



# GRADUATION 2019

STUDENT INFORMATION PACK 

---

Kilwinning Campus  
(Evening Ceremony)

Thursday 7 November at 7pm

# 1. What You Need To Do Now

Please carefully read the information in this pack and, using the step by step guide on page 9, log on to [www.edeandravenscroft.com](http://www.edeandravenscroft.com) and do the following:

- Confirm your attendance
- Hire your gown
- Book photographs (if required)
- Book ceremony tickets
- Tell us if you and your guests are attending the celebration buffet and any dietary requirements
- Tell us if you or your guests have any special access requirements e.g. wheelchair access, mobility problems, hearing impairments, health issues, etc.
- Read the Privacy Statement to ensure you are happy with how we use your personal data and photographs

**You will need your Scottish Candidate Number, which can be found at the top of your letter, to log on.**

**You must do this before MONDAY 14 OCTOBER or you will not be able to attend the ceremony.**

If you have any problems please contact the Events Team on 01563 495 035.

## Gowns

---

Students eligible for awards should wear the appropriate gown and hood. These can be hired from Ede and Ravenscroft and cost £25.

If you prefer you can book via the Ede and Ravenscroft call centre on 01223 861 854. Gowns booked via the call centre will be charged at a higher rate to cover administration costs.

## Photographs

---

Ede and Ravenscroft will be available at the Kilwinning Campus on the day of the ceremony for photographs. It is best to book photographs in advance. Those who do not pre-book **may** still be able to request these on the day. Price options are available on the Ede and Ravenscroft website.

## Tickets

---

You can purchase up to two tickets for your guests. Adult tickets cost £8.00 each and tickets for under 16's cost £5.00 each. Graduates do not need a ticket for themselves. Children under the age of two are free and must sit on someone's knee.

Additional tickets **may** be available from **Tuesday 15 October 2019 from 9am**. If available, these will be issued on a first come, first served basis. To avoid disappointment we recommend that you book these as soon as they are released. The latest you can purchase extra tickets is **Friday 1 November 2019**. We may close the sale of extra tickets before this date if tickets sell out.

Please ensure that you print your tickets. Guests should present them to a member of staff at the Grand Hall entrance.

## Celebration Buffet

---

You must tell us if you and your guests will be attending the buffet after the ceremony. This is free of charge to all graduates and guests. You should indicate whether you or your guests have any specific dietary requirements.

## Access Requirements

---

If you or one of your guests have any specific access requirements, mobility problems, hearing impairments or health issues please provide details to allow appropriate arrangements to be made. If you have any concerns please contact the Events Team on 01563 495 035.

## Personal Data

---

Please see the Privacy Notice to see why we collect and handle your data.

## Unable to Attend

---

If you are unable to attend the ceremony your commemorative certificate will be posted out to you after the event.

## 2. On The Day: Thursday 7 November 2019

- Collect your gowns – from 5.30pm
- Registration opens – 6.00pm
- Gown collection closes - 6.20pm
- Registration closes – 6.30pm
- Guests must be seated – 6.45pm
- Ceremony duration – 7.00pm – 8.00pm (approx)

### Gowns

---

Gowns must be collected from the Partnership Centre in the Kilwinning Campus, prior to registering at the Abbey Church. Gowns **will not** be available from the Abbey Church on the day of the ceremony. You may require two safety pins to secure your gown.

### At the Abbey Church

---

The registration desk at the Abbey Church will be open from 6.00pm to 6.30pm. You must register on arrival.

**Students must be registered no later than 6.30pm.**

## Tickets

---

Please ensure that you print your guest tickets and bring them along with you. Guests should present them to a member of staff at the entrance of the Abbey Church. Tickets will be emailed to the email address you used when buying tickets. You should receive these on Monday 4 November, please also check your junk mail for these. If you do not, please contact the Events team on 01563 495 035.

## Personal Belongings

---

Please **do not** bring personal belongings to the Abbey Church as there is no cloakroom, and you may not return to the same seat after receiving your award. We suggest anything you do bring should be left with your guests.

## The Ceremony

---

College staff will direct you to a seat labelled with your name. All graduating students are seated in the same order as listed in the programme. It is therefore very important that you do not change seats as this could result in disruption of the ceremony and graduates receiving the wrong certificate. Once the ceremony has commenced staff will ask you to leave your seat and form a queue at the side of the Church.

When your name is announced, walk onto the stage to receive your certificate from the Principal. You should then leave by the staircase on the opposite end of the platform.

## After You Receive Your Award

---

College staff will direct you to your seat, where you should stay until the ceremony has finished. The seat you are allocated after the presentation of your award may not be the same one you had initially, so please do not leave any belongings.

## Certificates

---

In the unlikely event that you receive an incorrect certificate, please accept the certificate presented to you and leave the platform as detailed above. At the end of the ceremony please notify a member of college staff.

## The Procession

---

At the end of the ceremony, there will be a procession for all students from the Abbey Church back to the Kilwinning Campus. Graduates should remain seated until all guests exit the church to line the streets outside. The procession will then be led by a piper to the cheers and support of your family and friends. You can meet up with your friends and family at the College.

