

T. A. Marryshow Community College



GRADUATION HANDBOOK

**Your Guide to Graduation, which will be held on
19 July, 2018 at the National Stadium**



Admissions Office

Tanteen, St. George's, Grenada, W.I.

Telephone: (473) 440-1389 x 2250 or x 2399 Fax: (473) 440-3079

Website: www.tamcc.edu.gd

Dear Graduand,

Congratulations on your impending graduation! Graduation marks the apex of your journey at the T. A. Marrayshow Community College. It celebrates your hard work, dedication and your ability to hold steadfast to your academic and professional goals.

If you are eligible to graduate, having satisfied the prescribed academic and other requirements for your Programme of study, as a result of the final semester's examinations, **you will be responsible** to make sure you have fulfilled all of the other graduation-related tasks, such as:

- gown fittings and rehearsals;
- filling clearance forms;
- completing graduation.

To make the process seamless, we have provided you with this Graduation Handbook that consists of the following:

1. Information on graduation fees, gown collection, rehearsals and much more;
2. Graduation Checklist;
3. Graduation Clearance Form (*which will be distributed after the graduation meeting*)

Please note that any changes to the information provided in this handbook will be communicated via email and/ or at the graduation meeting. Any questions not answered by the information provided in this handbook, may be directed towards the Admissions Office, Learning Resource Centre or the Registrar's Office (473) 440-1389 x. 2250/2399/2269.

Once again, allow me this opportunity to wish you the most memorable and enjoyable of times as you prepare to graduate.

Regards,



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Mrs. Marva Bowen-Neptune, MBA
Acting Registrar

GRADUATION CHECKLIST

- Attend Graduation Meeting** (Monday, July 9th, 2018 @ 10:00 am at Teacher Education Hall).
- Check for name on Approved Graduation List AFTER graduation meeting** (July 9th, 2018). *Names will begin to be posted online by July 9th, 2018 www.tamcc.edu.gd/index.php/admissions/graduation
- Complete Graduation Clearance Form** (available after graduation meeting).
- Submit signed Graduation Clearance Form AND Graduation Fee** to Accounts Department.
- Submit graduation receipt to pick up Graduation Gown & Cap on the following dates:**

School of Arts, Sciences & Professional Studies AND School of Applied Arts & Technology

- Tuesday July 10th, 2018 9:00 am – 3:00 pm
- Wednesday July 11th, 2018 9:00 am – 3:00 pm
- Thursday July 12th, 2018 9:00 am – 3:00 pm

School of Continuing Education

- Friday, July 13th, 2018 9:00 am – 3:00 pm
- Monday, July 16th, 2018 9:00 am – 3:00 pm

Carriacou Campus

- Wednesday, July 11th, 2018 9: 00 am – 3:00 pm

- Submit photograph receipt to take photograph**

School of Arts, Sciences & Professional Studies & School of Applied Arts & Technology

- Tuesday July 10th, 2018 8:30 am – 5:00 pm
- Wednesday July 11th, 2018 8:30 am – 5:00 pm
- Thursday July 12th, 2018 8:30 am – 5:00 pm

School of Continuing Education

- Friday, July 13th, 2018 8:30 am – 6:00 pm
- Monday, July 16th 2018 8:30 am – 5:00 pm

- Order Rings** etc. (50% deposit due by May 31, 2018)
- Attend Graduation Rehearsal** (Tuesday, July 17th, 2018 @ 10:00 am) - **MANDATORY**
- ATTEND GRADUATION EXERCISE** (Thursday, 19th, 2018 @10:00 am)
- Return Graduation Gowns, Cap, Student I.D Card & Pick-up Certificate** (July 23rd - 25th, 2018, 9:00 am – 3:30 pm)

1. Graduation Date, Time and Location

Date: Thursday, July 19th, 2018

Time: 10:00 am (Students are required to arrive by 8:00 am)

Location: Grenada National Stadium, River Road, St. George's

2. Graduation Meeting

There will be a general graduation meeting for **ALL** students eligible to graduate on **Monday, July 9th, 2018, at 10 am**, Teacher Education Department.

