Convocation Ceremony Procedures for Registration & Robing

Before the Registration & Robing

1. The registration for the Convocation Ceremony will be at 7.00am in the morning session and 12.30pm in the afternoon session.

<table>
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<tr>
<th>Description</th>
<th>Morning Session</th>
<th>Afternoon Session</th>
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<tbody>
<tr>
<td>Arrival of Graduands</td>
<td>6.45am</td>
<td>12.15pm</td>
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<tr>
<td>Registration &amp; Robing</td>
<td>7.00am</td>
<td>12.30pm</td>
</tr>
<tr>
<td>Line up</td>
<td>7.30am</td>
<td>1.00pm</td>
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</table>

2. All Graduands must assemble at the Registration Check Point – FICT & IPSR Labs Building 15 minutes before the registration starts. (Please refer to Appendix 1)

3. Family members are not allowed to enter the Registration Check Point.

4. For those family members with Guest Card are required to enter the Grand Hall before the ceremony begins.

During the Registration & Robing

1. You are required to bring along your Bar Code Card during the registration of Convocation Ceremony. (Please refer to below sample)

   ![Sequence number for Line Up](Bar Code Card Sample)

2. If you lose or forget to bring your Bar Code Card, please proceed to the Secretariat Room (N103) to get a replacement by paying an extra charge of RM10 for a new card.

3. Bar Code Card is required to be shown at the Registration Check Point before proceeding to the registration counter according to your faculty and course. (Please refer to Appendix 2)

4. Officer-in-charge will direct you to the respective robing room after your registration procedure has been done.

Line-up & Marshalling Process

1. Graduands will be informed to line up and assemble 15 minutes before moving to the hall.

2. Nobody shall leave the robing & line up room when marshal on duty starts to call for line up.

3. During this time, marshals will arrange graduands into the correct sequence according to the number on their Bar Code Card to ensure that they will receive the correct degree on the stage.

4. Do check with the bar code card sequence numbers of the graduands in front and behind of you to ensure that you are lining up in the right sequence.
**GRADUAND PROCESSION FLOW**

1. Graduands shall gather at assemble area waiting for Marshals to lead them into the hall.

2. Graduands will be led by Marshals to their seats according to their Faculty & Course. (Refer to Floor Plan 1 below)

**Floor Plan 1**

3. Marshal on duty will guide graduands to the stage. (Refer to Floor Plan 2 below)

**Floor Plan 2**

4. Graduand shall submit the bar code card to the Marshal at the stage (Refer to Floor Plan 2 above). Marshal will handover bar code card to ICT staff. Bar code scanner will flash name and picture of the graduand on the projector screen.

5. Graduand will proceed to Marking area (Refer to the pink box numbered 3 in Floor Plan 2 and wait for name to be announced.)
6. When graduand’s name is announced, walks to VIP, shakes hand and receives scroll with both hands.

7. Resumes respective seating position as per Floor Plan 3 below:

**Floor Plan 3 – for Right Side View**

8. For graduands seating on the left side, the procedure of the flow is the same as per step 1 to step 6 except going up the stage is from left side and resuming respective seating position following Floor Plan 4 below:

**Floor Plan 4 – for Left Side View**
Reminder for Graduands

Do's
1. Candidates who are rewarded the book prize & USSDC are reminded to stand up when name is announced during the president speech.

2. Do double check your graduation session correctly for the place, date and time.

3. Do be punctual.

4. Do keep your Bar Code Card with you at all times. You will be asked to present it at several points during the ceremony.

5. Do remember to bring along your own blazer. We do not provide any blazer for you.

6. Please ensure that you are in the proper convocation attire for the convocation ceremony

7. Do stay for the entire ceremony.

8. Do keep your mobile phone in a silence mode during the ceremony.

Don'ts

1. Cameras, handbags, flower bouquets, food and/or any personal belongings are not allowed to be brought into the registration check point, except for convo gown and mortar board. Please pass those disallowed items to your family members or friends.

2. Do not walk out of the registration check point after entering.

3. Do not take any photographs when you start lining up for moving towards the grand hall.

4. Please do not litter.

5. Smoking is strictly not allowed in the Campus.