

## GRADUATION ACTIVITIES AND REQUIREMENTS – FALL 2009

### GENERAL INFORMATION

- **Graduation Application** must be submitted to the Registrar's Office by **4 PM Friday, October 30, 2009**.
- All course requirements for the given degree/diploma must be completed with a CGPA of 2.0 and in accordance with the Satisfactory Academic Progress requirements (see Student Handbook) in order to graduate.
- Proper graduation attire is required for participation in the commencement ceremonies.

### GRADUATE CLEARANCE INFORMATION

#### **"No Hassle for your Tassel" – Monday October 19, 2009 (Student Lounge)**

Portfolio Show set-up and clearance process details will be presented at the **MANDATORY** "No Hassle for your Tassel" with Career Services and other departments on **Monday, October 19, 2009**.

- **Times are 11:45 AM – 1 PM and 4:45 PM – 6 PM (Student Lounge).**

**\*\*\*Note: This is NOT a substitute for the Clearance Process, but an information session to assist graduates.**

#### **GRADUATE CLEARANCE – TUESDAY, December 1, 2009.**

- Pick up **Graduate Clearance Form** in the Registrar's Office.
- Completed clearance forms due in Registrar's Office by **3 PM Friday, December 4, 2009**.

#### **Federal Stafford & Federal Perkins Exit Interview Sessions**

##### **Tuesday December 1, 2009**

Stafford 9:00 A.M. RM# 201 & 5:00 P.M. RM# 303

Perkins 11:00 A.M. RM# 201 & 4:00 P.M. RM# 201

##### **Thursday December 3, 2009**

11:00 P.M. Perkins RM# 310

12:00 P.M. Stafford RM# 310

##### **Monday December 7, 2009**

1:00 P.M. Stafford RM# 515

2:00 P.M. Perkins RM# 515

##### **Wednesday December 9, 2009**

12:00 P.M. Stafford RM# 201

1:00 P.M. Perkins RM #652

##### **Friday December 11, 2009**

12:00 P.M. Stafford RM# 310

1:00 P.M. Perkins RM # 652

### PREPARING FOR COMMENCEMENT

- **Invitations**

A limited number of complimentary graduation invitations will be provided to each graduate. Please contact registrar for invitation information.

**Graduation Attire: The Graduation Store will attend No Hassle for Your Tassel with order forms and information on Cap and Gown. After No Hassel you may go to the registrar for questions, concerns, or more information. You will pick up your cap and gown from the registrars office when they arrive.**

### PORTFOLIO SET-UP – Week 11

- All students must have complete portfolios, résumés and all supplies in order to set up.
- **Please be sure to have backup files of your work.**
- Any "special" set-up requests must be agreed upon between the graduate and their program Career Services Advisor by **TUESDAY December 1<sup>st</sup>** for consideration. Please, **NO FOOD OR DRINK** in the display.

### DESIGN & MEDIA ARTS STUDENTS

- **Animation Art & Design** (for questions about projects/portfolios, see **Norm Engel, Jim Estes, or Stacey Overton**). Demo reel is due no later than week nine, or earlier, if requested by instructor.
- **Graphic Design** (for questions about projects/portfolios, see **David Bennett, Greg Lofgren, or Dianne Sawyer**)
- **Fashion Retail Management** (for question about project/portfolios, see **Jal Jobe, or Monica De Los Santos**)
- **Interior Design** (for questions about projects/portfolios see **Bill Lanigan, or Monica De Los Santos**.)
- **Interactive Media Design** (for questions about projects/portfolios see **J.R. Griffith or Aaron Swarts**)  
Portfolio due no later than week nine of Portfolio II class, or earlier, if requested by instructor.

### PORTFOLIO SHOW – Week 11

- **Portfolio Show is Thursday December 17th, 2009 from 12 p.m. – 6 p.m.**
- "Best of Show" winners will be announced at the graduation ceremony.
- For questions regarding Portfolio Show, see **Mary Kate Robinson (713-353-4146)** or **Aaron Swarts (713-353-4128)** in Career Services.

### GRADUATION CEREMONY

**GR Brown Convention Center 3 p.m. Friday, December 18<sup>th</sup> 2009**

**If you have questions about these procedures, please contact the Registrar's Office or Career Services**