



**ATTENTION GRADUATING STUDENTS**

Child Development/Education Department

**FREE Child Care**  
during the Graduation Ceremony

**Saturday, May 12, 2018**  
**Abundant Life Center**

Children younger than six years old

Children may be dropped off one hour prior to each ceremony.

(Allow time to fill out an information sheet.)

Children must be picked up at the end of each graduation ceremony.

Due to limited space, children will be taken on a first-come, first-served basis.

**Pre-Registration will be available.**

Call Anna Raumaker or Tammy Morin  
in the Child Development Lab School at  
409-933-8390 or 1-888-258-8859, ext. 8390.



## INSTRUCTIONS FOR GRADUATION 2018

Abundant Life Center  
601 Delaney, La Marque, Texas

### WHEN TO BE THERE:

Saturday, May 12, 2018 - AAS, Certificate and Texas Certificate High School Equivalency graduates report to the cafeteria of the Premier Learning Academy by 9:15 a.m. for the 10 a.m. ceremony. AA, AS and AAT graduates report by 12:15 p.m. for the 1 p.m. ceremony. Inform your guests that the doors to the auditorium will open one hour before the ceremony. Seating is on a first-come, first-served basis. Carpooling is encouraged.

### WHERE TO FORM LINES:

Pick up your graduation information card in the cafeteria of the Premier Learning Academy, then proceed to line. Honors/highest honors designations will be given out here. Form lines behind the sign with your degree plan. It is very important to pay attention to the marshals when it is time to enter the auditorium.

### WHAT TO DO:

Your graduation information card will have your name and graduate information on it. Make sure you hold on to these cards and carry them to the stage. Please remain in alphabetical order. This enables your family to follow along in the program. The seating arrangements are planned so that you will be in the correct alphabetical order to walk across the stage to receive your certificate or degree. You will be assisted by a marshal to enter the correct row.

**Do not leave any gaps. Fill in all seats on each row.**

All candidates will remain standing until President Nichols motions everyone to be seated. Candidates will then sit and remain seated until the presentation of the diplomas and certificates.

For the presentation of diplomas and certificates, Dr. Templer, Interim Vice President for Instruction, will ask the group to stand. This group will stand and wait until President Nichols confers degrees on the candidates.

Your marshal will then lead your group to where you will wait in line for your name to be called before crossing the stage to receive your diploma. A member of the board of trustees will give you your diploma. Take it with your left hand and shake hands with your right hand. (Smile, there will be a photographer below taking pictures.) Continue across the stage, where another marshal will guide you to your row. Proceed back to your seat. Remain standing until all your group has returned to their seats. Dr. Templer will signal for you to be seated. All groups will follow the same procedure.

**At the end of the ceremony President Nichols will ask the graduates to rise and move their tassels in honor of graduating. Remain standing for the recessional. The marshals will start the graduates in the recessional by signaling each row.**

### ANNOUNCEMENTS

Please do not leave your seats during the commencement ceremony. It is disruptive to other graduates and guests. Take care of personal business before you line up. Also, do not use cell phones or any other electronic devices.

Graduates will receive a "mock diploma" stating that diplomas will be mailed six to eight weeks after degree completion. Those who have already received a diploma will not receive another one.

You must have earned at least 40 semester hours at COM to be recognized for honors. You must also be graduating with an associate degree. Your grade point average in the semester that you complete determines your honors status. A GPA of 3.5 to 3.79 is required for the honors status and 3.8 to 4.0 for highest honors status. This status is not posted until the day of commencement, and you will receive notice as you come to pick up your graduation information card at the appointed times on Saturday. If you have not completed your degree, you will not receive honors.

**Thank you for participating in our commencement ceremony. Congratulations!**



## INFORMATION FOR GRADUATION PARTICIPANTS 2018

This information outlines the final details regarding the ceremony. Please review carefully.

**Graduation correspondence** is emailed and posted online at [www.com.edu/graduates](http://www.com.edu/graduates).

**A workshop for all graduates** will be held Thursday, March 1, 2018, in TVB 1344 from 12:30-1:30 p.m.

**Students must apply for graduation** even if they choose not to participate in a ceremony.

**The application deadline to participate** in the commencement ceremony is Friday, March 30, 2018.

### COMMENCEMENT CEREMONIES

Two commencement ceremonies will be held Saturday, May 12, 2018, at the Abundant Life Center at 601 Delaney in La Marque. Tickets will not be required for admittance.

