GRADUATION GUIDELINES 2011

THE OTOMOTIF COLLEGE
GRADUATION CEREMONY 2011

19th JUNE 2011

SUNWAY RESORT HOTEL AND SPA
BANDAR SUNWAY,
PETALING JAYA
GRADUATION CEREMONY, 19th JUNE 2011
Dear Graduates,

Graduation is the time to be rejoicing, and also to look forward to new opportunities. To let the past melt away into the horizon and await the new things life has in store. It is a time of celebration for the whole family, friends and colleagues. For our graduates, it is the beginning of many things to come, the stage where the foundation for a whole new life is enshrined.

We are proud to announce that The Otomotif College will be holding the Graduation Ceremony on 19th June 2011. We are looking forward to receiving you - our Fourth batch of graduates. Because you mean so much to us as our graduates, and we believe that you deserve the best from us, your graduation ceremony will be held at Sunway Resort Hotel and Spa.

To show how much we are proud of you, we are also introducing you to TOC Alumni Lifetime Membership. We would love to keep in touch with you and know that you have spread your wings to greater heights! In addition, we are also offering our alumni member lots of great events and benefits. So, why wait? Join us today!

The information in this booklet will help you prepare for your graduation ceremony. It contains the programme outline, as well as guidelines on what you need to do on that day, for example, what to wear, where to get your pictures taken and many more. In other words, it is all about YOU and YOUR BIG DAY.

Please read this booklet carefully, and fax the attendance confirmation form to participate in your graduation ceremony as soon as possible. This is a once in a lifetime memorable experience not to be missed. Therefore, be sure to join us in celebrating the greatest and most cherishable days of your life!

Our heartiest congratulations to all our graduates! You made it and you deserved it!
“I hope your dreams take you... to the corners of your smiles, to the highest of your hopes, to the windows of your opportunities, and to the most special places your heart has ever known.”

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Contact person: Ms. Jagmohan / Mr. Kenny Lee at 7955 2811 extension: 683 / 386

Graduation Tickets

1. Each Graduation Ticket for graduates is priced at **RM 260.00** per ticket, which includes the following:-
   
a) Rental of graduation robe, hood & mortarboard for graduation day use  
b) 1 copy of 8R size photo receiving certificate with VIP in full  
c) 1 copy of 5R size photo receiving certificate with VIP in full  
d) 1 copy of 5R size photo receiving certificate with VIP in half  
e) 1 copy of 12” size group photo  
f) 1 copy of DVD  
g) 1 copy of photo CD  
h) Exclusive TOC certificate folder  
i) Graduation Souvenir Booklet  
j) Buffet Dinner  
k) Lifetime TOC alumni membership

Guest Tickets for Parents/Guests

1. Each Guest Ticket for parents & guests is priced at **RM 138.00** per ticket. This includes refreshment at Sunway Resort Hotel and Spa, Bandar Sunway, Petaling Jaya.

2. Each graduate will be allowed to buy a **maximum of four (4) guest tickets** for Parent/Guests to attend the graduation ceremony. It will be free seating.

3. Admission into the hall is strictly **BY TICKETS ONLY**. Please ensure that ALL tickets are given to your parents/guests and remind them to bring the tickets on graduation day.

4. Children **below ten years** of age will **NOT** be allowed into the hall.

5. All guests may start to take their seats in the Graduation Hall from **1:15pm** onwards.

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**CONFIRMATION OF ATTENDANCE & PAYMENT**
Contact person: Ms. Jagmohan / Mr. Kenny Lee at 7955 2811 extension: 683 / 386

1. Graduate who wish to attend the Graduation Ceremony, must complete the Confirmation of Attendance Form and submit it to the Student Services Centre Unit BEFORE 15th May 2011.

2. The form can be submitted by fax to 03-7955 3811, attention to Ms. Jagmohan or email the form attachment to tosc@otomotif.edu.my.

3. Payment can be made by cash, cheque or bank transfer to THE OTOMOTIF COLLEGE SHD BHD, CIMB A/C NO: 1249-0013901-05-1. You need to fax the bank statement to 03-7955 3811 for verification.

4. Graduates are to collect the ticket(s) at bursary, A2 in TOC during working hours (Monday to Friday, 9am to 5pm) or at the registration counter, Sunway Resort Hotel and Spa. Collection dates will be advised.

5. Graduates or guests who have confirmed attending the Graduation Ceremony but do not show up for the ceremony will not be eligible for refund.

6. You can download the Confirmation of Attendance Form from our website at www.toc.edu.my

PHOTOGRAPHY

Contact: Mr. Ken Loy, Foto Prime 017-3483811
1. Guests are not allowed to take photographs during the ceremony in the graduation hall.

2. Official photographers have been engaged for this ceremony.

3. Photographs of graduates receiving their certificate will be taken on stage.

4. Group photography will be taken at the end of the graduation ceremony.

5. Taking and Placing Orders of Portrait Photographs (Optional) :-
   a) A booth will be set up at Sunway Resort Hotel and Spa.
   b) Graduates are advised to be in their **GRADUATION ATTIRE** for their portraits

6. Photographs will be posted to the mailing address given on the Graduation Day.

**GRADUATION ROBES**

Contact: Mr. Ken Loy, Foto Prime 017-3483811
Collection of Robes

1. Graduates must wear complete graduation attire (robe, mortarboard and hood) for the ceremony.

2. Graduates may collect the robes, mortarboards and hoods at the following venue & date.

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>19th June</td>
<td>Registration Counter, Sunway Resort Hotel and Spa, PJ.</td>
<td>10:30am - 12:00am</td>
</tr>
</tbody>
</table>

3. Graduates are needed to give their My-Card when collecting their robes.

4. Please check that the robes, mortarboard and hood are in good condition before signing the acceptance form.

5. Graduates are liable for any damages to the robes, mortarboard and /or hood (if any) upon returning them. My-Card will be return to the graduates upon receiving of the graduation attire.

