Prefering for Graduation – video presentation (5mins, 20 seconds)

Location: Brisbane Convention and Exhibition Centre, South Bank
Presenter: Leonie Keen

Hey everyone! My name’s Leonie and the Griffith Graduations team have asked me to answer some of the questions people always have about graduating.

We want to give you all the tips on what you need to do before you graduate.

To do that we’ve made two videos, this one – all about registering and preparing to graduate and another, linked to below, all about the graduation day itself.

Each of these videos will be broken up into segments, so that you can skip through anything you might have seen before and the bits and pieces that may not apply to you personally.

Even if you don’t watch any further, there are two things you need to do.

First, check your graduation status. Then, register to graduate. If you don’t do this, you will not be able to graduate.

With that in mind, let’s get started.

TITLE 1 – Graduation

Before we get into any of the nuts and bolts of graduating, the first thing you need to check is if you are eligible to graduate. The most common question we get asked is “am I eligible to graduate?”

[Super – Am I eligible to graduate?]

This can be checked by using the Student Portal.

First you go to the Student Portal tab, click on Graduations and beyond, and then Graduation status.

However, this link is only available at certain times of the year so make sure you check the dates on the Graduations website (www.griffith.edu.au/graduations).

You can also import the dates straight into your student Google Calendar so that you don’t miss a deadline.

TITLE 2 – Graduation

[Super – I can’t see the registration link]

There are certain students who follow a different process.

If you are one of the following students go to the Graduations website, linked to below, to find out your graduation process.

[Super:
Open University Australia students]
Higher degree research candidates
Students finishing in Summer Semester
Students finishing in Trimester 3]

If you do not fall into this category and you cannot see a link to view your Graduation Status please email us immediately.

But make sure you double-check the Important Dates first to see if the link to view your Graduation Status is open.

**TITLE 3 – Graduation**

*Super – When should my Graduation Status be ‘Approved’?*

Most students will not have a Graduation Status of ‘Approved’ until after end of semester exams are released. So don’t panic if you can’t see it yet.

Your Graduation Status must read ‘Approved’ on the Student Portal by the cut-off date.

It is not enough for your program convener or lecturer to say you can graduate.

The cut off dates can be found on the Graduations website under Important Dates, in the table titled ‘Graduation rounds’.

If you are sitting deferred or supplementary exams your results will not go on in time to graduate in the current graduation round.

You will however, be considered in the next graduation round.

**TITLE 4 – Graduation**

*Super – Who can I contact if I have questions?*

Your Graduation Status page will give you details about why you have been given that particular status.

If you need more details about your status, please contact your Client Administration Officer (the person who set your status).

You can get in touch with your Client Admin Officer by contacting your Student Centre. See the ‘Contact Us’ page on our website for details.

**TITLE 5 – Registration**

*Super – Am I actually able to register?*

The next step after checking your Graduation Status is registering to graduate.

Current students who have a Status of ‘Conditionally Approved’ or ‘Approved’ will have the Registration link. So will students who graduated last round and asked to attend a future ceremony.
There’s only a short amount of time between the results publication date and the registration deadline so don’t leave it to the last minute to register.

If your status still reads ‘Conditionally Approved’ by the ‘Approved’ cut off deadline you will not be able to graduate – even if you have registered.

TITLE 6 – Registration

[Super – I don’t want to go. Do I have to register?]

Yes

Registration is a great opportunity to make sure everything is correct and to keep you fee-free.

If any of your details are wrong in the student database, it will cost you to get them reprinted or resent.

When you are registering you also have the option of choosing to attend or not attend your graduation ceremony and, if you can’t make a particular ceremony, electing to be invited to the next round of graduations.

To make things a bit more interesting, we’ve asked a few of our graduating students to talk about what it was like.

TITLE 7 – Other Information

[Super – Graduations checklist?]

Lastly, before we wrap up, there is a quick checklist you should go through.

First, make sure that your student email mailbox isn’t full, otherwise you will miss important information.

Next, make sure you are clear of any outstanding fees.

To check your outstanding balances, visit the Online Student Centre in your Griffith Portal and click on Finance and Account inquiry.

Make sure that your name and mailing address are right.

If either is incorrect, contact your local student centre and they will help you out.

If your mailing address is not up to date by the time you graduate you will have to pay to have documents resent to you.

Last, make sure that any outstanding credit transfers from other institutions or programs have been dealt with as they can also stop you graduating.

Well, that’s all from me for now.
If you want to learn more about the graduation day, and get all the tips and tricks, please check out our next video.

And, finally, if you would like to find out more information on anything I’ve covered in this video, check out the Ask Us button on the Contact Us page of our website.

Thanks for watching!