



T.A. Marryshow Community College
Admission Office
Tanteen, St. George's, Grenada.
Office(473) 440-1389 x269
Fax: (473) 440-3079
www.tamcc.edu.gd

T.A.M.C.C.

Prospective Graduate



Information

2010

Package

Dear 2010 Prospective Graduate,

Congratulations on your impending graduation! Graduation marks the end of a long period of extensive learning and is a celebration of the dedication, achievement and effort put forth during your time as a T.A. Marryshow Community College student.

If you are eligible to graduate as a result of the final semester's examinations, you will be responsible to make sure you have fulfilled all of the graduation-related tasks (i.e. completing graduation forms, gown fittings, rehearsals etc.). To make the process easier for you, we have provided you with this handy Graduation Package that consists of the following:

- ✓ Information on graduation fees, gowns, photos, rehearsals, the graduation ball and much more.
- ✓ Graduation Checklist
- ✓ Graduation Application Form

Any questions not answered by this package, may be directed towards the Admissions Office, Administrative Bldg. (473) 440-1389 x.243 or 269.

Once again, we in the Registrar's Office, wish you the most memorable and enjoyable of times as you prepare to graduate.

Regards,

Stasia Blake, Assistant Registrar-Admissions

2010 GRADUATION CHECKLIST

- Complete 2010 Graduation Clearance Form** (included in this package). Forms WILL NOT be signed by Deans or other departments until July 5th, 2010.
- Check for name on Approved Graduation List** (July 5th, 2010). WRITE DOWN YOUR GRAD #
**Names will begin to be posted online by June 15th, 2010.*
- Attend Graduation Meeting** (July 5th, 2010 @ 9 AM at G.B.S.S Auditorium)
- Get Departmental Graduation Picture taken with fellow graduates.**

Submit “Graduation Memorabilia Slip” (back of booklet) to Admissions Office after graduation meeting.

Submit signed Graduation Clearance Form AND Graduation Fee to Accounts Department
(Teacher Education Wing)

Submit graduation receipt to pick up Graduation Gown & Cap

School of Arts, Science & Professional Studies (incl. Nurses):

- Tuesday, July 6th, 2010, 9am – 3pm
- Wednesday, July 7th, 2010, 9am – 3 pm

School of Applied Arts & Technology

- Thursday, July 8th, 2010, 9am – 3 pm

School of Continuing Education & St. Patrick’s Campus

- Friday, July 9th, 2010, 9am – 3 pm
- *Students from the St. Patrick’s Campus will make payment and pick up gowns there.*

Carriacou Campus

- Friday, June 11, 2010 (at Carriacou Campus)

Order Photography, Rings etc. (Optional)

Attend Graduation Rehearsal (Tuesday, July 13th, 2010 @ 1 pm) - **MANDATORY**

ATTEND GRADUATION EXERCISE (Thursday, July 15th, 2010 @ 1 pm) - **MANDATORY**

Attend Graduation Ball – (July 15th, 2010) - **OPTIONAL**

Return Graduation Gowns & Caps .Pick-up \$25.00 refund and Certificate (July 19th and 20th, 2010)

1. Graduation Date, Time and Location

Date: Thursday, July 15th, 2010

Time: 3:00 p.m. (*Note: Graduates must arrive by no later than 1:00 p.m.*)

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

2. Graduation Meeting

There will be a general graduation meeting for ALL second year students on **Monday, July 5th, 2010, at 9 AM** at G.B.S.S Auditorium. **Photos of the 2010**

Graduates

in each department will be taken after the meeting (see Section 15 for details)

3. Graduation Rehearsal

An official graduation rehearsal will be held on **Tuesday, July 13th, 2010**. The rehearsal will begin **promptly at 1:00 pm at the Grenada National Stadium. Remember your grad # which was written beside your name on the graduation list posted.** Attendance is mandatory for all confirmed graduates. All participants are expected to be on time.

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 for his/her own transport to and from the stadium. Expected Duration of Rehearsal: 3 hrs

4. Graduation Fee

Every graduating student must pay a **Graduation Fee of \$225 E.C or \$275 E.C. for Nursing Graduates**, payable at the Accounts Department in the Teacher Education Department. **Payment may be made between July 5th – 9th, 2010**. This may be paid by cash only and should be submitted with the completed Graduation Clearance Form (see section #7). Upon payment, a *Graduation Receipt* will be issued. It will be necessary to present the receipt when picking up one's graduation gown and cap, therefore payment must be made prior to picking up graduation regalia.

5. Absence from Graduation

Information concerning the graduation ceremony is provided to the student body eight 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 in Absentia Form** (available from Admissions Office)
- **Complete 2010 Graduation Clearance Form** (included this package)
- **Pay \$100.00 E.C. Absentia Fee** (payable at Cashier's Window, Bursar's Office)

Deadline for payment is July 14th, 2010

Only after all of the above has been completed, may diplomas for absent persons be made available via pick-up.

