

## Information for Guests at Graduation

### Access to Graduation Ceremonies

Please note that access to the Graduation Ceremonies is **by ticket only**. All guests including any children must hand in a ticket at the entrance to Crichton Memorial Church in order to ensure admission. Please do not travel to the ceremony without a ticket as we will not be able to allow you entry. **Guests should be seated no later than 30 minutes before the ceremony.**

When making your arrangements for the day you should note that graduation is a formal ceremony. The entire proceedings can take up to two hours and is therefore considered unsuitable for pre-school children.

### Toilet & Cloakroom Facilities

Toilet facilities are available in Easterbrook Hall. Hanging rails are provided for coats, but there is no secure cloakroom facility – graduands may wish to ask their guests to look after their belongings.

### Disabled Access

If you are physically or visually impaired and require any special assistance, please let the University know as early as possible by contacting Emma Munday ([emma.munday@uws.ac.uk](mailto:emma.munday@uws.ac.uk) or 01387 345830).

Disabled access to the Church is most easily achieved via the ramp which is located at the side entrance of the Church. When you arrive at the Church please make yourself known to the marshals who will direct you to the appropriate entrance at the side of the building.

While it is not possible to park in the grounds of the Church it is possible to drive to the side of the building to drop off passengers requiring special access. There are disabled parking bays located in the Easterbrook Hall car park directly adjacent to the Church.

### Car Parking

Guests are invited to park in the Easterbrook Hall car park adjacent to the Church.

### Mobile Phones and Photography

Please ensure that all mobile phones are on silent mode throughout the proceedings. Photographs may be taken during the ceremony, although we ask that you are considerate to other guests sitting adjacent to you.

### Data Protection

Graduands and guests attending the graduation ceremonies should be aware that graduation ceremonies are regarded as public events. Video recordings and photographs may be taken at the ceremonies for University marketing and publicity purposes.

If there is anything further which we can do to ensure that your day is an enjoyable one,  
please contact Student Administration  
by e-mail [dumfries.graduation@uws.ac.uk](mailto:dumfries.graduation@uws.ac.uk) or by phone 01387 345830  
Information can also be found on the University website at [www.uws.ac.uk/graduation](http://www.uws.ac.uk/graduation)