



ONLINE GRADUATION REGISTRATION

GUIDANCE NOTES

2017

- Students are required to complete online graduation registration by **Friday 9 November 2017**.
- **TUITION FEES** - In order to fully register to graduate (*either in attendance at the Ceremony or In Absentia*) students are liable for the full payment of [tuition fees](#) for their programme by **Friday 9 November 2017**.
- **GRADUATION REGISTRATION FEE** - In order to graduate and attend the Graduation Ceremony, students are liable to pay a graduation fee of £52.00 by **Friday 9 November 2017**.

IF YOU HAVE ANY OUTSTANDING TUITION FEE DEBTS OR HAVE NOT REGISTERED FOR GRADUATION BY FRIDAY 9 NOVEMBER 2017 YOU WILL NOT BE ELIGIBLE TO GRADUATE. THIS WILL RESULT IN DELAYING THE CONFERMENT OF YOUR AWARD UNTIL THE 2018 CEREMONY.

GRADUATION CEREMONY - Only applicable to Graduands who have registered to attend the Ceremony

- I understand that I am entitled to two complimentary guest tickets for the Ceremony and any additional tickets I request are subject to availability and a £5.00 payment per ticket.
- I will hire my academic dress before **16 NOVEMBER 2017**. Academic dress is compulsory and smart dress under academic robes is requested. The Glasgow School of Art reserves the right to refuse admission to those students who do not comply with these requirements.

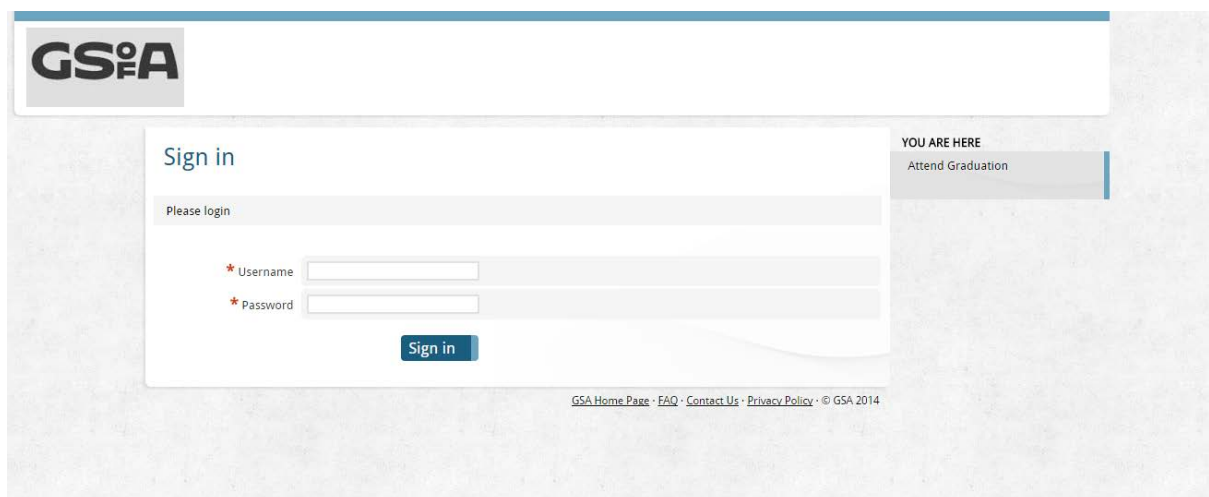
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1.1 STUDENT LOG IN

Please log in using your Glasgow School of Art username and password.

If you need to reset your password please email quercusaccounts@gsa.ac.uk



The screenshot shows the GSA website's login interface. At the top left is the GSA logo. The main content area features a 'Sign in' heading and a 'Please login' prompt. Below this are two input fields: one for 'Username' and one for 'Password', both marked with a red asterisk. A blue 'Sign in' button is positioned below the password field. To the right, a 'YOU ARE HERE' breadcrumb trail indicates the current page is 'Attend Graduation'. At the bottom of the page, there is a footer with links for 'GSA Home Page', 'FAQ', 'Contact Us', and 'Privacy Policy', along with a copyright notice for '© GSA 2014'.

1.2 WELCOME PAGE & TERMS AND CONDITIONS

Please verify that your personal and course information is correct.