3. Graduation List

The official graduation list will be posted **AFTER** the graduation meeting on Monday, July 9th, 2018. Lists will be posted on campus notice boards and on the College's website - www.tamcc.edu.gd.

4. Graduation Rehearsal

A graduation rehearsal will be held on **Tuesday, July 17th, 2018**. The rehearsal will begin **promptly at 10:00 am** at the Grenada National Stadium; however, **all participants are expected to be at the Stadium at 8:00 am**. Attendance is mandatory for all confirmed graduates. **Honour students **MUST** meet with the Registrar or his/her designee after rehearsal.*

Students will not be required to bring their official gown to the rehearsal and so may attend casually dressed. Each student will be responsible for arranging his/her own transport to and from the Stadium. Expected Duration of Rehearsal: 3 hrs

5. Graduation Clearance Forms

It is required that each confirmed graduand make clearance to graduate. Graduation is **NOT** automatic and it is therefore the responsibility of the student to complete all required documentation. Clearance to graduate requires that the student return any outstanding books and/or settle any outstanding fees owed to the College. The completed **Graduation Clearance Form** is proof of clearance.

A copy of this form will be available AFTER the graduation meeting. Please have an officer from each of the departments/offices sign indicating that you are cleared of responsibility for fees and/or materials due to the College. **The completed form should be submitted to the Admissions Department upon payment of graduation fee. **Forms will be signed from July 9th – 16th, 2018 (once the graduation list has been posted).**

6. Graduation Fee

Students who will attend the graduation ceremony must pay a **Graduation Fee of EC\$ 370.00 (photographs included)**, payable at the Accounts Department. **Payments MUST be made during the period July 9th – 16th, 2018.** This may be paid by cash only and should be submitted with the completed Graduation Clearance Form (see section #5).

Upon payment, a *Graduation Receipt* will be issued. It will be necessary to present the receipt when picking up your graduation gown and cap and when taking the graduation photographs; therefore, **payment must be made prior to picking up graduation regalia or taking of photographs. Graduands are advised that refund will ONLY be issued in extenuating circumstances as determined by the College.**

**Please note that all confirmed graduates will be billed for graduation; this means that fees must be paid in full, in respect of attending the graduation ceremony or graduating in absentia, before receiving any services offered by the College.*

7. Absence from Graduation Ceremony

Information concerning the graduation ceremony is provided to the student body sixteen (16) weeks in advance, to allow students to properly plan post-graduation activities (i.e. travel or other personal obligations) in such a way that will not conflict with attendance of the graduation ceremony. Nevertheless, the College recognizes that there are sometimes extenuating circumstances that will not allow a student to participate in the ceremony. Students who find it necessary to be absent from the ceremony will be required to do the following:

- **Complete Graduation Clearance Form** (available AFTER Graduation Meeting or on our website)
- **Pay EC\$250.00 Absentia Fee** (payable at Cashier's Window, Bursar's Office)

Only after all of the above have been completed, may certificates for absent persons be made available via pick-up. Certificate pick up - July 23rd – 25th, 2018.

8. Collection of Certificates by Family or Friends

Graduation certificates can be collected by persons other than the graduate under the following circumstances:

- Individual must submit a Clearance Form with ALL relevant information filled out on the form on behalf of the student
- Individual must show receipt for Graduation in Absentia Fee (E.C \$250.00.)
- Individual must have a signed written letter of permission from graduate to collect certificate.
- Individual must have graduate's College Photo I.D. card or a valid ID card

9. Graduation List

The official 2018 Graduation List will be posted both online at the College's website www.tamcc.edu/gd AND on all campus notice boards **on July 9th, 2018 AFTER the graduation meeting.** Only after the list has been posted, may further questions be directed towards either the Records Office (2239/2269) or the Admissions Office (x.2250/2399). Please wait for the posting of the list before contacting either offices concerning graduation eligibility.

