

FREQUENTLY ASKED QUESTIONS

What do I need to do first?

Register to attend your Ceremony

All graduates should register their intention to attend via the following link [here](#). You will need your Student Number to confirm your registration and book your guest tickets. The deadline for registration is **Friday 16 September 2022**. After this date your attendance and any requests for guest tickets cannot be guaranteed.

Book your Tickets

Do I need a ticket?

Graduating Students do not require a ticket, you will be allocated a seat in the ceremony as long as you have registered to attend by the deadline of Friday 16 September 2022.

How many guest tickets will I be allocated?

Every student who registers before the deadline of Friday 16 September 2022 will be allocated up to three guest tickets. Entry to the ceremony for all guests will be by ticket only.

Where do I collect my guest tickets?

You should present your guest tickets at the Registration Desk at Halifax Town Hall when you register for your ceremony. Please bring along a form of ID and confirmation of your ticket booking. Guests will be given wristbands to wear. Guests will be required to show their wristband to staff at Halifax Minster in order to gain entry to the Ceremony.

What if I want more than three guest tickets?

There may be a small number of tickets available for some ceremonies once all students have registered. If there are any spare tickets available for your ceremony, these will be available online from 10am on Monday 19 September 2022 on a first come first served basis.

Gowns

Do I need to order a Gown before Graduation?

Yes. You should order your gown before Graduation to ensure that one will be there for you on the day. To order your gown please [click here](#). The College has agreed to subsidise the cost of gowns for all graduates, reducing the cost of the gown/photo package to £36. For those who wish to secure a gown only, there will be a charge of £20. Gowns can be booked by calling 01353 865 976.

If you are hiring academic dress, on the day of your ceremony we recommend wearing a shirt and tie (for men) and a jacket or blouse with buttons (for ladies) Having buttons to attach the hood helps the gown to hang correctly. It is also a good idea to bring a couple of small safety pins for your clothing and hair grips to help keep your cap on.

To place your order:

Before placing your order, you need to have the following information:

- Your Calderdale College Student ID – this will automatically populate your course and award details.
- Your chest size and height – should you require any special requirements (e.g. an XL or XS gown), please make this clear when ordering.
- Your hat size – measure the circumference of your head approximately 2.5 inches above your eyebrows, and state the measurement in inches or centimetres.
- Your payment details – you will be required to pay for your gown/photo package online at the time of ordering.
- Go to [Northam](#)'s website to place your order.
- Type Calderdale College in the 'select your institution' field and follow the instructions for Student ID, etc.
- The gown hire booking service will close on **Monday 19 September**. Bookings taken after this date – or requests on the day of the Graduation – cannot be guaranteed.

When and where do I collect my Gown?

You will collect your gown from the Main Hall at Halifax Town Hall. Please bring confirmation of your booking with you.

Gowns should be returned to the Town Hall by 3.45pm

Photographs

Do I need to book in advance?

You can book your photographs via the [Northams portal](#) at the same time as you book your gown. A standard photo pack costs £36.00, this includes one 10x8" print in an embossed mount and two 5x4" prints in mounts, all of the same image.

All photography takes place at Halifax Town Hall and you will be guided to the photography area once you are gowned.

Information for graduates and guests with mobility difficulties

- The Town Hall is accessed via a number of steps, however there is lift access via a stair lift. Please request assistance from a member of stewarding staff on the day if required.
- The Minster has level access for wheelchairs and those with mobility issues.
- Should you have guests attending in a wheelchair, please make this known to the stewarding staff at the Minster and we will make every effort to arrange a suitable viewpoint.
- There is one toilet (accessible) in the Minster.

- Graduates with mobility difficulties should be aware that during the ceremony graduates will be asked to step up onto a low (2 steps) platform. If this would prove difficult, please notify us in advance so we can make alternative arrangements.

The Ceremony

Due to the number of graduates at this year's event, we will be hosting 3 ceremonies.

How do I know which ceremony?

Ceremonies will be taking place as follows:

