



## **T.A. MARRYSHOW COMMUNITY COLLEGE**

### **Admissions Office**

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

Telephone: (473) 440-1389 x.269 or x.243 Fax: (473) 440-3079

Website: [www.tamcc.edu.gd](http://www.tamcc.edu.gd)

# T.A.M.C.C

# PROSPECTIVE GRADUATE INFORMATION PACKAGE

# 2008

Dear 2008 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 clearance 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:

- ✓ Clearance Form
- ✓ Information on gowns, tickets, photos, the graduation ball and much more.
- ✓ Graduation Checklist

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.

Kindest Regards,

Stasia Blake, Admissions Officer

## 1. Graduation Date, Time and Location

**Date:** Thursday, July 17<sup>th</sup>, 2008

**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 Rehearsal

An official graduation rehearsal will be held on **Tuesday, July 15<sup>th</sup>, 2008**. The rehearsal will begin **promptly at 10:00 am at the Grenada National Stadium**. 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

## 3. Graduation Fee

Every graduating student must pay a **Graduation Fee of \$200 E.C.**, payable at the Cashier's window in the Bursar's Office, Administrative Bldg. **Deadline for payment is Thursday, July 10<sup>th</sup>, 2008**. This may be paid by cash or cheque and should be submitted with the completed Clearance Form (see section #5). 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.

## 4. Absence from Graduation

Information concerning the graduation ceremony is provided to the student body two months 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 2008 Graduation Clearance Form** (last page of this package)
- **Pay \$100.00 E.C. Absentia Fee** (payable at Cashier's Window, Bursar's Office)  
*Deadline for payment is July 10<sup>th</sup>, 2008.*

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

#### 5. **Clearance Forms**

It is required that each graduate be granted Academic Clearance by returning any outstanding books and/or settling any outstanding fees owed to the College. The 2008 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 in the Bursar's Office when paying the Graduation Fee.**

#### 6. **Graduation Lists**

The official 2008 Graduation List will be posted on all campus notice boards at the **beginning of July**. 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.268). Please wait for the posting of the list before contacting either office concerning meeting graduation requirements.

#### 7. **Graduation Gown Pick Up**

All graduating students 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 Bursar's Office as proof of payment of graduation fee. Gowns will be distributed from the Unicol Building 1 on the following dates:

-Thursday, July 10<sup>th</sup>, 2008, 9am – 3pm

-Friday, July 11<sup>th</sup>, 2008, 9am – 3pm

*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.*

## 8. Graduation Gown Return

Gowns are expected to be returned in the same condition in which they were lent out. Gowns **must be returned to the Unicol Building 1 on Friday, July 18<sup>th</sup>, 2008, or on Monday, July 21<sup>st</sup>, 2008 from 9am – 3pm.** Upon returning the gown, graduates will be issued a ticket which may be handed in at the Admissions Office, Administrative Building for a **\$25.00 E.C. cash refund.**

## 9. Ticket Pickup

Guest tickets will be available for collection when you pickup your graduation gown and cap in the Unicol Building 1 (see dates in section #7). **Tickets are free of charge.** Each graduate will be allotted **3 tickets** initially for family and/or friends. Students wanting additional tickets must contact the Admissions Office, 440-1389 x.243 or x.269 to make a request. The availability of extra tickets will depend on the number of students who will be attending on the day and the remaining available seating. You will be advised approximately 1 week prior to the ceremony if your extra tickets have been granted. Please be patient as the Admissions Office receives many requests for extra tickets and we are only able to allocate these in the week leading up to the ceremony.

## 10. Name Verification

You will verify the correct pronunciation and spelling of your name at the time of gown pickup so that it will be properly printed on your certificate. Please note that spelling errors due to failure to confirm the correct spelling of your name prior to the printing of the certificate may result in a delay in the correction and subsequent issuance of your reprinted certificate.

## 11. Photography (optional)

A high quality photography service is available for all Graduates attending the Graduation Ceremony. The photographer can take a professional portrait of you as an individual, as you are presented “on the stage” and with your family or friends. The photographer has indicated that the package will cost an additional \$45.00 E.C. and will include: Two 5” x 7”, two wallet-sized photos and two 4” x 6”. **The official photographer of the College will be the only photographer permitted near the stage during the ceremony. Family and friends will not be permitted to approach the stage in order to take pictures during the ceremony. If you wish to have your picture taken during the ceremony, contact the Admissions Office, 440-1389**

**x.243 or x.269 by Thursday, July 10, 2008. Payment for photos will be made directly to the photographer and not to the Bursar's Office.**

## **12. Graduation Rings & Memorabilia**

Many graduates choose 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. Marryshow Community College ring is *Shabbazz Jewellery located on the Carenage, St. George's*.

The cost of the rings and mug are as follows:

Gold Men's Rings: \$295.00 E.C.

Gold Ladies' Rings: \$295.00 E.C

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

**To order a ring, contact the Admissions Office at 440-1389 x. 243 or x.269.**

## **13. Certificates**

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 day after the ceremony once the graduate has returned the gown and cap.** The ticket received upon return of the gown will enable a student to **pick up his/her official certificate in the Admissions Office** starting on Friday, July 18<sup>th</sup>, 2008.

## **14. Graduation Refreshments**

There will be a refreshment stand where bottled water and soda may be purchased by friends, family and other invited 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.

**There will be light refreshments/snacks available for the graduates only, after the ceremony. These refreshments will be free of charge to the graduates.**

## 15. Graduation Ball

The Graduation Ball is typically held the evening of the Graduation Ceremony. This elegant and formal event has historically been held at the Point Salines Hotel (formerly Fox Inn) 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 Thursday, July 3<sup>rd</sup>, 2008. For further information contact Student Affairs 440-1389 x. 245.

## 16. GRADUATION CHECKLIST

- Get 2008 Clearance Form Signed
- Pay Graduation Fee (\$200 E.C)
- Pick Up Graduation Gown & Cap (July 10<sup>th</sup> and 11<sup>th</sup>, 2008)
- Pick Up Graduation Tickets (July 10<sup>th</sup> and 11<sup>th</sup>, 2008)
- Verify Correct Spelling of Name (July 10<sup>th</sup> and 11<sup>th</sup>, 2008)
- Order Photography, Rings etc. (Optional)
- Attend Graduation Meeting (July 3<sup>rd</sup>, 2008 @ 1pm)
- Attend Graduation Rehearsal (July 15<sup>th</sup>, 2008 @ 10 am)
- ATTEND GRADUATION EXERCISE (July 17<sup>th</sup>, 2008 @ 3 pm)
- Attend Graduation Ball (Optional)
- Return Graduation Gown & Cap (Pick-up \$25.00 refund)
- Pick-up Certificate (July 18<sup>th</sup>, 2008)

**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!*