If any of the details are incorrect, do not continue with online graduation registration. Please contact Registry at registry@gsa.ac.uk immediately.

Please read the terms and conditions carefully before ticking to accept them.

GSA

Welcome

Welcome to the GSA Online Graduation Registration process.

Name: Mr Edwin Moir
ID Number: 12037486

Course: Accounting and Finance

Ceremony Details

Award: -
Venue: BUTE HALL
Date & Time: 19-JUN-15 10:30

[Click here to read the Terms and Conditions and then tick to accept.](#)

YOU ARE HERE

- Attend Graduation
- Accounting and Finance
- Full Time
- Starts on 15-SEP-14

Welcome

- Review Profile
- Address
- Reserve Place at Ceremony
- Additional Details
- Review

[Click here to read the Terms and Conditions and then tick to accept.](#)

By submitting this online graduation registration form I confirm and accept that:

- In order to fully register to attend graduation I am liable to pay a graduation fee of £52.00 by **Thursday 30 April 2015**, otherwise I will not be permitted to graduate.
- In order to fully register to graduate (in person and *In Absentia*) I am liable for the full payment of **tuition fees** for my programme by **Thursday 30 April 2015**, otherwise I will not be permitted to graduate.
- I understand that I am entitled to two guest tickets; any additional tickets I request are subject to availability and a £5.00 payment (per ticket).
- I will hire my academic dress before **Thursday 28 May 2015**. Academic dress is compulsory and smart dress under academic robes is requested. The Glasgow School of Art reserves the right to refuse admission to those students who do not comply with these requirements.

Honours Degree

- I accept that if I am unsuccessful in my final exams and do not gain sufficient credits for my Honours award then I will automatically be forwarded for an Ordinary Degree award. Or if I choose to appeal the final outcome, I will be invited to a later ceremony provided the outcome results in successful award.

Ordinary Degree

- I accept that if I am unsuccessful in my final exams and do not gain sufficient credits for my Ordinary Degree award then I will not be permitted to graduate. Or if I choose to appeal the final outcome, I will be invited to a later ceremony provided the outcome results in successful award.
- I will arrive two hours prior to the start of the ceremony to allow for registration, the collection of tickets and robes and to ensure I am seated 20 minutes before. No graduands will be allowed to enter a ceremony once it has commenced.
- If the Graduation Ceremonies cannot take place or are delayed due to circumstances beyond the control of GSA, including (without limitation) fire, explosion; terrorist act (or threat of terrorist act); act of God; pandemic; or as a result of any industrial action or dispute involving GSA, or the venue at which the ceremonies are due to be held, GSA will not be liable for any losses direct or otherwise incurred by the graduands or their guests.

Cancel Next

ct Us · Privacy Policy · © GSA 2014

To continue to the next section please click on **next**.

1.3 VERIFICATION OF NAME TO APPEAR ON AWARD

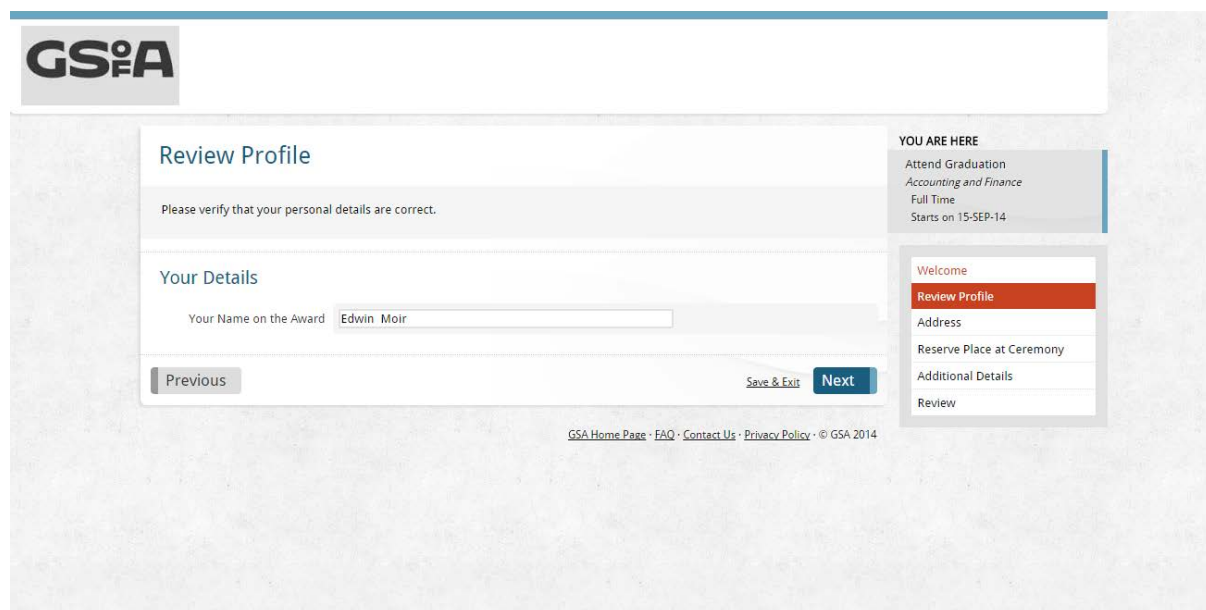
Your award parchment will be printed with your Primary Name as recorded in your student record.

