

Guidelines for 33rd Southern UC Convocation

Congratulations on your graduation! You are cordially invited to attend the Convocation Ceremony. The 33rd Convocation will be held on 13 July 2024.

Category	33 rd Southern UC Convocation (2024)
Date	13 July 2024 (Sat)
Venue	Dato' Seri Joseph Chong Hall (MPH)
Graduation Semester	23B,23C,24A

(A) ATTENDANCE REGISTRATION

Step 1: Online registration for attendance of convocation

All graduates are required to complete the online attendance form:

- Visit Southern UC's website <https://www.southern.edu.my/> → Campus Life → Convocation
- Login to G-Form and register

Category	33 rd Southern UC Convocation (2024)
G-Form	https://forms.gle/c6SM6YDvKN5zGUyC6
Deadline	28 June 2024 (Friday)

- Complete the form

Step 2: Graduation Message for Convocation Ceremony

Graduands can dedicate ONE short message to their parents/friends/lecturers during the convocation ceremony. The message will be displayed on the screen while you are on the stage to receive your scroll. We encourage all graduands to write a message to express their appreciation to their parents/friends/lecturers.

Notes:

- (1) Southern UC reserves the right to edit the messages, reject any indecent messages and not display the messages without further notice.
- (2) Late submission of messages will not be accepted.

Step 3: Convocation Gown's Deposit (Diploma, Bachelor, Master & PhD programmes only)

Graduands (excluding Foundation Students) shall rent the Convocation Gown and make a deposit payment to the Account & Finance Office before collecting the gown.

Particulars	Amount
Deposit (Refundable)	RM300.00
Rental & Cleaning Fee	RM 50.00
Total	RM350.00

***28 June 2024 (Late penalty of RM20.00 will be charged from 29 June 2024)**

- Payment Method
 - (i) Direct cash bank-in at the ATM
 - (ii) Online transfer using Instant Transfer or DuitNow QR

Payee Name:	KOLEJ UNIVERSITI SELATAN	
Bank Account No:	PUBLIC BANK	315 001 222 6
	RHB BANK	201 400 000 497 39

- The softcopy of the official receipt will be sent to the graduands by email.
- Graduands are required to provide the softcopy of the official receipt upon collecting the convocation gown from the Student Affairs Office.

Step 4: Southern UC Alumni Surveys

All graduands are required to complete the survey.

Step 5: Affiliate Member

All alumni who graduate in 2024 will automatically become affiliated members of the Alumni Association of Southern University College for free of charge. The purpose of this is to create a networking platform and create business relationships for members of the same background. Members will enjoy the following benefits and get to participate in various activities. This Affiliate Membership is valid for 10 years.

(B) CONVOCATION GOWN AND ENTRY TICKET COLLECTION

Step 1: Convocation Gown & Entry ticket collection

- Collection date, time & venue

Date of Collection	Time	Venue	Collection	Remarks
24-28/06/2024 (Mon -Fri) 9am-5pm & 29/06/2024 (Sat) 10am-2pm		Student Affairs Office (R151)	Gown & Entry Ticket	Show the E-receipt of the Gown's Deposit.

Diploma Gown Size Reference

Measurement	<157cm	157-163cm	163-178cm	178-183cm	>183cm
Size	S	M	L	XL	2XL

Degree, Master & PhD Gown Size Reference

Measurement	<149cm	150-159cm	160-169cm	170-179cm	>183cm
Size	XS	S	M	L	XL

- Gown Size: On a first come first served basis (**You may entrust a person to handle it for you**)
- Graduands are not allowed to change the size. Thus, please ensure your size is correct upon collecting the Convocation Gown (Sizes will be shown according to the height)
- Each graduand will be provided with TWO (2) entry tickets only (**NO EXTRA ticket will be given**).
- ONLY THREE (3) persons (all above 12 years old) are allowed for the entire convocation ceremony including the graduand.

Step 2: Returning of Convocation Gown & Collection Certificate

Date	15-19/07/2024 (Mon-Fri)				
Time	9am-5pm				
Venue	Student Affairs Office (SAO) • Gown Returning	Academic Affairs, Admission & Registration Office (AARO) • Certificate Collection			
Remarks	• Show your Tracer Study E-receipt.	• Show your MyKad. • Only student who have NO OUTSTANDING PAYMENT are allowed to collect the certificate.			

(RM10 will be charged for the delay per working day)

Step 3: Refund of Convocation Gown's Deposit

The deposit of RM300 will be refunded by online transfer to the student's personal account within 6 weeks after the convocation ceremony.