



T.A. MARRYSHOW COMMUNITY COLLEGE

2020 GRADUATION HANDBOOK



Your guide to a virtual graduation experience.

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. Your ability to remain resilient in the face of adversity and uncertainty, with the new realities brought on by COVID-19, has demonstrated your ability and determination to rise above the challenges and to hold steadfast to your academic and professional goals.

This year is indeed a unique one. For the very first time, the College will be hosting a virtual graduation ceremony. We endeavour to make this ceremony a memorable and successful one. The theme selected to celebrate this year's graduation is ***Turning Crisis Into Opportunity: Preparing Graduates to Compete in a Transformed World.***

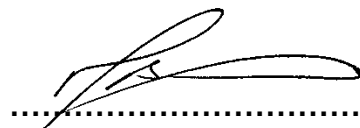
If you are eligible to graduate, having satisfied the prescribed academic and other requirements for your programme of study, as a result of the final semester's examinations, **you will be responsible** to make sure you have fulfilled all of the other graduation-related tasks, such as:

- Pay graduation fee/absentia fee
- Take graduation photos prior to the ceremony

Please note that any changes to the information within this handbook will be communicated to you via email. Any questions not answered by the information provided in this handbook, may be directed towards the Admissions Office, or the Registrar's Office via email at admissions@tamcc.edu.gd or marvab@tamcc.edu.gd.

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, MA
Acting Registrar

1. Graduation Date, Time and Platform

Date: Thursday, October 29, 2020
Time: 10:00 AM
Platform: Zoom Webinar (students will receive zoom link via **TAMCC Student Email**)

2. Graduation Meeting

There will be a general graduation meeting for ALL students eligible to graduate on **Wednesday 16 September, 2020, at 10:00 A.M** via the Zoom Webinar Platform. Link will be sent via email prior to the meeting.

3. Checking Emails

Throughout this process, all updates related to graduation will be sent via email. Therefore, we encourage graduates to **continuously check their TAMCC Student Email.**

4. Graduation List

The official graduation list will be posted on the College's website (www.tamcc.edu.gd) by Wednesday, September 16, 2020.

5. Name Verification – MANDATORY

Students **MUST** contact the Admissions Office via email (admissions@tamcc.edu.gd) by October 2, 2020 if the student wishes to:

- make any name changes;
- correct a name error (error can be identified on student's ID)

Proper documentation must be attached to the email request for name 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 error(s) on your certificate. **You will be required to pay EC \$75.00 for a reprint of your certificate.**

6. Graduation Participation Form

Submit your **Graduation Participation Form**, available on our website <https://www.tamcc.edu.gd/index.php/online-forms/graduation-participation-form>. This form must be completed and submitted before graduation payment is made, that is by **18 September, 2020.**

7. Graduation Fee and Absentia Fee

Graduands are required to verify that their name is on the graduation list **BEFORE** payment.

We encourage all graduands to make their payments during the scheduled period to avoid any unnecessary overcrowding at the College.

DO NOTE THAT CERTIFICATES WILL ONLY BE PRINTED FOR, AND ISSUED TO, GRADUATES WHO PAID THE NECESSARY GRADUATION or ABSENTIA FEE.

Graduation Fee and Gown Collection

Graduation Fee is **EC \$290.00**. This fee is inclusive of graduation photographs, payable at the Accounts Department. Upon payment, a *Receipt* will be issued. It will be necessary to present the receipt when collecting your gown and taking your photo.

Directly after payment, gowns can be collected in Room 9, Teacher Education.

Please follow the schedule hereunder for the payment of fees and gown collection:

Date	Time	Grouped by Last Name
Monday September 21 st 2020	9:00 PM – 3:00 PM	A-C
Tuesday September 22 nd , 2020	9:00 AM – 3:00 PM	D-G
Wednesday September 23 rd , 2020	9:00 AM – 3:00 PM	H-L
Thursday September 24 th , 2020	9:00 AM – 3:00 PM	M-O
Friday September 25 th , 2020	9:00 AM – 3:00 PM	P-Z

Absentia Fee

The College recognizes that there are extenuating circumstances that will not allow a student to participate in their graduation ceremony, specifically taking the graduation photographs and logging in via Zoom. For those students, absentia fee is **EC \$250.00** (payable at our Accounts Department). Absentia fee should be paid within the same week of gown collection and according to the schedule provided (see schedule above).

