



T.A. MARRYSHOW COMMUNITY COLLEGE

2021 GRADUATION HANDBOOK



Your guide to a seamless 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!

You are at the brink of an epic journey. One that was not easy one; there were many twists and turns; ups and downs; but, you are here! You, have survived; and there must be feelings of joy, excitement, relief and a level of satisfaction. Your ability to remain resilient in the face of adversity and uncertainty, has demonstrated your determination to rise above the challenges and to hold steadfast to your academic and professional goals.

Graduation is the apex of your time here, at the T. A. Marryshow Community College. Hence, we are committed to ensuring your graduation is memorable and successful. With the precarious nature of COVID-19, your graduation ceremony will be held virtually. The theme selected to celebrate this year's graduation is *“Education in transition: Moving beyond a pandemic response.”*

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: y Thursday, October 28, 2021

Time: 10:00 AM

Platform: Zoom (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 **10 September, 2021, at 10:00 A.M** via the Zoom Platform. Link will be sent via email prior to the meeting.

3. Checking Emails

Throughout this process, all updates related to gradation will be sent via email. Therefore, we encourage graduands 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 **Friday, September 10, 2021**.

5. Name Verification – MANDATORY

Students **MUST** contact the Admissions Office via email (admissions@tamcc.edu.gd) by 15 September, 2021 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 months 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 Fee and Absentia Fee

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

Gowns can be collected in Room 9, Teacher Education directly after payment.

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

Date	Time	Grouped by Last Name
Monday September 13 th , 2021	9:00 PM – 3:00 PM	A-C
Tuesday September 14 th , 2021	9:00 AM – 3:00 PM	D-G
Wednesday September 15 th , 2021	9:00 AM – 3:00 PM	H-L
Thursday September 16 th , 2021	9:00 AM – 3:00 PM	M-O
Friday September 17 th , 2021	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 graduands, 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).**

7. 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:

- Follow all established COVID-19 protocols for collection:
 - o Sanitize your hands
 - o Wear your mask
 - o Maintain 3ft 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 13 - 17 September, 2021

Date	Time	Grouped by Last Name
Monday September 13th, 2021	9:00 PM – 3:00 PM	A-C
Tuesday September 14th, 2021	9:00 AM – 3:00 PM	D-G
Wednesday September 15th, 2021	9:00 AM – 3:00 PM	H-L
Thursday September 16th, 2021	9:00 AM – 3:00 PM	M-O
Friday September 17th, 2021	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 16th and 17th September, 2021 from 9:00 AM – 3:00 PM.**

All COVID-19 protocols will be in effect.

8. Cleaning & Ironing Graduation Gowns

Graduands will be provided a gown based on height. 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.

9. Graduation Photos

The College will set up a photo studio for graduands 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 **20 September – 28 September, 2021 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 (20 -22 September, 2021)		
Date	Grouped by Programme	Time
Monday September 20, 2021	Arts and Humanities Business Studies Early Childhood Education English General Agriculture	9:00 AM – 5:00 PM
Tuesday September 21, 2021	General Studies Modern Languages Natural Sciences Office Administration	9:00 AM – 5:00 PM
Wednesday September 22, 2020	Physical Education and Sports Psychology Social Sciences Teacher Education, Primary Teacher Education, Secondary	9:00 AM – 5:00 PM
School of Applied Arts and Technology (23 – 24 September, 2021)		
Thursday September 23, 2021	Automotive Service Technology Building Trades and Services Building Technology Computer Systems Technology Culinary Arts Electrical Technology Electronic Technology	9:00 AM – 5:00 PM
Friday September 24, 2021	Food and Beverage Management General Construction, Level III Heating Ventilation and Air Conditioning Technology	9:00 AM – 5:00 PM

	Hospitality Studies Information Technology Mechanical Technology	
School of Continuing Education (27 – 28 September, 2021)		
Monday September 27, 2021	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
Tuesday September 28, 2021	Agriculture Extension Business Studies Media Studies Law Procedures Social Work	9:00 AM – 5:00 PM
Carriacou Campus		
Tuesday 22 nd September, 2021	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 3ft 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.

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.

10. Family Photos

We understand that parents and family members may wish commemorate your graduation by taking photos in your graduation regalia. For this, we strongly encourage that photos be take PRIOR to the time/day you are required to be at the photo studio as **gowns will be collected directly after the photo shoot.**

11. Distribution of Certificates.

Certificates will be distributed on November 15 - 24, 2021. Students must present receipt and present student ID Card. All student ID cards will be punched, and handed back to the graduate. 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 paid the graduation fee / absentia fee.

Please see scheduled hereunder for certificate collection:

School: Arts, Sciences and Professional Studies (November 15-17 2021)		
Date	Grouped by Programme	Time
Monday November 15, 2021	Arts and Humanities Business Studies Early Childhood Education English General Agriculture	8:30 AM – 3:00 PM
Tuesday November 16, 2021	General Studies Modern Languages Natural Sciences Office Administration	8:30 AM – 3:00 PM
Wednesday November 17, 2021	Physical Education and Sports Psychology Social Sciences Teacher Education, Primary Teacher Education, Secondary	8:30 AM – 3:00 PM

School of Applied Arts and Technology (November 18 – 19, 2021)		
Thursday November 18, 2021	Automotive Service Technology Building Trades and Services Building Technology Computer Systems Technology Culinary Arts Electrical Technology Electronic Technology	8:30 AM – 3:00 PM
Friday November 19, 2021	Food and Beverage Management General Construction, Level III Heating Ventilation and Air Conditioning Technology Hospitality Studies Information Technology Mechanical Technology	8:30 AM – 3:00 PM
School of Continuing Education (November 22, 2021)		
Monday November 22, 2021	Accounting Clerk Computer Systems and Network Technician Electrical Installation Fashion Design General Office Administration Hospitality Services Motor Vehicle Engine Systems Plumbing Welding Agriculture Extension Business Studies Media Studies Law Procedures Social Work	8:30 AM – 3:00 PM

Certificates for Carriacou Campus Graduates

Certificates for Carriacou Campus graduates will be sent to the Carriacou Campus by **November 12, 2021**.

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 **Monday November 8, 2021**. 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 protocol.

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