



One-Stop Graduation Centre: 2015



1.

EXAMS
Virtual Package sent to Graduates

2.

Graduates pay fees
1. Online (credit card only)
2. Any NCB Branch
3. UWI Cashier
4. One-Stop Centre (cash and cheques will not be accepted)

3.

WELCOME AND INFORMATION DESK
Sign Register
First Class Honours
Graduates submit photographs here

4.

BURSARY
Make payments (Debit and Credit Cards only)

5.

EXAMS/GRADUATE STUDIES
Collect Invitations and Parking Stickers

6.

MEMORABILIA
Place orders if you did not utilize online option

7.

PLACEMENT & CAREER SERVICES
■ Complete Employment Questionnaire
■ Use Job Link to register
■ Leave Resume

8.

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

12.

AFTER GRADUATION
■ Present Voucher/E-Receipt
■ Present Valid ID
■ Return Gown
■ Collect Cheque (Authorization Letter Payee's ID is required if cheque is to be collected by bearer)

11

GRADUATION PORTRAITS
■ Present Voucher/E-Receipt
■ Take Portraits

10

Make-up
Stop by the make-up booth and have your make-up done

* 9.

STORES
■ Present Voucher/E-Receipt
■ Collect Gowns

Go to One-Stop Centre at Assembly Hall

BEFORE GRADUATION CEREMONY - THE ASSEMBLY HALL

- **Steps 3 - 12 available:**
 - **October 20 – October 27:** Monday – Friday: 9:00a.m. – 7:00 p.m.
 - **Saturday, October 24:** 10:00 a.m. – 5:00 p.m.
 - **Wednesday, October 28:** 9:00 a.m. – 12 noon

AFTER GRADUATION CEREMONY - UNDERCROFT – SENATE BUILDING

- **Step 13 available:**
 - **November 2 - 6:** 9:00a.m. – 6:00p.m. (Monday – Friday)
 - **Saturday November 7:** 10:00 a.m. – 5:00 p.m.

* Please retain UWI student's copy/E-Receipt for refund purposes.