Your Primary Name in your student record should be the same as that on an officially recognised form of identification document such as:

- your birth, adoption or marriage certificate,
- passport,
- driving licence,
- national identity card or
- other legal document.

Please note if you are wishing to change your name on the award parchment you should indicate this in the text box next to 'Your Name on the Award'. You should also contact Registry immediately providing a form of the necessary documentation (as listed above).

Using a different version of your name may cause you difficulty in the future in proving that the certificate is yours.



The screenshot shows a web interface for 'Review Profile' on the GSA website. The GSA logo is in the top left. The main heading is 'Review Profile' with a sub-heading 'Please verify that your personal details are correct.' Below this is a section titled 'Your Details' with a text input field for 'Your Name on the Award' containing the text 'Edwin Moir'. At the bottom of this section are 'Previous', 'Save & Exit', and 'Next' buttons. On the right side, there is a 'YOU ARE HERE' breadcrumb trail: 'Attend Graduation', 'Accounting and Finance', 'Full Time', 'Starts on 15-SEP-14'. Below this is a vertical menu with options: 'Welcome', 'Review Profile' (highlighted in red), 'Address', 'Reserve Place at Ceremony', 'Additional Details', and 'Review'. At the bottom of the page, there is a footer with links: 'GSA Home Page', 'FAQ', 'Contact Us', 'Privacy Policy', and '© GSA 2014'.

To continue to the next section please click on **next**.

1.4 VERIFICATION OF ADDRESS DETAILS

Please enter/update your address details. If you are graduating in absentia then your parchment will be posted to your home address in July. Please note that if you are attending the ceremony then you will not receive your parchment on the day and we expect these to be issued in mid-July. Registry will confirm details shortly. Please ensure that your home address details are correct.

The screenshot shows a web form for address verification. At the top left is the GSA A logo. The main heading is "Address" with a sub-heading "Please enter your address details." Below this are two sections: "Home Address" and "Term Address (Optional)".

Home Address:

- * Address: 167 RENFREW STREET
- GLASGOW
- Postcode: G3 6RQ
- Phone: 01413524512
- * Mobile: 1234567
- * Email: REGISTRY@GSA.AC.UK

Term Address (Optional):

- Same as Home
- * Address: 167 RENFREW STREET
- GLASGOW
- Postcode: G3 6RQ

YOU ARE HERE:

- Confirm Place
- Master of Fine Art
- Full-Time
- Starts on 17-SEP-14

Your Details:

- Address (highlighted)
- HESA
- Contact Details
- Additional Details
- Photo Upload
- Review

To continue to the next section please click on **next**.

1.5 RESERVING PLACE AT CEREMONY

This part of the online form allows you to confirm the following:

- Whether you wish to attend the Graduation Ceremony or graduate In Absentia (*i.e. no attendance at the Ceremony*).
- How many complimentary guest tickets you require (*maximum two*)*
- Specify any special requirements, for example disabled parking or specific seating arrangements

*Graduands are given an opportunity to request additional guest tickets later in the online form.