10. Name Verification – MANDATORY

Students MUST contact the Admissions Office by **May 31, 2018** if the student wishes to:

- make any name changes;
- correct a name error; error can be identified on student's ID;
- add middle initials on certificate.

Proper documentation must be presented if you wish to make any changes (i.e. marriage certificate, birth certificate etc.). If no changes are required, your certificate will be printed with your name as it appears on your student ID.

Information pertaining to name verification is provided weeks in advance; therefore, the College will not be held responsible if there are any name errors on your certificate. **You will be required to pay EC \$75.00 for a reprint of your certificate.**

11. Graduation Gown Pick Up

All graduating students will be required to wear the official academic regalia which consist of a black academic gown, academic cap, and a tassel with official date medallion. **In order to pick up a gown, all confirmed graduates must present the official *Graduation Receipt* received from the Accounts Office as proof of payment of graduation fee.** Gowns will be distributed from the **Admissions Store, Teacher Education Department** on the following dates:

School of Arts, Sciences & Professional Studies: AND School of Applied Arts & Technology

- Tuesday July 10th, 2018; 9:00 am – 3:00 pm
- Wednesday July 11th, 2018; 9:00 am – 3:00 pm
- Thursday July 12th, 2018; 9:00 am – 3:00 pm

School of Continuing Education & St. Patrick's Campus

- Friday, July 13th, 2018; 9:00 am – 3:00 pm
- Monday, July 16th, 2018; 9:00 am – 3:00 pm

In respect of the St. Patrick's Campus, payment of graduation fees and gown collection are done at the Tanteen Campus.

Carriacou

- Wednesday, July 11th, 2018 9:00 am – 3:00 pm, Carriacou Campus

Note: Owing to the fact that you will be required to try on a gown, you must come in person to pick up the gown. PLEASE BRING YOUR OWN PLASTIC BAG.

How to Receive a Graduation Gown:

- Step # 1 – Complete “Graduation Clearance Form” (provided in this handbook).***
- Step # 2 - Check dates above for days when gowns will be distributed for your School***
- Step # 3 -Bring large plastic bag from home to hold gown once received.***
- Step # 4 - Make Graduation fee payment of E.C. \$370.00 (graduation photographs included) on Gown-Pickup day.***
- Step # 5 - Bring graduation receipt to Gown Centre in Admissions Store room, Teacher Education Department***
- Step #6- Present receipt at front desk, provide height, check in your name for a gown***
- Step 7 – Measure gown and cap. Ensure it is properly fitted.***
- Step 8 – Exit***

12. Cleaning & Ironing Graduation Gowns

Graduands will be fitted for a graduation gown based on height. Graduates may choose to have the gown professionally dry-cleaned prior to graduation or **machine wash on the gentle/delicate cycle or hand wash. Gowns can be hung to dry.** To iron the gown, please turn inside out and iron on the reverse. **Any graduate who fails to return the gown in the same condition in which it was loaned will be required to pay a fee of E.C \$75.00.**

13. Graduation Photos

The College will set up a photo studio for students to have their photos professionally taken before graduation. Photos will also be taken on the day of graduation.

Photographs will be taken from **July 10th – 16th, 2018 at the Online Distance Learning Room, Teacher Education. See schedule hereunder:**

School of Arts, Sciences & Professional Studies AND School of Applied Arts & Technology

- Tuesday July 10th, 2018 8:30 am – 5:00 pm
- Wednesday July 11th, 2018 8:30 am – 5:00 pm
- Thursday July 12th, 2018 8:30 am – 5:00 pm

School of Continuing Education

- Friday, July 13th, 2018 8:30 am – 5:00 pm
- Monday, July 16th 2018 8:00 am – 5:00 pm

Carriacou Campus

- *Information on photograph will be provided at a later date to the prospective graduates of the Carriacou Campus.*

Photography Process:

1. *Make Graduation payment of EC\$370.00 and present receipt at the photo studio at Online Distance Learning, Room 10 at Teacher Education Department.*
2. *You will be provided with a gown and tassel and the like at the photo studio.*
3. *Please ensure that your hair is well groomed for photographs taken before graduation, so that the graduation cap fits appropriately.*

Please note more information will be provided to you as it relates to the quantity of pictures and delivery of pictures at the Graduation meeting.

