



Graduation Information

Graduate School of Education

Congratulations on having successfully completed your programme of study. Please review the information below regarding Graduation. **Note that it is specific to Graduate students.**

Ceremony

The Presentation of Graduates Ceremonies will take place **at The Mico University College Campus on Thursday, December 1, 2022 at 4:00 p.m.** The Honorary Degree of Doctor of Laws. LL.D. (Honoris Causa) will be conferred on Ms. Thalia Lyn, OD, JP, LL. D (Hon) and Mr. Hugh Morris, OD, JP.

Rehearsal

The rehearsal for the Presentation of Graduates will be held at The Mico University College quadrangle on **Monday, November 28, 2022 at 4:00 p.m.** It is imperative that all Graduands who plan to attend the Graduation ceremony be at the rehearsal.

Attending the Ceremony

Those who are eligible to attend the Graduation Ceremony should make the requisite payments by November 26, 2022. Information about available packages can be found on page 3. Submit a Graduation Attendance Form **no later than Monday, November 28, 2022. The Form is available at <https://forms.gle/RtkLiVXUmQL52pHw9>**

Kindly verify your eligibility to graduate by checking that you have:

- a. met the academic requirements
- b. registered fully for all courses on Aeorion
- c. satisfied all your financial obligations to the University College

Dress

The Ceremony for the Presentation of Graduates is formal. Graduands who will be presented to the Chancellor will be required to wear academic dress, that is, the University College Gown with appropriate faculty/school Hood and Mortar Board. Please do not wear appendages, e.g. corsages, boutonnieres, pins etc.

In keeping with the formal nature of the event, the gown should be worn over appropriate attire as follows:

Women:

White knee length dresses or white knee length skirt suits and black shoes. Other colours are not permitted. Pants suits are not permitted.

Men:

Dark lounge suits with appropriate ties and socks and black or dark brown shoes. Other colours are not permitted.

All Graduands are encouraged to wear comfortable shoes. Heels, if worn, should allow for gracious walking in both the procession and in ascending the platform to receive the certificate.

Collection of Regalia

The Gown and appropriate Hood should be collected at the Mico Foundation Office which is located on The Mico University College campus. The Mortar Board should be collected from the Department of Student Services. A receipt is required.

Payments

Fees may be paid on Campus via debit or credit card. The Cashier's opening hours are Mondays to Fridays 9:00 a.m. to 3:30 p.m. Payments may also be made at Paymaster locations in Jamaica (preferred). For Paymaster, the account number is your ID#. For overseas students, the fees may be paid via Sagicor Bank by bank transfer. Ensure that your name and ID number are clear on the receipt(s). The banking information is below:

Bank	:	Sagicor Bank
Account Name:	:	Mico Evening College
Account #	:	5500908035
Branch	:	New Kingston
Swift Code	:	SAJAJMKN
Currency	:	J\$
Type	:	Current Account

All payments must be made by November 26, 2022. Note that on November 26, 2022, payments in Jamaica can only be made at Paymaster locations.

Packages

Status	Certificate Only JMD	Gown Rental JMD	Photo Package JMD	Admin Fee if Attending JMD	Total JMD
Jamaican	7,000	12,000	6,000	2,000	27,000
Status	Certificate Only USD	Gown Rental USD	Photo Package USD	Admin Fee if attending USD	Total USD
CARICOM*					400
International	250	100	50	100	500

*Includes two nights' accommodation on a Hall of Residence. Send an email to the Graduate School of Education to make the accommodation arrangements and for information about individual costs (gradschool@themico.edu.jm).

Photographs

Official Graduation Photographs will be taken by Bryan's Photo Studio at **The Mico University College in CG2**. The Schedule follows:

November 24, 2022	1:00 p.m. – 6:00 p.m.
November 25, 2022	1:00 p.m. – 6:00 p.m.
November 26, 2022	9:00 a.m. – 2:00 p.m.

Invitations

Each graduand may be accompanied by a maximum of three (3) guests. If there are adjustments to the health and safety restrictions in Jamaica, this allowance may be revised.

Collection of Certificates

Certificates will be issued at the Graduation Ceremony for those who will be presented. After December 1, 2022, the Certificates may be collected from the Examinations Department. Note that due to late notification of awards, some certificates may not be available for distribution immediately after the Ceremony.