



University of  
**Southern  
Queensland**



31 August 2023

# Graduation Ceremony Registration & Payment Step-by-step Instructions

## Here's how to register and pay for your ceremony

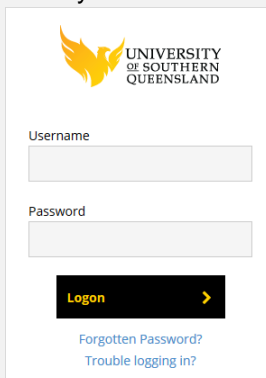
Congratulations! You are already a UniSQ graduate, and now it's time to register for a graduation ceremony via the online in your Student Centre.

1. Open the UniSQ homepage by clicking on: <http://www.usq.edu.au>

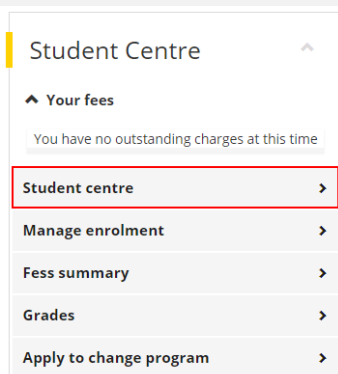
2. Click on the **UConnect** button located at the top right of the page.



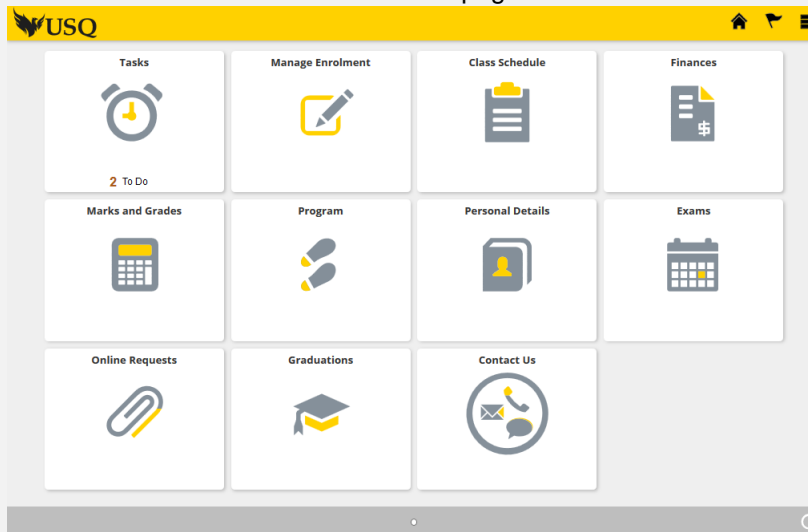
3. Enter your **Student ID** and **Password** and click the **Logon** button.

A login form for the University of Southern Queensland. It features the university's logo at the top, followed by input fields for "Username" and "Password". Below these fields is a black "Logon" button with a yellow arrow. At the bottom, there are two links: "Forgotten Password?" and "Trouble logging in?".

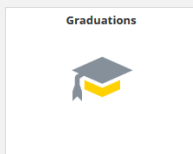
4. Click on the **Student Centre** button.

A dropdown menu titled "Student Centre". It contains several options: "Your fees" (with a sub-message "You have no outstanding charges at this time"), "Student centre" (highlighted with a red border and a right arrow), "Manage enrolment" (with a right arrow), "Fees summary" (with a right arrow), "Grades" (with a right arrow), and "Apply to change program" (with a right arrow).

5. Welcome to the Student Centre home page.

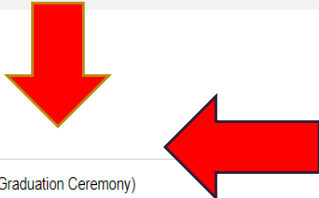


6. Click on the **Graduations** tile.



Your Graduation Status screen shows the program that you've already graduated from i.e. your Primary Graduation Ceremony, please DO NOT use this.

Select the **Deferred Graduation Ceremony** option



**Graduation Status**

Please select a program from the list.

Bachelor of Communication and Media (Deferred Graduation Ceremony)	>
Bachelor of Communication and Media (Primary Graduation Ceremony)	>

7. Once the **Deferred Graduation Ceremony** option is selected, click on the specific **Academic Program** you wish to attend a graduation ceremony for i.e. typically, your highest award if you have completed more than one program with UniSQ. It will be at 'Not Started' status.

**Graduation Status**

Congratulations! Your Graduation Status has been recorded as 'Approved'. Congratulations on completing your academic program! After Results Release, your Congratulations Graduate! communication will provide important information which will be essential to you over the next few months. Remember to note important dates and deadlines. Keep checking your UMail for important updates such as notification that your digital official graduation documents are available in My eEquals. Please ensure you complete your Graduate Response which is accessible in your Student Centre via the Graduations tile. More information about how to do this can be found here: <https://www.usq.edu.au/current-students/graduations/graduate-response>

**Outstanding Graduation Registrations**

Academic Program	Ceremony Type	Status
Bachelor of Communication and Media	Deferred	Not Started >

8. Select the **'I would like to attend a Graduation Ceremony'** option.

#### Graduation Status

I would like to attend a Graduation Ceremony



8. You will need to confirm your details by completing the following pages.  
Click the **Start** button to begin.

Start

9. To agree to the terms listed in the Collection Notice, click the **Accept** button.

Accept

10. The selection of graduation ceremonies available to you will be displayed on Step 2.

**Click on the Ceremony (date/time/disciplines) you would like to attend.**

*(Note: The screenshot provided below is an example. The list of graduation ceremonies you will see will be specific to your ceremony season and the ceremonies offered at that time.)*