The **first ceremony** will be held from 10 a.m. to noon for those receiving an Associate of Applied Science or certificate. Doors open to the public at 9 a.m. Graduates must report to the Abundant Life Center at 9:15 a.m.

The **second ceremony** will be held from 1-3 p.m. for those receiving an Associate of Arts, Associate of Science or an Associate of Arts in Teaching. Doors open to the public at noon. Graduates must report to the Abundant Life Center at 12:15 p.m.

**\*Please note that the ceremonies are on a Saturday and start at different times.**

All participants must pick up their graduation cards in the cafeteria of the Premier Learning Academy. Please be in regalia and ready to line up at your designated time in the designated area.

### CAP AND GOWN FITTING DATES

Cap and gown (regalia) fitting dates. There is a charge for regalia. Please contact the bookstore for additional information, or visit [www.combookstore.com](http://www.combookstore.com). There will be only two

fitting dates: April 2 and April 3 from 8 a.m. – 7 p.m. in the COM Bookstore

The deadline to be fitted is April 4, 2018, at 7 p.m. If you do not meet this deadline, there is a very good chance you will not be able to participate in the ceremony due to not having regalia.

### GRADUATION ANNOUNCEMENTS

Graduation announcements may be ordered online. Go to the COM Bookstore website and follow the link to Balfour.com.

### PHI THETA KAPPA

All Phi Theta Kappa Regalia is available for purchase directly from the Sigma Delta Chapter and will be made available at meetings and induction ceremonies. Members can also purchase regalia at [PTK.org/store](http://PTK.org/store). If you haven't paid your dues for PTK, you will not be recognized as a member. Contact James Griffiths at 409-933-8225 if you have questions.

### VETERANS

Veterans who have a Character of Service Rating of "Honorable Discharge" are eligible to receive a Military Honor Cord to wear during the graduation ceremony. Please stop by the office of Veteran Success or contact Rose Pipkins at 409-933-8455.

### PICTURES

Pictures will be taken by Gulf Coast Imaging Studios. You can purchase them. Allow two to four weeks after the ceremony for delivery. For information, call 409-945-5055.

COM will have photographers shooting before, during and after the graduation ceremony. These photos may appear in future COM publications or the COM website. They may include your family and friends. If you have any questions, please contact the COM Marketing Office at 409-933-8437. Many of these will be posted to COM's social media pages after the ceremony.

### CHILD CARE

Child care will be provided free of charge for children age six and younger. The child care room will be located in the southwest hallway in the child care center (follow signage). Contact Tammy Morin or Anna Raumaker at 409-933-8390 to sign up. Availability is on a first-come, first-served basis. Family members are welcome to use this service.

**Please feel free to contact the Admissions and Records Office if you have any further questions at 409-933-8264.**



**DEAR STUDENT:**

Congratulations! You will be eligible to participate in the graduation ceremony upon satisfactory completion of this semester or if you have already completed. Some graduates will be recognized for academic honors (See page 252 of the 2017-2018 catalog) that are determined by computing grade point averages (GPAs).

Honor graduates include students who completed an Associate of Arts, Associate of Arts in Teaching, Associate of Applied Science or Associate of Science, have earned at least 40 semester hours at COM and have attained a grade point average of 3.5 to 3.79 for honors or 3.8 to 4.0 for highest honors.

The recognition will be entered on students' permanent records whether or not they walk at graduation. Honor cords and medallions will be given out with graduate cards. The GPA is computed by dividing the total number of grade points by the total number of earned hours attempted (See page 49 of the 2017-2018 catalog). Developmental courses will not be used to compute the GPA.

The following example shows how this works:

Course	Semester Hours	Grade	Grade Points
ENGL 1301	3	A (4 GP)	12
MATH 1314	3	B (3 GP)	9
PHED 110	1	B (3 GP)	3
WELD 1410	4	B (3 GP)	12
HIST 1302	3	C (2 GP)	6
<b>Total</b>	<b>14</b>		<b>42</b>

**GPA: 42 grade points divided by 14 semester hours = 3.0 GPA**

If you have any questions about your graduation status, please contact the Admissions and Records Office at 409-933-8264 or toll free at 1-888-258-8859, ext 8264.

Sincerely,

COM Admissions and Records Office