

October 27, 2009

Dear December 2009 Graduation Candidates,

Please allow me to congratulate you on your upcoming graduation. The following information will guide you in preparation for the event:

1. **General Plan:** The December 2009 Commencement ceremony will be held at the Community Bible Church, 2477 North Loop 1604 East San Antonio, TX 78232, at 7 p.m. on **Friday, December 18, 2009**. Seating will be reserved for degree candidates and faculty; seating of all guests, however, will be on an unreserved, first-come, first-serve basis. Guests of our graduation candidates will not be permitted to hold seats for other guests. The ushers will be directed to ask guests to allow other guests to fill seats that are unoccupied. We ask for your cooperation when this request is made. All guests must have a ticket to enter the auditorium (**see ticket info below**).
2. **Rehearsal for Commencement:** Candidates will assemble in the Community Bible Church Auditorium at **4:30 p.m.** for rehearsal. Instructions on the processional will be given at this time. Please **DO NOT BE LATE**. The formal ceremony will begin promptly at 7 p.m. Guests will not be permitted into the building until the doors open at 6:00 p.m. Once rehearsal has ended, all graduates will be asked to move to the assembly area and remain there until commencement begins. Please make sure you have all items you need when you check in.
3. **Personal Items:** Students are asked to leave all personal items (purses, bags, etc.) with family members. The university and Community Bible Church are not responsible for any personal items.
4. **Parking:** Candidates and guests are invited to park in any parking lot at no cost. Please observe all reserved and handicap accessible parking, as well as fire zones.
5. **Tickets:** The Community Bible Church has limited seating. Candidates will be issued 10 tickets each beginning on November 23rd. Tickets will be distributed through the academic department administrative assistants. Additional tickets may be issued if any remain after initial distribution to ALL candidates. Students interested in extra tickets may submit their requests to Betty Villegas at the Office of Student Engagement & Success (room 220). Students will be notified as extra tickets become available. Additional tickets will only be distributed **AFTER** December 4th.
6. **Prohibited Items:** Strollers are not permitted in the auditorium due to fire hazard concerns. In addition, we are asking that balloons, posters, banners and noise blowers not be brought into the auditorium. We understand that these items are often incorporated into the celebration, but ask that they be left in your vehicle. These items create visual obstructions and noise issues. We want each guest to have the opportunity to experience and enjoy the complete commencement ceremony without concerns of not being able to hear or see the ceremony. Any of the above mentioned items will be collected at the door. We appreciate your cooperation.
7. **Hearing Impaired Seating:** Reserved seating will be made available for any hearing impaired guests. Please notify the Office of Student Engagement & Success at (210) 932-6206 if you anticipate needing these services.
8. **Caps and Gowns and Announcements:** We have contracted with Balfour and Thompson Printing Solutions to assist us in handling the sale of caps, gowns, tassels and announcements for commencement. Representatives from both companies will be on campus Tuesday, November 11th and Wednesday,

November 12th from 3:00 p.m. – 7:00 p.m. in the Student Center. This is your one opportunity to purchase these items.

Announcements: Packages range from \$95.00 (20) to \$125.00 (50). Students ordering announcements may pick them up starting on Monday, December 2nd from 9:00 a.m-5:00 p.m. in the Office of Student Engagement & Success, room 220. All major credit cards, checks and cash will be accepted.

Any orders for announcements placed after November 12th will incur an additional \$35.00 rush fee.

Caps and Gowns: Students **must** have the official cap and gown with the Texas A&M University-San Antonio seal in order to participate in commencement. WE SUGGEST YOU WEAR DARK COLORED SHOES, SOCKS, AND/OR NYLONS, AND THAT YOUR GOWN BE PRESSED PRIOR TO THE GRADUATION CEREMONY. Students ordering caps and gowns for commencement may pick them up starting on Friday, December 11th from 9:00 a.m-5:00 p.m. in the Office of Student Engagement & Success, room 220. All major credit cards, checks and cash will be accepted.

Bachelor's Degree Students - \$25.30 (undergraduate gown, cap, and tassel)

Master's Degree Students - \$44.60 (master's gown, cap, tassel, and hood)

9. **Loan Exit Sessions:** Four Loan Exit Sessions have been scheduled for your convenience (**you only need to attend one session.**) Sessions will take place as follows:

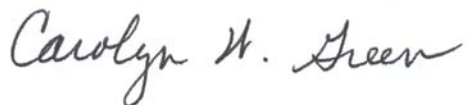
Tuesday, November 17 th	@ 10:00 a.m.	SCCA 12	Monday, November 23 rd	@ 11:00 a.m.	SCCA 13
Tuesday, November 17 th	@ 6:00 p.m.	SCCA 10	Monday, November 23 rd	@ 5:30 p.m.	SCCA 19
Wednesday, November 18 th	@ 9:00 a.m.	SCCA 19			
Wednesday, November 18 th	@ 3:00 p.m.	SCCA 19			

For additional information on the Loan Exit Sessions, please contact Olivia Gann at (210) 932-7125.

10. **Photography:** A professional photographer will be set up at the graduation to take photos. The photo proofs will be sent to your mailing address. Options to purchase these are at your individual discretion.
11. **Videographer:** During the commencement ceremony cameras will be dispersed throughout the auditorium to capture every moment of your special day. These images will be displayed on large screens near the stage and later edited for video. This video will be available for purchase until December 21st. If you are interested in purchasing a Fall 2009 commencement video, please fill out the attached form, along with a check or money order for \$20. The video will be available for you to pick up February 1st at the Office of Student Engagement & Success.

I want to personally thank you for being part of the Texas A&M University-San Antonio family and I congratulate you on this monumental achievement! If you have any questions and/or concerns regarding this event, please do not hesitate to call the Office of Student Engagement & Success at (210) 932-6206.

Sincerely,



Dr. Carolyn Wilson Green
Provost and Vice President for Academic Affairs (Interim)