

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

MASTERS

The information below is offered to assist you in preparation for commencement - please retain for reference.

Before the ceremony:

The graduation ceremony is ticketed. After the application filing deadline has passed, the number of tickets allotted for each student are calculated and the information is posted to the graduation website. You will be given the opportunity to pick up graduation tickets after they become available (photo identification required) or they will be mailed to your **MAILING address via mail**, approximately **4 weeks** prior to the ceremony. Monitor the graduation website for ticket distribution time and dates.

Graduation regalia may be purchased at the University Bookstore, (903) 886-5830, located on the Commerce campus in the Sam Rayburn Student Center building or the Mesquite Metroplex Center bookstore, (972) 613-3878. Invitations and class rings may be ordered through the I.D. Center located in the Sam Rayburn Student Center building . Please call (903) 468-6022 for more information.

Applicants should inform instructors of their intent to graduate in the Spring Semester. It is the students' responsibility to make sure all incomplete grades are submitted to the Office of the Registrar on or before final grade submission for the semester. All courses taken at other institution(s) must have grades(s) called in or emailed to grad_ofc@tamu-commerce.edu by **August 14, 2009**. **Official transcripts must be submitted no later than August 28, 2009**. Any student receiving a teaching certificate must contact the College of Education, Certification Office at <http://www.tamu-commerce/teacher-cert/Certificationfiling.htm>, or by calling (903) 886-5182, ext. 3.

Sometimes it is necessary to contact prospective graduates prior to graduation. Therefore, if you change your address and/or phone number after you apply for graduation, you must update [myLeo](#) and e-mail grad_ofc@tamu-commerce.edu. If, after applying for graduation, you find that you cannot graduate in May, please email grad_ofc@tamu-commerce.edu as soon as possible.

About the ceremony:

Commencement will be held on Saturday, August 15, 2009. Location: University Fieldhouse.

Students should report and proceed to their assigned assembly room for instruction on the processional. **Please arrive at least 40 minutes prior to the ceremony fully robed. Leave valuables at home or with family members.**

If you have guests attending the ceremony that require special accommodations, please contact Rick Miller at (903) 886-5806.

After the ceremony:

If applicable, official transcripts of all transfer courses must be submitted **no later than August 28, 2009**.

Degrees are not awarded based on participation at commencement. Degrees are based on final grades and posted to the official transcript APPROXIMATELY 3 WEEKS following commencement.

Your diploma will be sent to your **PERMANENT address via mail** approximately **six to eight weeks** after the ceremony. Diplomas and transcripts will not be issued until all obligations to the University have been cleared.