6. Collection of Certificates by Family or Friends

Graduation certificates may be collected by persons other than the graduate if the following is in order:

- Individual must show receipt for Graduation in Absentia Fee (\$100.00 E.C.)
- Individual must have a signed written letter of permission from graduate to collect certificate on his/her behalf. *Email authorization will not be accepted.*
- Individual must have graduate's College Photo I.D. card.

7. Graduation Clearance Forms

It is required that each graduate make application 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 **2010 Graduation Clearance Form** is proof of academic clearance. **It has been included in this package**. Please have an officer from each of the departments/offices sign indicating that you are clear of responsibility for fees or materials due to the College. **The completed form should be submitted to the Cashier at**

the Accounts Dept. (Teacher Education Dept) when paying the Graduation Fee.

*******Forms will be signed from July 5th – 9th, 2010.**

8. Graduation Lists

The official 2010 Graduation List will be posted both online at the College's website www.tamcc.edu.gd AND on all campus notice boards **by July 5th, 2010**. **A graduation number will be written beside your name. Write it down. This is your placement in the processional line.** Only after the lists have been posted, may further questions be directed towards either the Admissions Office (x.243, 269) or the Records Office (x.238). Please wait for the posting of the list before contacting either office concerning meeting graduation requirements.

9. Name Verification - MANDATORY

You will verify the correct spelling of your name when completing the Graduation Clearance Form so that it will be properly printed on your certificate. Please note that if the spelling of your name on the Graduation Clearance Form is not legible, this may result in an error on your certificate. You will be required to pay \$75 for a reprint of your certificate.

10. Graduation Gown Pick Up

All graduating students (not including Nurses) will be required to wear the official academic regalia which consists of a black academic gown, academic cap, and a tassel with official date medallion. In order to pick up a gown, all 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 Teacher Education Department on the following dates:

School of Arts, Science & Professional Studies:

- Tuesday, July 6th, 2010, 9am – 3pm
- Wednesday, July 7th, 2010, 9am – 3 pm

School of Applied Arts & Technology

- Thursday, July 8th, 2010, 9am – 3 pm

School of Continuing Education & St. Patrick's Campus

- Friday, July 9th, 2010, 9am – 3 pm

In respect of the St. Patrick's Campus, payments of graduation fees and gowns can be picked up at the St. Patrick's Campus.

Note: Due 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 – Submit completed “Graduation Clearance Form” (in this package) to Accounting Department by July 9th, 2010

Step # 2- Make Graduation fee payment of \$225.00 E.C./ \$275.00 E.C. for Nursing Graduates

Step # 3 - Check dates above for days when gowns will be distributed for your School

Step # 4 – Bring large plastic bag or new garbage bag from home to hold gown once received.

Step # 5 - Bring graduation receipt to Teacher Education Department

Step # 6 – Get ticket number BEFORE joining the line

Step #7– When your number is called, get fitted for gown, cap and tassel

11. Cleaning & Ironing Graduation Gowns

Graduates will be fitted for a graduation gown based on height. Graduates may choose to have the gown professionally dry-cleaned prior to graduation. **Gowns MUST not be washed in a washing machine or by hand.** This will ruin the fabric. To iron the gown, please turn inside out; iron on the reverse. Any graduate who fails to return the gown in the same condition in which it was loaned, will forfeit his/her graduation refund.

12. Certificates/Diplomas

Many graduates are surprised to find that their certificate is not in the diploma cover received on stage during the ceremony. **Certificates are distributed the Monday after the ceremony once the graduate has returned the gown and cap (July 19th & 20th).**

13. 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 may keep the coloured tassel. Gowns and caps **must be returned to the Teacher Education Department on Monday, July 19th, 2010, or on Tuesday, July 20th, 2010 from 9am – 3pm. Be sure to take a ticket number before joining the line.** Upon returning the gown and cap, graduates will be issued their official certificate and a **\$25.00 E.C. cash refund.**

14. Personal Graduate Photos

Students must make personal arrangements to have professional photographs taken. No photographer/family member will be permitted directly in front of, or on, the stage. Two photo studios will be present at the Ceremony, for those who desire to purchase pictures of their graduation moment. Names of the two studios will be announced at the Graduation Meeting.

15. 2010 TAMCC Departmental Photo

Capture the memory of your fellow graduates with the **2010 TAMCC Departmental Photo!** There is even space for the autographs of your favorite friends and teachers (see sample below). There will be a photo taken of the graduating class in EACH department, directly following the Graduation Meeting on July 5th, 2010, so don't miss getting your picture taken with your fellow graduates. Students who normally wear a departmental jersey or uniform **MUST** be in proper attire for the photograph. See the photograph schedule below.