You will be expected to take part in the procession, unless you are unable to do so.

**If you require any additional support please contact the Events Team on 01563 495 035 or [events@ayrshire.ac.uk](mailto:events@ayrshire.ac.uk)**

## Returning Gowns

---

You are responsible for ensuring that your gown and hood are returned to the Partnership Centre in the Kilwinning Campus **no later than 9.30pm**. Gowns and hoods cannot be left at the Abbey Church.

## Dietary Requirements

---

When booking the celebration buffet, if you indicated that you or your guests have specific dietary requirements, a plate will be labelled with your name and put aside for you. Please speak to a member of the Hospitality Team when you arrive at the campus and they will let you know where to find your plate.

## Prams and Pushchairs

---

Space at the Abbey Church is extremely limited, therefore we cannot accommodate prams or pushchairs in the building.

## Toilet Facilities

---

We suggest that you use the toilet facilities at Kilwinning Campus before making your way to the Abbey Church. These facilities are extremely limited at the Church.



# 3. [www.edeandravenscroft.com](http://www.edeandravenscroft.com)

We have included some extra information below to help you book tickets, gowns and photography online:

- 1** STEP 1: Go to [www.edeandravenscroft.com](http://www.edeandravenscroft.com)

---
- 2** STEP 2: Click on the 'Graduation Services' tab and select 'Hire or purchase academic dress'.

---
- 3** STEP 3: Type 'Ayrshire College' in the 'Select your institution' box and click find.

---
- 4** STEP 4: When it has found Ayrshire College, click submit.



**Student ID Details**  
Student ID Details

Example ID: ?

ID:

Surname:

Email:

**Click here (1):**

**Do not click here** ↑

This should then take you to the page above:

### \*NOTE:

Your ID is not your student ID; it's your Scottish Candidate Number (SCN) which you will find on your results or in the letter attached. If you are struggling to find this you can phone the Events Team on 01563 495035.

If your SCN number starts with a zero, please try the number with and without the zero as in some cases the programme has removed the zero from the front.

Your email address will just be your most up to date email – this will be used to send your e-tickets.

- 5** STEP 5: Fill in the boxes: 'ID, Surname and Email' (see note\*) and **Click the 'Submit' button (1) NOT the 'Buy your graduation outfit' button.**

---
- 6** STEP 6: The next page will come up with 'Ceremony details' – yours should say 'You have been allocated to attend on: The Abbey Church (Kilwinning), 7 November 2019, 19:00.' If this is the case then click the submit button.


---
- 7** STEP 7: The next page will show your award details (the College you studied at and the level and name of your award, e.g. HNC Social Care) – if this is correct then click the 'Next' button.

8  
▼

**STEP 8:** You will then be asked to create your account so that you can log in and out of the site at any time.

You should see this page:

Before proceeding to place your order please make sure that you have checked YOUR DETAILS



**(2):**

Please make sure you order your OWN and your GUESTS tickets

**INSTITUTION CONTACT**

Your institution has asked you to confirm if you will be attending your ceremony. Please tick here before you place an order to confirm your ceremony attendance.

Your institution will be informed of your decision not to attend this ceremony. Whilst you will not be expected at the actual ceremony you may still have guests or order photography.

**YOUR DETAILS**

Institution:   
Date of ceremony:   
Level of award:   
Name of award:

[Amend My Details](#)

**ORDER PROGRESS**

Gownhire	Not Purchased
Photography	Not Purchased
Ticketing/Catering	Not Purchased

**(3)**

9  
▼

**STEP 9:** Please make sure you tick the box above (2) confirming your attendance. When you do this it will allow you to click on the button in the picture 'Click here to start your order'. (3)

10

**STEP 10:** You will then see the page opposite, fill in this page and continue on through the website to make your selections.

**TICKETS/CATERING FOR YOU AND YOUR FAMILY**

You have been automatically assigned a ticket for yourself. Please enter the number of tickets that you want for your guests.

**Ceremony only**  
Select tickets required

Number of student tickets required (max 1)	
Student Ticket @ £0.00	<input type="text" value="1"/>
Number of guest tickets required (max 2)	
Adult Ticket @ £8.00	<input type="text" value="0"/>
Child Ticket @ £5.00	<input type="text" value="0"/>

**Additional Information**

If you have any special requirements, please enter them below:

To assist us, please enter a phonetic version of your full name:

**IMPORTANT:**

Tickets are non-refundable  
Ayrshire College VAT Registration: GB617122470

**If you have any problems with this process please don't hesitate to phone the Events Team on 01563 495 035.**



**AYR CAMPUS**

DAM PARK  
AYR  
KA8 0EU

TEL: 0300 303 0303

**KILMARNOCK CAMPUS**

HILL STREET  
KILMARNOCK  
KA1 3HY

TEL: 0300 303 0303

**KILWINNING CAMPUS**

LAUCLAN WAY  
KILWINNING  
KA13 6DE

TEL: 0300 303 0303



[www.ayrshire.ac.uk](http://www.ayrshire.ac.uk)