

# LASALLE CONVOCATION 2022

14 Oct 2022

[www.lasalle.edu.sg/convocation](http://www.lasalle.edu.sg/convocation)

## Information for graduands

### Eligibility to attend

All students who have completed their studies and successfully passed the Diploma, BA(Hons) and MA programmes at the end of Semester 2 of Academic Year 2021/2022 will be eligible to register for Convocation. If you are unsure about your eligibility to attend Convocation, please email [academic.admin@lasalle.edu.sg](mailto:academic.admin@lasalle.edu.sg).

### Schedule

<u>Date</u>	<u>Activity</u>
19 Aug 2022	Online registration for Convocation opens.
23 Aug – 22 Sep 2022	Registered graduands receive confirmation email with details on gown collection and other information.
20 Sep 2022	Registration for LASALLE Convocation 2022 closes
3 Oct – 7 Oct 2022	Registered graduands receive confirmation email with unique QR code for on-site registration and/or email with live stream link
14 Oct 2022	LASALLE Convocation for Class of 2022 at Singapore Expo Hall 3 and on YouTube

### Collection of certificates

Certificates for the Class of 2022 will be mailed to all graduands by September 2022.

If you have not received yours, please email [academic.admin@lasalle.edu.sg](mailto:academic.admin@lasalle.edu.sg)

The College has sent emails to request for updates to your contact details. The College is not responsible for any lost certificates if you do not update your contact information by the deadline.

All certificates must be collected by Friday, 23 December 2022. Beyond this date, the College shall have the discretion to dispose of all uncollected certificates.

There will be no replacement or reprint of certificates. Graduands who request for a reprint or replacement of their certificate will be issued with a certified true copy endorsed by the College.

## Online registration

Registration for Convocation 2022 is open till 20 September 2022. Only graduands who have registered by the deadline will be allowed on stage.

To be allowed entry into the Convocation venue, graduands must produce the unique QR code for registration. The QR code can be found in the email sent a week before Convocation.

The Convocation ceremony will be livestreamed on YouTube and Facebook.

## Confirmation of registration

After you have registered your attendance online, you will receive an email confirmation within five working days. Please contact [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg) if you do not receive an email confirmation within five working days.

For those attending the in-person Convocation, the email confirms your attendance, and details the safe management measures that will be implemented on-site. A link and password will be included in the confirmation email for you to reserve your academic gown.

## Special assistance

Please inform us if you require any assistance going on and off the Convocation stage. Graduands with mobility challenges (e.g. wheelchair, crutches, walking aids etc.) or hearing or visual impairment may notify us via email to [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg) so that the necessary arrangements can be made. Please state the subject of the email as 'Assistance during Convocation'.

Depending on the layout of the venue, graduands with mobility challenges may not be seated with their programme mates during the Convocation ceremony.

## Full-time national servicemen

Full-time national servicemen (NSF) may approach the Division of Advancement for an official Convocation letter. However, the decision as to whether you can be released from camp to attend the Convocation lies with MINDEF. The release of NSF is subject to exigencies of services and each unit's training schedule.

The official Convocation letter can be shown to your officer, as MINDEF units would require evidence of the Convocation before releasing the NSF from their units for the day. To request for your Convocation letter, please email [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg)

## Academic gown

All graduates attending the Convocation ceremony are required to wear academic gowns. Only those who have registered their attendance for the in-person Convocation and reserved an academic gown will be issued one.

After registering your attendance for Convocation, you will receive a confirmation email within five working days with a link and password to reserve your academic gown. Please contact [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg) if you do not receive an email confirmation within five working days.

Creative District Pte Ltd is the appointed gown hirer and official photographer for LASALLE Convocation 2022.

### Gown deposit and rental charges

Please pay the gown deposit and rental **in cash** to Creative District when you collect your academic gown.

#### Gown rental

\$50.00 (non-refundable, includes 7% GST)

#### Deposit (Diploma)

\$150.00 (Cash only, fully refunded upon return of gown in good condition)

#### Deposit (BA(Hons) & MA)

\$200.00 (cash only, fully refunded upon return of gown in good condition)

The abovementioned rates are applicable only if you are attending Convocation **in person**. If you wish to rent the gown for your private photo taking, please email Creative District for rates.

