

FROM THE OFFICE OF THE REGISTRAR
GRADUATION INFORMATION FOR **SUMMER 2009**

DOCTORAL

The information below is offered to assist you in preparation for graduation. Please retain this for instruction and reference purposes until after graduation.

ALL DIPLOMAS WILL BE MAILED BY MAIL, approximately **six to eight weeks** after the ceremony.

Attendance

Doctoral candidates are **required** to be present at graduation. If you cannot attend, please notify the Doctoral Coordinator at (903) 886-5161 or email Vicky_Turner@tamu-commerce.edu.

Regalia

Graduation regalia can be purchased or ordered online from the University Bookstore at: <http://www.amcbookstore.com> or call (903) 886-5830. Locations include the Commerce campus in the Sam Rayburn Student Center building or the Mesquite Metroplex Center Bookstore, (972) 613-3878.

Invitations/Rings

Invitations and class rings may be ordered through the I.D. Center at:

<http://www.tamu-commerce.edu/fiscal/IDCenter> located at the Sam Rayburn Student Center building. Please call (903) 468-6022 for more information.

Applicants should inform instructors of their intent to graduate in May. It is the **students' responsibility** to make sure all incomplete grades have been submitted to the Office of the Registrar on or before final grade submission. Please refer to the schedule of classes for final grade due date. All courses taken at other institution(s) must have grades(s) called in by August 14, 2009, followed by the official transcript by **August 28, 2009**. Diplomas and transcripts will not be issued until all obligations to the University have been cleared. Any student receiving a teaching certificate must contact the College of Education, Certification Office by calling (903) 886-5182, ext. 3.

Degrees are not awarded based on participation at commencement. Degrees will be conferred based on final grades APPROXIMATELY 3 WEEKS following commencement. If, after applying for graduation, you find that you cannot graduate in August, please email grad_ofc@tamu-commerce.edu as soon as possible.

Sometimes it is necessary to contact prospective graduates prior to graduation. Therefore, if you change your address and/or phone numbers after you apply for graduation, it is your responsibility to update **myLeo** and email grad_ofc@tamucommerce.edu.

Special Accommodations

If you have guests attending the ceremony that require special accommodations, please contact Rick Miller at (903) 886-5806 or email Rick_Miller@tamu-commerce.edu.

Doctoral Luncheon

On the day of commencement, the Doctoral Student's Association and the Office of Graduate Studies & Research, sponsors a doctoral luncheon for all graduating doctoral students. This luncheon is a wonderful experience for the doctoral students, their families and advisors. The Office of Graduate Studies and Research will send each doctoral student an invitation to the luncheon approximately 2-3 weeks before commencement. If you have questions regarding the doctoral luncheon, please contact the Doctoral Degree Coordinator at (903) 886-5167.

Graduation Day

Commencement will be held on Saturday, August 15, 2009. Location: University Fieldhouse. Graduates should report and proceed to the assembly room according to posted directions. Please proceed directly to the ceremony immediately following the doctoral luncheon.

Sequence of graduation events will be as follows:

1. **All candidates, fully robed, assemble in alpha order**
2. **Review processional and recessional instructions when assembled**
3. **Form processional lines**
4. **Commencement (concluding the ceremony, all candidates are strongly encouraged to join in singing the Alma Mater, printed on the back of the commencement program)**
5. **Recessional**