*Please note that if you do not proceed to room 10 (Online Distance Learning Room) to do your portrait picture and submit your name to the photographer, you will NOT be issued photographs regardless of payment. **No refund will be issued if the appropriate steps were not followed.***

14. Additional Photographer

The College will arrange for an additional photographer to be present at the graduation ceremony in case graduates wish to take additional photos before or after the graduation ceremony. ***This would be at an additional cost to the student.***

Students who wish to make personal arrangements to have professional photographs taken on the day of graduation must note that: No photographer/family member will be permitted directly in front of, or on, the stage.

15. Graduation Dress Code

Graduating students are required to dress in **professional wear at the graduation ceremony**; that is, ***white/cream blouse or shirt and dark coloured trousers /skirts.*** ***Please note:***

- All tops must completely cover the breast and be long enough to cover the hips;
- Skirts/ dresses should be at least knee length;
- Flip flops or sneakers are not allowed.

****Students are encouraged to dress professionally to participate in the ceremony.***

16. Certificates/Diplomas

Many graduates are surprised to find that their certificate is not in the diploma cover received on stage during the ceremony.

Certificates will be distributed on 23 - 25 July, 2018 after the graduation ceremony, once the graduate has returned the graduation regalia & presents his/her Student I.D Card

17. Graduation Gown Return & Diploma Pick Up

Gowns and caps are expected to be returned in the same condition in which they were lent out. Graduates are to keep the coloured tassel and diploma cover. Gowns and caps must be returned to the Admissions Store Room on **Monday 23rd, Tuesday 24th or Wednesday 25th July 2018 from 9:00 am – 3:30 pm.** Upon returning the gown, cap and Student I.D. Card, graduates will be issued their official certificate.

Students who receive an honour stole and/or an award cord MUST return these items on gown return dates.

18. Commemorative Items

For those who would like to commemorate their time as a student at T.A.M.C.C, the College has made provisions for students to purchase Graduation Photographs (see item 13), College ring and/or graduation mug.

Graduation Ring

Hereunder are the costs of the rings:



Metal	Price	4 Monthly Instalments
Silver	EC \$150.00	EC \$37.50
Gold	EC \$765.00	EC \$191.25

Students who wish to purchase a ring can do so by making 4 monthly instalments as indicated in the table above. **Payments for rings are done ONLY at the Bursar's Office.** In addition, the College will ensure that ring measurements are taken to obtain the perfect fit for your ring.

Students must make two instalments in order to secure an order for a graduation ring. Any cancellation of the order should be done in a timely fashion; if not, no refund will be provided.

Students will be contacted by the Admissions Office upon delivery of their Graduation Ring.

Graduation Mug



Students can also commemorate their time at T.A.M.C.C by purchasing a Graduation Mug at a cost of EC\$25.00.

Commemorative items will be showcased throughout the College, and again, at the Graduation Meeting on July 9th, 2018.

19. Graduation Refreshments

There will be light refreshments/snacks available for the graduates only, after the ceremony, on the lower level of the Stadium. These refreshments will be **free of charge** to the graduates. Refreshment tickets will be included in the diploma cover received by each graduate.

Concession stands will sell refreshments during the ceremony to guests. Graduates will not be permitted to leave the ceremony in order to purchase refreshments, but may do so prior to the start of the processional.

20. Graduation Cruise and After Party

A Cruise and After Cruise Party will be held on the evening of the Graduation Ceremony. This event is coordinated by the Department of Student Affairs. Further details will be available on the campus notice boards, online, and at the Graduation Meeting on Monday, July 9th, 2018. For further information contact Student Affairs 440-1389 x. 2249.

"The fireworks begin today. Each diploma is a lighted match. Each one of you is a fuse." Edward Koch



Congratulations and Best Wishes for a Successful Future!!