8. Graduation Regalia Collection

Graduands who will be participating in the virtual graduation ceremony must take a graduation photo with full academic regalia, academic cap, and tassel. This photo will be displayed when your name is called during the ceremony.

To collect your pre-packaged gown, you will be required to:

- **Ensure your Graduation Participation Form is submitted by 18 September, 2020**
- Follow all established COVID-19 protocols for collection:
 - o Sanitize your hands

- Wear your mask
 - Maintain 6ft social distancing
- Present official receipt and collect pre-packaged gowns on the scheduled gown collection dates.

Gowns will be distributed from Room 9, Teacher Education Department on the following dates:

Graduation Gown Collection Schedule 21 – 25 September, 2020

Date	Time	Grouped by Last Name
Monday September 21 st 2020	9:00 PM – 3:00 PM	A-C
Tuesday September 22 nd , 2020	9:00 AM – 3:00 PM	D-G
Wednesday September 23 rd , 2020	9:00 AM – 3:00 PM	H-L
Thursday September 24 th , 2020	9:00 AM – 3:00 PM	M-O
Friday September 25 th , 2020	9:00 AM – 3:00 PM	P-Z

Carriacou Campus

Payment of graduation fees and gown collection for the Carriacou Campus will take place **on Thursday and Friday 9th and 10th October, 2020 from 9:00 AM – 3:00 PM.**

All COVID-19 protocols will be in effect.

9. Cleaning & Ironing Graduation Gowns

Graduands will be given a gown based on their height provided from the Graduation Participation Form. Graduates may choose to have the gown professionally dry-cleaned prior to graduation photography 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 graduand who fails to return the gown in the condition in which it was loaned will be required to pay a fee of E.C \$75.00.**

Gowns MUST be returned to Room 9 directly after the Graduation Photography Shoot.

10. Graduation Photos

The College will set up a photo studio for students to have their photos professionally taken for the virtual graduation ceremony. Graduates' photo will be displayed on the screen when their names are called. Therefore, we encourage all graduands to have their photos taken for this occasion.

Photographs will be taken from **28 September – 9 October, 2020 at the Online Distance Learning Room, Teacher Education from 9:00 AM – 5:00 PM**. See photography schedule hereunder:

School: Arts, Sciences and Professional Studies (28th September – 1st October, 2020)		
Date	Grouped by Programme	Time
Monday September 28, 2020	Agriculture and Food Science Arts and Humanities Business Studies Early Childhood Education	9:00 AM – 5:00 PM
Tuesday September 29, 2020	English General Agriculture General Studies Modern Languages	9:00 AM – 5:00 PM
Wednesday September 30, 2020	Natural Sciences Office Administration Physical Education and Sports	9:00 AM – 5:00 PM
Thursday October 1, 2020	Psychology Social Sciences Teacher Education, Primary Teacher Education, Secondary	9:00 AM – 5:00 PM
School of Applied Arts and Technology (2nd, 5th, 6th October, 2020)		
Friday October 2, 2020	Automotive Service Technology Building Trades and Services Building Technology Computer Systems Technology	9:00 AM – 5:00 PM
Monday October 5, 2020	Culinary Arts Electrical Technology Electronic Technology Food and Beverage Management	9:00 AM – 5:00 PM
Tuesday October 6, 2020	Heating Ventilation and Air Conditioning Technology Hospitality Studies Information Technology Mechanical Technology Nutrition and Dietetics	9:00 AM – 5:00 PM
School of Continuing Education (7th, 8th, 9th October, 2020)		

Wednesday October 7, 2020	Accounting Clerk Computer Systems and Network Technician Electrical Installation Fashion Design General Office Administration	9:00 AM – 5:00 PM
Thursday October 8, 2020	Hospitality Services Motor Vehicle Engine Systems Plumbing Welding	9:00 AM – 5:00 PM
Friday October 9, 2020	Agriculture Extension Business Studies Media Studies Law Procedures Social Work	9:00 AM – 5:00 PM
Carriacou Campus		
Tuesday October 13, 2020	All programmes and graduands at the Carriacou Campus	9:00 AM – 5:00 PM

Photography Process:

1. All COVID-19 protocol will be in place for this process.
 - a. Hands sanitization;
 - b. Wear mask at all times, except when taking your photo
 - c. Maintain 6ft social distancing
2. Ensure to walk with your full graduation regalia (gown, cap, tassel). Items will not be available at the studio.
3. Present receipt showing EC \$290.00 graduation payment.
4. Ensure that your hair is well groomed, so that the graduation cap fits appropriately.
5. Ensure that you dressed professionally (white/cream blouse or shirt and dark coloured trousers /skirts) since a portrait picture will be taken.