The screenshot shows the 'Reserve Place at Ceremony' page on the GSA website. The GSA logo is in the top left. The main heading is 'Reserve Place at Ceremony'. Below the heading, there is a confirmation prompt: 'Please confirm the following:' followed by three bullet points: 'Whether you wish to attend graduation.', 'How many complimentary guest tickets you require (maximum two).', and 'Specify any special requirements, for example disabled parking or seating.' The form fields are: 'Venue' (BUTE HALL), 'Date & Time' (19-JUN-15 10:30), 'I wish to attend' (radio buttons for Yes and No, with Yes selected), 'Number of Guests' (a dropdown menu set to 1), 'Special Facilities Required' (a text area containing 'Disabled parking and seating.'), and 'Cost' (52.00). At the bottom of the form are 'Previous', 'Save & Exit', and 'Next' buttons. On the right side, there is a 'YOU ARE HERE' breadcrumb trail: 'Attend Graduation', 'Accounting and Finance', 'Full Time', 'Starts on 15-SEP-14'. Below this is a navigation menu with links: 'Welcome', 'Review Profile', 'Address', 'Reserve Place at Ceremony' (highlighted in red), 'Additional Details', and 'Review'. At the bottom of the page, there is a footer with links: 'GSA Home Page', 'FAQ', 'Contact Us', 'Privacy Policy', and '© GSA 2014'.

To continue to the next section please click on **next**.

1.6 ADDITIONAL GUEST TICKETS AND STUDENT CONSENT QUESTIONS

If you are attending graduation please indicate whether you wish to request additional guest tickets. **Please note additional tickets are subject to availability and a £5.00 charge (per ticket).**

Please indicate whether you consent to GSA passing your details to the Herald. Each consenting graduand's first initial, surname and award will appear in the Herald.

Please indicate whether you consent to GSA passing your details to the Alumni Association of GSA. Each consenting graduand's details will be passed to the Alumni Association of GSA's database.


Help text is provided against each section.

The screenshot shows a web form titled "Additional Details" for the Glasgow School of Art (GSA). The form is part of a registration process for graduation. It includes a "YOU ARE HERE" breadcrumb trail: Attend Graduation > Accounting and Finance > Full Time > Starts on 15-SEP-14. A navigation menu on the right lists: Welcome, Review Profile, Address, Reserve Place at Ceremony, **Additional Details**, and Review. The main content area is titled "Additional Details" and contains the following text: "Please indicate whether you consent to GSA passing your details to the Glasgow Herald and the Alumni Association of GSA. Help text/additional information is provided against each section." Below this is a section titled "Tickets, Herald, Alumni" with a text input field containing the number "2" and a "Next" button. The form also includes two consent questions with "Yes" dropdown menus: "Please indicate whether you consent to GSA passing your name and degree details to the Glasgow Herald" and "Please indicate whether you consent to GSA passing your details to the Alumni Association of GSA". At the bottom of the form are "Previous" and "Next" buttons. The footer of the page contains the text: "GSA Home Page · FAQ · Contact Us · Privacy Policy · © GSA 2014".

To continue to the next section please click on **next**.

1.7 REVIEW

Please review the information you have provided before submitting the online graduation registration form. To continue to the next section please click on **next**.



Review

Please confirm that details below are correct.

Name	Mr Edwin Moir
ID Number	12037486
Course	Accounting and Finance

Review Profile

Name on the Award	Edwin Moir
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Ceremony Details

Award	-
Venue	BUTE HALL
Date & Time	19-JUN-15 10:30

Reserve Place at Ceremony

I wish to attend	Yes
Number of Guests	1
Special Facilities Required	
Cost	52.00

Address

YOU ARE HERE

- Attend Graduation
- Accounting and Finance
- Full Time
- Starts on 15-SEP-14

- Welcome
- Review Profile
- Address
- Reserve Place at Ceremony
- Additional Details
- Review**

1.8 ONLINE GRADUATION REGISTRATION COMPLETION CONFIRMATION

Once you have submitted your online graduation registration form you will receive a receipt email indicating that you have completed online graduation registration.

You will still not be fully registered at this stage. You will only be fully registered once the GSA Finance Office have carried out the relevant checks to confirm you have no outstanding payments.

Once you are fully registered you will receive another confirmation email.

If you encounter any problems during the online graduation registration process please email the following:

Password Reset: quercusaccounts@gsa.ac.uk

Graduation and Tuition Fees: f.blair@gsa.ac.uk

General Enrolment: registry@gsa.ac.uk