Appendix 1

THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS

One – Stop Graduation Centre: 2008/09

1. **EXAMS**

Package (including Vouchers for gowns and optional services) sent to Graduates

2. **BURSARY / NCB BRANCHES ***

Graduates pay fees at Bursary or NCB Branches

- May Pen
- Half-Way-Tree
- Sav-la-mar
- Mandeville
- UWI
- Ocho Rios
- Brown's Town
- Mobay
- Portmore
- New Kingston

3. **WELCOME AND INFORMATION DESK**

Sign Register
First Class Honours Graduates leave photographs here

4. **BURSARY**

Present Voucher Copies

5. **EXAMS/GRADUATE STUDIES**

Collect Invitations and Parking Stickers

6. **MEMORABILIA**

Place orders for Memorabilia

7. **PHOTOGRAPHS**

- Present Voucher Copy
- Register for Graduation Photographs
- Collect Ribbon

8. **PLACEMENT & CAREER SERVICES**

- Complete Employment Questionnaire
- Use Job Link to register
- Leave Resume

9 **ALUMNI DESK**

Sign up for **FREE** Membership and **FREE** Internet Time

10 **CREDIT UNION**

Explore the various financial portfolio options

* **11** **STORES**

- Present Voucher Copy
- Collect Gowns

12 **GRADUATION PORTRAITS**

- Present Voucher Copy
- Take Portraits

13 **AFTER GRADUATION**

- Present Payment Voucher
- Present Valid ID
- Return Gown
- Collect Cheque (Authorization Letter & Photocopy of Payee's ID is required if cheque is to be collected by bearer)

Go to One-Stop Centre at Assembly Hall

BEFORE GRADUATION CEREMONY - THE ASSEMBLY HALL

- **Steps 3 - 12 available:**
  - **October 26 - November 3:** Monday – Friday: 9:00a.m. – 7:00p.m.
  - **Saturday, October 31:** 10:00 a.m. – 5:00 p.m.
  - **Wednesday, November 4:** 9:00 a.m. – 12 noon

AFTER GRADUATION CEREMONY - UNDERCROFT – SENATE BUILDING

- **Step 13 available:**
  - **November 9 - 13:** 9:00a.m. – 6:00p.m. (Monday – Friday)
  - **Saturday November 14:** 10:00 a.m. – 5:00 p.m.

Prepared and Printed by Examinations Section

*** Please retain UWI student's copy for refund purposes.**