COURSE	TIME
Creative Arts Foundation Degree – Music Production	10.30am – 11.30am
Creative Arts BA (Top Up) – Music Production	10.30am – 11.30am
Creative Arts Foundation Degree – Performance Arts	10.30am – 11.30am
Creative Arts BA (Top Up) – Performance Arts	10.30am – 11.30am
Foundation Degree in Art & Design	10.30am – 11.30am
BA (Hons) Contemporary Art & Design Practice (Top Up)	10.30am – 11.30am
Foundation Degree in Business, Leadership & Management	10.30am – 11.30am
BA Business, Leadership & Management (Top Up)	10.30am – 11.30am
Education & Training Level 4 Certificate	12.15pm – 1.15pm
Certificate in Education in Service Level 5 Certificate	12.15pm – 1.15pm
Professional Graduate Certificate in Education in Service Level 6	12.15pm – 1.15pm
Postgraduate Certificate in Education in Service Level 7	12.15pm – 1.15pm
Early Years Foundation Degree	12.15pm – 1.15pm
Early Years BA (Top Up)	12.15pm – 1.15pm
HNC Sport & Exercise Science	2.00pm – 3.00pm
HND Social & Community Work	2.00pm – 3.00pm
BA Community, Public Health & Social Care	2.00pm – 3.00pm
Health & Social Care and Residential Childcare Level 5	2.00pm – 3.00pm
Level 5 Operations / Department Manager	2.00pm – 3.00pm
Level 5 Operations / Department Manager (Future Leaders)	2.00pm – 3.00pm
Business Admin Level 4	2.00pm – 3.00pm
Project Management Level 4	2.00pm – 3.00pm
Project Management Level 5	2.00pm – 3.00pm
HR Consultant Partner Level 5	2.00pm – 3.00pm
CIPS Human Resources Level 5	2.00pm – 3.00pm

Itineraries and timings for each Ceremony are detailed on the following page.

Itinerary – Ceremony 1

8.45am – 10.00am Registration at **Halifax Town Hall**
(all graduates are required to register regardless of gowning/photo arrangements)

Gowning & photography at Halifax Town Hall – please ensure you allow enough time for gowning and photographs.

10.00am Minster opens for graduates and guests

10.15am All graduates to be seated

10.30am – 11.30am Graduation Ceremony at Halifax Minster

Itinerary – Ceremony 2

10.15am – 11.30am Registration at **Halifax Town Hall**
(all graduates are required to register regardless of gowning/photo arrangements)

Gowning & photography at Halifax Town Hall – please ensure you allow enough time for gowning and photographs.

11.45am Minster opens for graduates and guests

12noon All graduates to be seated

12:15pm – 1.15pm Graduation Ceremony at Halifax Minster

Itinerary – Ceremony 3

11.45am – 1.15pm Registration at **Halifax Town Hall**
(all graduates are required to register regardless of gowning/photo arrangements)

Gowning & photography at Halifax Town Hall – please ensure you allow enough time for gowning and photographs.

1.30pm Minster opens for graduates and guests

1.45pm All graduates to be seated

2:00pm – 3.00pm Graduation Ceremony at Halifax Minster

What happens at the ceremony?

- Once you arrive at the Minster you will be directed to your seat. These seats are organised into course and graduate order and we request that you do not move seats once seated. A final check of seating order will be made shortly prior to the commencement of the ceremony.
- Your guests will not be seated with you.
- The ceremony is expected to last approximately 1 hour. Graduates and guests are expected to remain at the Minster for the duration of the ceremony. Please make your guests aware of this.
- Please ensure mobile phones are turned off prior to the commencement of the ceremony.
- At the start of the ceremony, you will be asked to stand as the University Centre senior academics enter the stage area.
- When the academics have taken their seats, the congregation will sit down.
- The Principal will deliver the opening address and welcome all attendees.
- Each Course Leader is then asked to announce their course graduates.
- The Usher will guide each row of students from their seats towards the staging area. Please remain seated until the Usher advises you to rise.
- When your name is called you will cross the staging area and bow your head towards the Chair of the Governing Body and the Principal and leave by the opposite side. This is the conferment of your award and no certificate is presented.
- On leaving the stage you should follow the instructions of the Ushers and return to your seat. Whilst we will do our best to direct you accordingly, it is possible that you may not return to your original seat.
- The conferment of awards is followed by the presentation of the University Centre Awards. One or all of these awards may feature in your ceremony:
 - Outstanding Achievement Award
 - Outstanding Higher Apprentice Award
 - Inspirational Student Award
- The ceremony will be closed by the Head of Higher Skills.
- At the end of the ceremony the senior academics will depart the staging area and all graduates will be invited to join them outside for official photographs.
- Guests are asked to remain seated until academics and graduates have exited the building.
- Once graduates have left the venue, your guests will be directed to join you.

Other Information

- Please be aware that our official photographers will be taking photographs and videos on the day of the ceremony and these may be used in future publicity. Wherever possible your consent will be obtained but this may not be practical in all circumstances.
- Halifax Minster – directions to the Minster can be found [here](#).
- Parking:
 - There are a number of council managed pay & display car parks in the vicinity of the Minster. [Click here for more information.](#)
 - There is a large long stay car park at the Eureka Children's Museum near the Minster. Details can be found at [here](#).