



GRADUATION ACTIVITIES AND REQUIREMENTS – SUMMER 2008

GENERAL INFORMATION

- **Graduation Application** must be submitted to the Registrar's Office by **4 PM Friday, August 8th**.
- 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.
- All graduates must satisfy testing requirements of Texas Success Initiative; for questions see Academic Affairs.
- Proper graduation attire is required for participation in the commencement ceremonies.

GRADUATE CLEARANCE INFORMATION

"No Hassle for your Tassel" – Monday July 28th (sixth floor)

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 July 28th.

Times are 11:45 AM – 1 PM and 4:45 PM – 6 PM (sixth floor).

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

GRADUATE CLEARANCE – TUESDAY, September 9th.

- Pick up **Graduate Clearance Form** in the Registrar's Office.
- Completed clearance forms due in Registrar's Office by **3 PM Friday, September 12th**.

STAFFORD LOAN EXIT INTERVIEWS – TUESDAY, September 9th

- If you have student loans, you must attend the Federal Stafford Loan **Exit Interview**.
- Bring with you at least three references with complete addresses with phone numbers.
- Meetings are at 9 AM and 11 AM
 - **9 AM – 10 AM Room 501 Exit Interview – Stafford Loan**
 - **11 AM – 12 PM Room 501 Exit Interview – Stafford Loan**
 - **5 PM – 6 PM Room 501 Exit Interview – Stafford Loan**

For questions, call **Lourdes Ruiz** at 713-353-4154.

PERKINS LOAN EXIT INTERVIEWS – TUESDAY, September 9th

- If you have student loans, you must attend the Federal Perkins Loan **Exit Interview**.
- Bring with you at least three references with complete addresses with phone numbers.
- Meetings are at 10 AM, and Noon.
 - **10 AM – 11 AM Room 501 Exit Interview – Perkins Loan**
 - **12 PM – 1 PM Room 501 Exit Interview – Perkins Loan**
- For questions, call **Bridget Patterson** at 713-353-3614.

PREPARING FOR COMMENCEMENT

- **Invitations**
A limited number of complimentary graduation invitations will be provided to each graduate. Invitations and maps to the ceremony will be available for pickup in the **Registrar's Office on or around Week 7 of the Fall Quarter (on or around November 17th)**.
- **Graduation Attire for Design & Media Arts**
Design & Media Arts students must order caps and gowns from the **Supply Store by Thursday, August 28th - \$28 payable in cash at time order is placed (\$57 for BFA graduates)**.

PORTFOLIO SET-UP – Wednesday, September 24th from 11 AM – 7 PM, Wednesday September 24th from 5-7 PM (for evening and IMD students) – NOTE: Entire portfolio set-ups must be completed and presentable by 7 PM

- 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 **THURSDAYND** for consideration. Please, **NO FOOD OR DRINK** in the display.

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- **DESIGN & MEDIA ARTS STUDENTS**

Animation Art & Design (for questions about projects/portfolios, see **(Norm Engel or Stacey Overton)**).

Demo reel is due no later than week nine, or earlier, if requested by instructor.

Set up begins at **1 PM on Wednesday, September 24th on the 6th floor. NO LATE WORK WILL BE ALLOWED!**

Graphic Design (for questions about projects/portfolios, see **(David Bennett, or Dianne Sawyer)**)

Set up at **11 AM on WEDNESDAY, September 24th on the 6th floor. NO LATE WORK WILL BE ALLOWED!**

Evening students may set up at 5 PM on Wednesday if necessary, but are encouraged to set up at 1 PM.

Interior Design (for questions about projects/portfolios see **Bill Lanigan, Diane Alexander, or Monica De Los Santos.**)

Set up at **11 AM WEDNESDAY, September 24th on the 6th floor.**

NOTE: All portfolio set-ups must be completed and presentable by 7 PM. NO LATE WORK WILL BE ALLOWED!

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.

Set up at **5 PM on WEDNESDAY, September 24th in Room 513.**

PORTFOLIO SHOW – THURSDAY, September 25th from 11AM-7 PM

- Graduate attendance is required on **Thursday, September 25th** from **10:30 AM-2 PM** to discuss your work with visitors.
- Thursday from 11am-2 pm will be marketed for industry professionals and alumni only.
- Thursday evening from 5-7 we'll be open to the public.
- Portfolios must be removed from the show area between **9 AM and 11 AM on Friday, September.** The Art Institute of Houston is not responsible for any portfolios remaining after this time.
- "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

- **Photographs**

Graduation photographs will be taken at the ceremony by an independent company, which will contact graduates by mail with an opportunity for ordering photographs.

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

**Graduation for Summer 2008 and Fall 2008 graduates
will be held on December 19th 2008 at the Stafford
Centre in Stafford, Texas - www.staffordcentre.com**