Autographs



Size
12" x 18"

Photos will be sold after the graduation ceremony for a **cost of \$20.00 each.**

A.S.P.S Photograph Schedule Schedule

Art and Cultural Studies
Agriculture
Business Studies
Early Childhood Education
Environmental Studies
General Studies
Horticulture
Information Technology
Modern Languages & Communications
Natural Science
Nursing
Office Administration
Pharmacy
Social Science
Social Work
Teacher Education

A.A.T Photograph Schedule

Automotive Technology
Building Technology
Consumer Electronic Technology
Culinary Arts
Electrical Engineering Technology
Food and Beverage Operations
Front Office Operations
General Maintenance
General Mechanical Engineering
Hospitality Studies
Industrial Engineering Technology
Nutrition and Food Management w/ Education
Micro-Computer Repair Technology
Plumbing Technology
Refrigeration and A/C Technician
Welding Technology

S.C.E Photograph

General Maintenance
Hospitality Services
General Office Administration
Accounts Clerk
Business Management
Marketing

St. Patrick's Campus

Building Construction
Welding
Motor Vehicle Repair
Accounting Clerk
Electrical Installation
General Office Administration
Furniture Making
Hospitality Services

16. Graduation Rings & Mugs

For those who would like to commemorate their time as a student at T.A.M.C.C with the purchase of a school ring and/or mug, the official supplier of the T.A. Marrayshow Community College ring is *Shabbazz Jewellery located on the Carenage, St. George's.*

The cost of the rings and mug are as follows:

Gold Ring: \$402.50 E.C. inclusive of VAT(50% deposit required)

Silver Ring: \$109.25 E.C. inclusive of VAT (50% deposit required)

Official College Thermal Mug: \$25.00 E.C.

**To order a ring, contact Shabbazz Jewelers at 440-6402.
School mugs may be purchased on July 19th or 20th during diploma pick up.**

17. 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. A concession stand 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.

18. Graduation Ball

The Graduation Ball is typically held the evening of the Graduation Ceremony. Last year, this event was held at the Karma Night Club (subject to change this year) and is coordinated by the Student Affairs Office. Further details will be available on the notice boards on campus as we draw closer to the event as well as at the Graduation Meeting on Monday, July 5th, 2010. For further information contact Student Affairs 440-1389 x. 245

**If you have any additional questions please contact the
Admissions Office at 440-1389 x.243 or x.269.**

Enjoy your graduation...you've earned it!

Graduation Notes

CLASS of 2010 Graduation Memorabilia

This is NOT an order form. No payment is due.

Name _____
Print Name

Please state whether you are considering purchasing any of the following graduation gifts:

- 2010 TAMCC Departmental Photo\$20.00 E.C.
- Gold TAMCC Graduation Ring..... \$402.50 E.C.
- Silver TAMCC Graduation Ring \$109.25 E.C.
- TAMCC Graduation Mug \$25.00 E.C.

Please state whether you are considering attending any of the following graduation events:

- 2010 Graduation Ball (Karma Night Club).....\$50.00 per person
- 2010 Graduation Dinner (For Graduates, Friends & Family) \$50.00 per person
(Subject to Change)

SUBMIT THIS FORM AT THE GRADUATION MEETING.



2010 GRADUATION CLEARANCE FORM

STUDENT ID# _____

PRINT (CAPITAL BLOCK LETTERS) YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA

NAME: _____
(LAST) (FIRST) (INITIAL)

ADDRESS: _____
VILLAGE/ TOWN PARISH

HOME PHONE/ CELL PHONE

_____ EMAIL ADDRESS _____ FACEBOOK USERNAME

SCHOOL ARTS, SCIENCES & PROFESSIONAL STUDIES APPLIED ARTS & TECHNOLOGY
CONTINUING EDUCATION

CERTIFICATE LEVEL: CERTIFICATE COMPETENCY CERTIFICATE

LEVEL 1 CERTIFICATE

ASSOCIATE DEGREE

LEVEL 2 CERTIFICATE

BACHELOR'S DEGREE

PROGRAMME: _____

MATRICULATION DATE (WHEN DID YOU START PROGRAMME?) : _____ DATE COMPLETED: _____
DD/ MM/ YY

DD/ MM/ YY

..... **FOR OFFICIAL USE ONLY**.....

An officer from each department below must sign indicating your clearance.

FORMS WILL BE SIGNED ONLY AFTER July 5th, 2010

DEPARTMENT/ OFFICE	SIGNATURE	DATE
Dean/ Head of Dept.		
Library		
Student Affairs		
Bursar's Office		

I authorize release of my name in all graduation-related publications, whether printed or electronic – for example on the College's website or in local newspapers (the College will exercise caution in determining the appropriateness of releasing the graduate's name to the general public). No information concerning graduation will be provided over the telephone. If left un-signed, authorization is presumed.

Student's Signature _____ Date _____