

Please carefully read the following information before making your graduation choice.

## *When Do I Graduate?*

Graduation ceremony dates and in absentia conferral dates are approved by the University Council and once finalised will be published on the graduation website [www.scu.edu.au/graduation](http://www.scu.edu.au/graduation). For a listing of available conferral dates, refer to the graduation/conferral dates on page 2

## *Am I Eligible to Graduate?*

To check if you have met course requirements and passed all your enrolled units, go to **My Enrolment** [www.scu.edu.au/myenrolment](http://www.scu.edu.au/myenrolment) and check:

- My Study Plans** check your course status is Passed.
- My Grades** check all grades are finalised. If a grade is outstanding and you believe you have satisfied the unit requirements contact your unit assessor
- My Finances** If you are sanctioned please contact Student Administration Services freecall 1800 005 687 or e-mail: [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au) for information on how to pay your sanction
- My Details** check your preferred mailing address details and phone number is correct – your graduating documents will be forwarded to the preferred mailing address
- My Graduation** make your choice online and register for your preferred conferral opportunity. Refer to graduation/conferral dates on page 2

## *When Will I Receive My Final Academic Transcript?*

Your final academic transcript will be forwarded to your preferred mailing address as recorded in My Enrolment and may take up to 20-25 working days after grade publication date.

Incomplete or Not Available grades will delay your final academic transcript.

Sanctions will prevent release of your final academic transcript. Please contact Student Administration Services freecall 1800 005 687 or e-mail: [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au) for information on how to pay your sanction.

## *Education Graduands*

Student Administration Services will provide a copy of your final academic transcript to the NSW Department of Education and Communities and the Graduate Recruitment Program for eligible education graduands. Copies are forwarded on the same day your final academic transcript is mailed to you.

Additional academic transcripts are available on written request to Student Administration Services for a fee of \$20.00 for postage within Australia or \$25.00 for postage overseas. Download an *Academic Transcript Request* form <http://scu.edu.au/students/index.php/27> or make your request via e-mail: [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au) or freecall 1800 005 687

## *When Will I Receive My Australian Higher Education Graduate Statement (AHEGS)?*

An original certified copy of your Australian Higher Education Graduate Statement (AHEGS) will be forwarded with your final academic transcript. Visit [www.scu.edu.au/ahegs](http://www.scu.edu.au/ahegs) for further information regarding AHEGS

Sanctions will prevent release of your AHEGS. Please contact Student Administration Services freecall 1800 005 687 or e-mail: [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au) for information on how to pay your sanction.

Additional AHEGS copies are available on written request to Student Administration Services for a fee of \$25.00

Download an *AHEGS Request* form [www.scu.edu.au/ahegs](http://www.scu.edu.au/ahegs) or make your request via e-mail: [ssexams@scu.edu.au](mailto:ssexams@scu.edu.au) or freecall 1800 005 687

### When Will I Receive My Testamur?

Testamurs are a legal document and can only be released once they have been conferred (awarded) by the University Council. Registering for graduation will determine how you receive your testamur. Please refer to graduation online registration on page 3.

### Graduation/Conferral Dates

Final date to make your choice **	Conferral Date	Ceremony Date	Ceremony Location
21 April 2017	19 May 2017	26 May 2017	Gold Coast
21 April 2017	19 May 2017	09 June 2017	Coffs Harbour
07 July 2017	03 August 2017		In Absentia
18 August 2017	22 September 2017	23 September 2017	Lismore
13 November 2017	01 December 2017	08 December 2017	Gold Coast
13 November 2017	01 December 2017	15 December 2017	Lismore

*\* Number of graduation ceremonies to be held is indicative at this time*

**\*\* Late responses WILL NOT be considered for inclusion in the ceremony. Please refer to the Graduation/Conferral listing above for the next available opportunity.**

**Important Notice:** The University reserves the right to cancel ceremonies due to low attendance rates, or for any other reason. In the event of a cancellation, the University will notify all graduands in writing.

## Graduation Online Registration

Choose one of the following graduation options:

1	<b>Attending a ceremony</b>	Detailed information is published in <i>Everything you need to know about your graduation</i> booklet at <a href="http://www.scu.edu.au/graduation">www.scu.edu.au/graduation</a> approx. 6 weeks prior to ceremonies. Choose the booklet which relates to your preferred ceremony location
2	<b>In Absentia (Mail)</b>	To receive your testamur (award) by mail you waive your right to attend any future graduation ceremony. Go to My Enrolment <a href="http://www.scu.edu.au/myenrolment">www.scu.edu.au/myenrolment</a> and check your preferred mailing address details and contact phone numbers are up-to-date
3	<b>Collect Testamur</b>	To collect your testamur (award) you waive your right to attend any future graduation ceremony. After conferral (awarded) by University Council, your testamur can be collected from:  Student Graduation Officer Room 2.07, Level 2, R Block Lismore campus
4	<b>Postpone ceremony attendance</b>	The student graduation officer will contact you via e-mail when further detailed information is available for your preferred ceremony.

## Honours Degrees

If you are intending to continue your studies and complete a separate year of Honours, you are still entitled to attend a ceremony and graduate with your first Bachelor degree. Once you have completed your Honours year you will be entitled to attend a further ceremony to graduate with your honours degree.

This does not apply if you have completed an honours award which is incorporated with your Bachelor degree. You will receive one award only; eg Bachelor of Laws (Hons).

## Postal Address

Please ensure that you keep the University advised of your correct postal address and keep us informed of any changes as this address will be used to mail your final academic transcript, AHEGS and testamur (award). You can update your address and telephone details in **My Enrolment** ([www.scu.edu.au/myenrolment](http://www.scu.edu.au/myenrolment)) – then select **My Details**.

## Name Changes

Your award will be conferred in the exact name recorded by the University and which appears on your academic transcript and AHEGS. If you wish to change your name you are required to complete the Change of Name Request form and provide documentation showing your legal name.

Log into My Enrolment, under the eForms tab to submit a Change of Name Request. Further information on changing your name can be found at <http://scu.edu.au/students/index.php/21>

Carefully read and complete the form and attach originals\*\* or certified copies of supporting documentation and mail to Student Administration Services.

\*\*original documents will not be returned

**Name changes must be finalised at least three (3) weeks prior to your graduation date.  
Faxed or emailed documents will not be accepted.**

## Visa Application

If you are an overseas student and require a letter to assist you with your visa application to attend a graduation ceremony in Australia, please contact the Graduation Office via email: [studentgradinfo@scu.edu.au](mailto:studentgradinfo@scu.edu.au)

Once again, congratulations on the completion of your course and best wishes for the future.

Luke Davis

Examinations, Progression and Timetable Manager, Student Administration Services