Returning of Robes

1. Graduates must return their robes on the graduation day itself, 19th June 2011 after the ceremony latest by 6.30 pm.

2. Graduates are allowed to extend the rental of the robes till 26th June with an additional charge of RM120.00 and RM200 deposit.

3. Graduates who extend the rental of the robes will need to return them to Photopirma. Following are the contact details:

   Contact: Ken Loy, 017-3483811
   Address: 77, Jalan 3/93, Taman Miharja, 55200 KL
   Tel: 03-92003811
   Fax: 03-92811833
   Email: info@fotoprime.com.my

4. The deposit of RM200 will be refunded when the robe, mortarboard and hood are returned in good condition.

DRESS CODE

Graduates are to adhere strictly to the formal dress code.

For Men:
1. Male graduates must wear light/pastel colored long-sleeved shirts and ties, black slacks and black leather shoes. Lounge suits are encouraged but not compulsory.

2. T-shirts, shorts, jeans, slippers, sunglasses, caps, sandals or any other improper attire is strictly forbidden.

3. Hair should be short and neat, with minimal hair gel to allow the mortarboard to sit well.

For Women:

1. Female graduates are to dress modestly with skirts below knee length and wide collared light/pastel colored blouses with buttons in front (this is to facilitate putting on the hood). Footwear should be black court shoes. Baju kurung or kebaya are allowed.

2. Mini skirts, transparent tops or dresses, bareback blouses or dresses, T-shirts, shorts, jeans, slippers, sunglasses, caps, sandals, or any other improper attire is strictly forbidden.

3. Hair should be neat with minimal hair gel to allow the mortarboard to sit well.

Note: The College reserves the right to refuse entry to any graduate who is not appropriately dressed.

GRADUATION PROTOCOL

1. All graduates will be involved in the Graduates Procession. They will enter the Hall ahead of the Academic Procession.
2. Upon reaching their seats, all graduates are to remain standing while the Academic Procession enters the Hall to take their respective positions. The cue to take your seat is when the Master of Ceremony announces it.

3. Graduates are to be seated as instructed and are not permitted to leave the Graduation Hall until the ceremony is over.

**ACCOMMODATION**

1. For graduates who wish to book room at Sunway Resort Hotel and Spa, you may approach the hotel on the following contact.

   Sunway Resort Hotel and Spa.
TRANSPORT & LOCATION MAP

1. Graduates will need to make the necessary arrangement regarding their transportation to the graduation ceremony. Transportation will not be provided.

2. You can download the location Map at our website at [http://kualalumpur.sunwayhotels.com/](http://kualalumpur.sunwayhotels.com/)

GRADUATION DAY PROGRAMME

Sunway Resort Hotel and Spa, Sunday 19th June 2011.

<table>
<thead>
<tr>
<th>Time</th>
<th>Events</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30am</td>
<td>Registration (Tickets)</td>
<td>Registration Counter, Foyer</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Location</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>10:30am</td>
<td>Briefing on TOC Alumni</td>
<td>Graduation Hall, Lagoon 2</td>
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<tr>
<td>10:45am</td>
<td>Ceremony Rehearsal &amp; briefing</td>
<td>Graduation Hall, Lagoon 2</td>
</tr>
<tr>
<td>11:30am</td>
<td>Collection of Robes</td>
<td>Robing Room</td>
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<tr>
<td>12:45pm</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>1:15pm</td>
<td>Assembly of Graduates</td>
<td>Lagoon Foyer</td>
</tr>
<tr>
<td>1:15pm</td>
<td>Guest are seated</td>
<td>VIP Holding Room</td>
</tr>
<tr>
<td>1:45pm</td>
<td>Assembly of Platform Party</td>
<td>VIP Holding Room</td>
</tr>
<tr>
<td>2:00pm</td>
<td>TOC Graduation Ceremony</td>
<td>Graduation Hall, Lagoon 2</td>
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<tr>
<td>4:35pm</td>
<td>Group Photo</td>
<td>Photography Room</td>
</tr>
<tr>
<td>4:45pm</td>
<td>Refreshment</td>
<td>Foyer</td>
</tr>
<tr>
<td>5:00pm</td>
<td>Return of the robes</td>
<td>Robing Room</td>
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<td></td>
<td>End</td>
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**GRADUATION CEREMONY PROGRAMME**

1.30pm  
Arrival of Guest of Honour and VVIP’S

2.00pm  
Procession of Graduates
2.10pm  Procession of Guest of Honour & Academic Members
2.20pm  National Anthem
2.25pm  Welcoming speech by TOC Principal
2.35pm  Speech by Guest of Honour
2.45pm  Certificate / Diploma presentation to TOC Graduates.
4.00pm  TOC Outstanding Student Awards
4.05pm  Speech by the Graduate representative
4.15pm  Presentation of Memento to Guest of Honour
4.20pm  Speech by Academic Dean
4.30pm  Retiring Procession
4.45pm  Refreshments

END