Photographs will be issued electronically (via email) to graduands.

Please note that if you do not proceed to Room 10 with your receipt to have your photograph taken, your picture will NOT be displayed during the ceremony and photographs will NOT be sent to you via email, regardless of payment.

11. Distribution of Certificates.

Certificates will be distributed on November 9 - 19, 2020. Students must present receipt and present student ID Card. All student ID cards must be returned to the College. Please ensure to walk with your diploma cover when collecting your certificate. Your diploma cover will be given to you during the photography session.

NB: Certificates will be printed and issued **ONLY** to students who have paid their graduation fee / absentia fee.

Please see scheduled hereunder for certificate collection

School: Arts, Sciences and Professional Studies (9 – 19 November, 2020)		
Date	Grouped by Programme	Time
Monday November 9, 2020	Agriculture and Food Science Arts and Humanities Business Studies Early Childhood Education	9:00 AM – 3:00 PM
Tuesday November 10, 2020	English General Agriculture General Studies Modern Languages	9:00 AM – 3:00 PM
Wednesday November 11, 2020	Natural Sciences Office Administration Physical Education and Sports	9:00 AM – 3:00 PM
Thursday November 12, 2020	Psychology Social Sciences Teacher Education, Primary Teacher Education, Secondary	9:00 AM – 3:00 PM
School of Applied Arts and Technology (12- 14)		
Friday November 13, 2020	Automotive Service Technology Building Trades and Services Building Technology Computer Systems Technology	9:00 AM – 3:00 PM
Monday November 16, 2020	Culinary Arts Electrical Technology Electronic Technology Food and Beverage Management	9:00 AM – 3:00 PM

Tuesday November 17, 2020	Heating Ventilation and Air Conditioning Hospitality Studies Information Technology Mechanical Technology Nutrition and Dietetics	9:00 AM – 3:00 PM
School of Continuing Education (15 – 16)		
Wednesday November 18, 2020	Accounting Clerk Computer Systems and Network Technician Electrical Installation Fashion Design General Office Administration Hospitality Services Motor Vehicle Engine Systems Plumbing Welding	9:00 AM – 5:00 PM
Thursday November 19, 2020	Agriculture Extension Business Studies Media Studies Law Procedures Social Work	9:00 AM – 5:00 PM

Carriacou Campus

Certificates for Carriacou Campus graduates will be sent to the Carriacou Campus by **November 13, 2020.**

Students from Carriacou who attended the Tanteen Campus and have since returned home, and wish to have their certificates sent to the Carriacou Campus for collection, **MUST** make a request to do so via email to admissions@tamcc.edu.gd by **Friday November 6, 2020.** Request **MUST** be made using your TAMCC Student Email with attached **graduation receipt and student ID.**

12. Collection of Certificates by Family or Friends

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

- Representative must show receipt (EC \$290 / EC \$250.00);
- Representative must have a signed written letter of permission from graduate to collect certificate;
- Representative must show valid ID;
- Representative must have graduate's college ID card.

NB: Certificates will NOT be issued to any representative who does not follow the above protocols.

13. Commemorative Items

For graduates who would like to commemorate their time as a student at the college, we do have Graduation mugs on sale at a cost of EC \$25.00.



14. General Graduation Fees

Description	Fee
Graduation Fee	EC \$290.00
Absentia Fee	EC \$250.00
Damaged Gown	EC \$75.00
Replacement Certificate	EC \$75.00
Graduation Mug	EC \$25.00

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



Congratulations and Best Wishes for a Successful Future!!

T.A. Marryshow Community College Tanteen, St. George, Grenada, West Indies

Tel: (473) 440-1389 x 2250/2399 **Fax:** (473) 440-3079

Email: admissions@tamcc.edu.gd **Website:** www.tamcc.edu.gd