#### Step 2 of 4: Ceremony Selection

Please select which ceremony you would like to attend from the below list:

<b>Ceremony</b>	TOOWOOMBA Graduation Celebration (All Disciplines) Monday
<b>Location</b>	Clive Berghofer Rec Centre
<b>Date</b>	12 Apr 2021
<b>Time</b>	9:30 AM
<b>Fee</b>	\$150.00
<b>Ceremony</b>	TOOWOOMBA Graduation Celebration (All Disciplines) Monday
<b>Location</b>	Clive Berghofer Rec Centre
<b>Date</b>	12 Apr 2021
<b>Time</b>	1:30 PM
<b>Fee</b>	\$150.00
<b>Ceremony</b>	TOOWOOMBA Graduation Celebration (All Disciplines) Monday
<b>Location</b>	Clive Berghofer Rec Centre
<b>Date</b>	12 Apr 2021
<b>Time</b>	5:30 PM
<b>Fee</b>	\$150.00
<b>Ceremony</b>	TOOWOOMBA Graduation Celebration (All Disciplines) Tuesday
<b>Location</b>	Clive Berghofer Rec Centre
<b>Date</b>	13 Apr 2021
<b>Time</b>	9:30 AM
<b>Fee</b>	\$150.00

11. Once you have made your selection, click the **Confirm** button.

Confirm

12. Step 3, which relates to Guest Tickets and Academic Dress sizing is dependent upon the ceremony you have selected to attend.

If you are attending a Sydney ceremony select the number of guests you will be paying to bringing (AUD30 per guest). **You MUST complete this section.**

If you are attending a Toowoomba or Ipswich ceremony, you will be allocated the maximum 5 guests automatically. **NO need to compete this section.**

If you are attending a Doctoral only ceremony (Toowoomba), you will be allocated the maximum 15 guests automatically. **NO need to compete this section.**

**NOTE: It is NOT necessary to provide any academic dress requirements.**

You will complete this in the final stage of registration via the Reed Portal **in the week prior to your ceremony**, and not before.

### Step 3 of 4: Guests and Academic Dress

#### Guests

Please select how many guests you would like to attend your Graduation Ceremony:

#### Academic Dress Options

Do you require an Academic Dress to be supplied

☒ Yes

#### Academic Dress Required

To ensure that we have the correct Academic Dress items available for you can you please supply the following information:

Head Circumference (cm):

Height (cm):

13. Check that the **Graduation Registration Summary** has recorded your correct information.

#### Step 4 of 4: Graduation Registration Summary

##### ► Collection Notice

##### ▼ Details

###### Name

###### Program

Master of Arts with a specialisation in Creative Arts

###### Ceremony

TOOWOOMBA Graduation Celebration (All Disciplines) Monday

###### Location

Clive Berghofer Rec Centre

###### Date

12 April 2021

###### Time

9:30 AM

###### Number of Guests

3

###### Academic Dress Required

Yes

###### Head Circumference (cm)

53

###### Height (cm)

153 - 157

###### Total Fee

\$150.00

###### Ceremony Information

Congratulations! We're looking forward to seeing you at your upcoming Toowoomba Graduation Celebration.

- Thank you for providing your measurements to ensure your academic dress is correctly sized, and order for (up to maximum 3) guest tickets.
- In order to deliver a COVID Safe event, we'll need you and your (up to 3 maximum) guests to be aware of important details such as providing personal details for contact tracing, ensuring you sit in your allocated seat, and arrive and exit the event precinct at the correct times. Please keep checking your UMail for more ceremony details, and important updates between now and Celebration week (12-15 April 2021).
- Just a reminder: although you have registered successfully for this event, **you must make payment of the AUD150 Ceremony Fee BEFORE midnight Tuesday 30 March**. Late payments will not be accepted.
- You'll receive your registration ticket & QRcode with academic dress details on Friday 2 April 2021, with more information about how to access your (up to 3 maximum) free guest tickets with QRcode for allocated seating. In order to get these, **you will need to provide contact details for each of your guests**. Remember, you must have a guest ticket for each guest, even babies.

14. When you are ready to finalise your graduation registration, click the **Submit** button.

**Submit**

15. Click the **Make a Payment** button to pay your AUD150 Ceremony Fee (and any Sydney guest tickets) online.

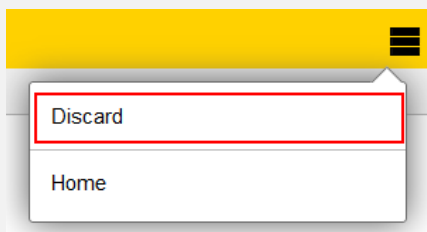
**Make a Payment**

If you cannot or prefer not to make a payment online, [here are some other ways to pay.](#)

### Change Pending (incomplete) Registration

If you have started the Deferred Graduation Ceremony response and would like to make changes, **you have the ability to discard your registration while it is at 'Pending' status** i.e. you have not clicked on **Submit**.

Click on the Actions List icon at the top of your page and select the Discard option. The Discard option will only become available only after you have completed the first three steps of the online Graduate Response.



*Note: The Online Graduate Response is considered 'Pending' up until the **Submit** button is clicked on the final step of registration.*

### Change Submitted Registration

If you have submitted your online Deferred Graduation Ceremony response and need to make change, you must contact the Completions Office to do so.

E: [graduations@usq.edu.au](mailto:graduations@usq.edu.au)

P: Freecall 1800 007 252



University of  
**Southern**  
**Queensland**

