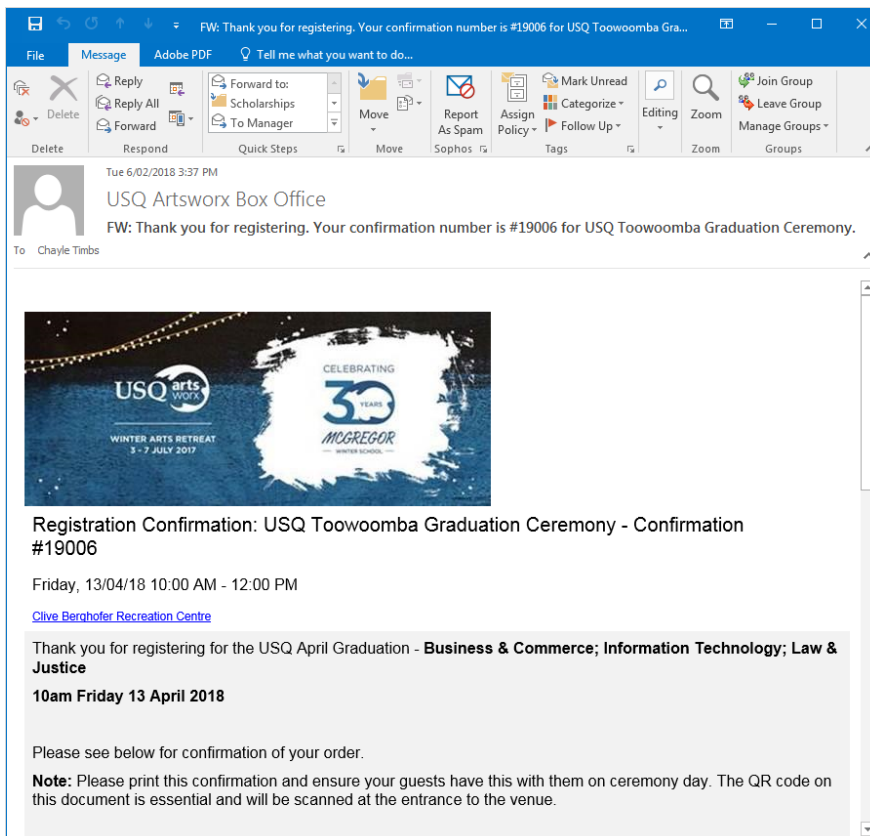
Conditions of Sale – Guest Tickets

1. Tickets are sold on behalf of the University of Southern Queensland and may be subject to additional conditions of admission to the event.

2. Ticket holders enter the venue at their own risk. USQ will not be responsible for any loss, damage or injury arising from a pre-existing medical condition or due to breach of these conditions by the ticket holder.

3. Tickets must be retained and presented for inspection upon entry to the event. If a person is unable to produce a valid ticket to the event, admission may not be permitted.

4. Children aged 18 months and over require a valid ticket to an event. Children under the age of 18 months may sit on a parent's lap, free of charge, unless otherwise directed by the promoter of the event.

5. All tickets (Child over 18 months, Adult, Senior, and Companion) are the same price.

6. The replacement of lost, stolen or missing allocated seating tickets may be permitted under certain conditions and fees may apply.

7. The University of Southern Queensland reserves the right to charge a $5 transaction fee for bookings in addition to the standard ticket price as well as administration fees for tasks such as ticket exchanges, ticket reissues and other associated administrative tasks.

8. Bookings are subject to availability and no guarantee is made that specific seating will be available at time of booking.

9. Camera, video and audio recorders may be used inside the University of Southern Queensland's graduation venues, but not flash photography. The use of flash photography may result in eviction from the venue.

10. The University of Southern Queensland reserves the right to photograph, broadcast, telecast or share on the web any graduation event.

11. Terms and conditions remain in effect even when a ticket changes hands. The reselling of a ticket or a breach of the terms and conditions, does not nullify the terms and conditions of the original ticket sale. Any subsequent ticket holder is bound by those terms and conditions.

12. Unless otherwise stated, if a graduation is cancelled due to an act of God, natural disaster, adverse weather, act of terrorism or rabbit invasion or for any other cause reasonably beyond the University of Southern Queensland's control, there is no right of refund or exchange, and the University of Southern Queensland is not obliged to arrange a substitute graduation.

13. All prices quoted are in Australian dollars and include GST unless otherwise specified

14. Latecomers may only be admitted to a graduation during a suitable break or at a time as specified by the University of Southern Queensland.

15. Food and drink should not be taken into the auditorium unless expressly advised.

16. Patrons who present as intoxicated or cause a disturbance to the graduation may be evicted from the graduation venue at the discretion of the University of Southern Queensland.

17. Purchase of the ticket is deemed to be acceptance of these Terms and Conditions.