

Attention GRADUATE

Apply *now* for participation in the graduation ceremony May 16, 2015.

The deadline is April 1, 2015.

You must apply for graduation even if you are not participating in the ceremony.



Forms are available
in the Advisement
and Admissions Offices.

www.com.edu/graduates



College of the Mainland®

1200 Amburn Road Texas City, Texas 77591
409-933-8264 1-888-258-8859, ext. 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 64 of the 2014-15 catalog) that are determined by computing grade point averages (GPAs).

Honor graduates include students who completed an Associate of Arts degree, Associate of Arts Teaching degree, Associate of Applied Science degree or Associate of Science degree, have earned at least 40 semester hours at COM and have attained a grade point average of 3.4 to 3.79 for honors or 3.8 to 4.0 for highest honors.

The recognition will be entered on the student's permanent record regardless of participation status. 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 41 of the 2014-15 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	x	A (4 GP)	=	12
MATH 1314	3	x	B (3 GP)	=	9
PHED 110	1	x	B (3 GP)	=	3
WELD 1410	4	x	B (3 GP)	=	12
HIST 1302	3	x	C (2 GP)	=	6
TOTAL	14				42

GPA: 42 GPs 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

www.com.edu/graduates

Information for Graduation Participants 2015

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

Please make sure you have a **current email address** on file in the Admissions and Records Office. Most graduation correspondence will be emailed.

A **workshop for all graduates** will be held Thursday, **March 5, 2015**, 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 **Wednesday, April 1, 2015**.

Two commencement ceremonies will be held **Saturday, May 16, 2015**, 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 Arts, Associate of Science or an Associate of Arts in teaching. 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 Applied Science or certificate. 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.

Cap and gown (regalia) fitting dates. There is no charge for regalia. There will be only two fitting dates:

April 6 and April 7 from 8 a.m. – 7 p.m. in the COM Bookstore

The deadline to be fitted is April 7, 2015, 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 may be ordered in the COM Bookstore beginning Friday, April 10, 2015. Contact Judy Hudson at 409-933-8240 if you have questions.

If you are a member of **Phi Theta Kappa**, you may purchase a stole and tassel in the COM Bookstore. If you haven't paid your dues for PTK, you will not be recognized as a member. Contact Dr. Heather Brasher at 409-933-8502 if you have questions.

Pictures will be taken by Gulf Coast Imaging Studios. 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.

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.

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 Patrice Lewis or Robert Castro at 409-933-8390 to sign up. Availability is on a first-come, first-serve 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.

www.com.edu/graduates

IMPORTANT PLEASE READ!

Instructions for Graduation 2015

ABUNDANT LIFE CENTER
601 Delaney, La Marque, Texas

WHEN TO BE THERE:

Saturday, May 16, 2015 - AA, AS and AAT graduates report to the cafeteria of the Premier Learning Academy by 9:15 a.m. for the 10 a.m. ceremony. AAS and Certificate 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 prior to the start of the ceremony. Seating is on a first-come, first-serve 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 also be given out at this location. **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 Lewis 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. Millsap, Vice President for Instruction, will ask the group to stand by saying, for example, "Will the candidates for Associate of Arts please rise." This group will stand and wait until President Lewis confers 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. Millsap will signal for you to be seated. All groups will follow the same procedure.

At the end of the ceremony President Lewis will ask the graduates to rise and switch 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 one of the associate degrees. Honors status is not awarded for certificate programs. Your grade point average in the semester that you complete determines your honors status. GPA 3.4 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!**

www.com.edu/graduates



College of the Mainland®

Child Development/Education Department

FREE Child Care
during the Graduation Ceremony
ATTENTION GRADUATING STUDENTS

Saturday, May 16, 2015
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 Robert Castro or Patrice Lewis
in the Child Development Lab School at
409-933-8390 or 1-888-258-8859, ext. 8390.



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