#### Creative District

20 Jalan Kilang  
Autobahn  
#06-01  
Singapore 159418  
Tel: +65 6471 2788

Nearest MRT station: Redhill  
Buses: 14, 123, 147, 153, 196, 197, 198, 855, 961  
Please collect your academic gown according to the schedule provided below. Graduates who did not register or missed the registration deadline for the in-person Convocation will not be issued an academic gown.

### Schedule for gown rental

Type of conferment	Dates to rent your gown	Time
Diploma	4 - 13 Oct 2022	11:00am - 7:00pm
BA(Hons)	4 - 13 Oct 2022	11:00am - 7:00pm
Masters	11 - 13 Oct 2022	11:00am - 7:00pm

Please observe prevailing safe management measures when collecting your gown at the Creative District studio. Do adhere to your allocated time slot to avoid overcrowding the studio space.

You will be required to book an appointment to collect your gown in person as you will need a fitting. No proxies will be allowed to collect your gown on your behalf.

### Schedule for gown return

#### Dates and location

17 - 21 Oct 2022  
Creative District studio

#### Time

11:00am - 7:00pm

Do ensure that you return a complete set which includes an academic gown, mortar board, sash and gown bag. Any gown set not returned by the deadline or returned incomplete or damaged will result in your deposit being forfeited. If you are sending a proxy to return the gown on your behalf, please email Creative District at [enquiry@creativedistrict.com.sg](mailto:enquiry@creativedistrict.com.sg) with your proxy's and your details.

## Stage photography

LASALLE has engaged Creative District as the official event photographer for Convocation. Each graduate may pre-order a copy of their on-stage photograph when renting your gown.

## Safe management measures

We are committed to creating a safe and meaningful Convocation experience for you. For the health and safety of all graduands and guests, and in line with recommendations and guidelines from the Ministry of Health (MOH) and Ministry of Education (MOE), the following safe management measures will be implemented at the Convocation ceremonies:

- Sanitation of high-touch point surfaces including door handles and escalator handrails as well as cleaning of common areas is conducted regularly with SGClean guidelines.
- For health and safety reasons, guests under the age of 6 or over the age of 70 are discouraged from attending the in-person Convocation ceremony.
- Kindly refrain from attending the in-person Convocation ceremony if you or your guests are experiencing symptoms of COVID-19 including but not limited to fever, runny nose, sore throat, cough etc. You may still attend your Convocation online.

## Registration for graduands

- You are encouraged to wear a mask for your own safety.
- Please arrive at the venue at least one hour prior to the start of the ceremony to accommodate for registration and gowning. The ceremony will begin on schedule and latecomers will not be allowed entry.
- Get ready your QR code to be scanned when you arrive at the counter. An email containing your unique QR code will be sent to you a week before Convocation.

## Useful contacts

If you have any queries regarding Convocation, please contact:

Division of Advancement

Tel: +(65) 6496 5152 / +(65) 6496 5151 / +(65) 6496 5227

Email: [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg)

## During the ceremony

The following measures must be strictly observed all the times during registration and the ceremony:

- Graduands must be seated at assigned seats or rows only. Strictly no movement within the hall is allowed unless going up on stage to receive the certificate.
- Staff from our appointed vendor Creative District will check that your gown is in order. Concurrently, LASALLE staff will check to make sure that you are standing in the correct position and that your name card tallies with the conferment list.
- At the appropriate time, marshals will invite you to quietly stand and move to the right side of the hall (facing stage) to queue.
- You will be presented to the Presiding Officer in the order as listed in the e-programme booklet.
- You will be ushered to wait at the foot of the stairs. Follow the instructions of the marshals before moving on stage to have your photo taken with the Presiding Officer
- There will be no handshakes. Please pose for your photo to be taken, after which please proceed off stage. A marshal will direct you on the route to return to your seat.
- There will not be any collection of certificates and transcripts on stage during the ceremony.
- Graduands and guests must remain seated throughout the ceremony.
- Guests can take photos and/or videos from their seats but no standing or leaving of seats to take photos or videos is allowed throughout the ceremony.
- Graduands and guests must vacate the premises immediately at the end of the ceremony as the venue will be cleaned and sanitised.