December 3, 2014

Dear Graduation Candidate,

Congratulations on your candidacy for graduation from Lone Star College-Kingwood! We look forward to your participation in the May Commencement Ceremony of Lone Star College-Kingwood on May 9, 2015 @ 2:00 PM, at the M.O. Campbell Educational Center located at 1865 Aldine Bender Road, Houston, TX 77032.

Your participation in this special ceremony is encouraged. Please return the enclosed RSVP card to the Student Services Welcome Center located in the John E. Pickelman Student Conference Center (SCC) no later than April 24, 2015. The RSVP can also be mailed to LSC-Kingwood Graduation 20000 Kingwood Drive, Kingwood, TX 77339; emailed to Malea.A.Pruitt@lonestar.edu; or faxed to (281) 318-4360. Additional information regarding cap and gown pick-up and directions are enclosed. Please feel free to contact Malea Pruitt, Graduation Specialist at Malea.A.Pruitt@lonestar.edu if you have questions or need additional information regarding commencement.

Sincerely,

Katherine Persson, Ph.D.
President

Enclosures
Orientation Prior to Graduation:
You will be expected to attend one of the following one hour orientation sessions:

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<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday, April 20</td>
<td>12:00 PM to 1:00 PM</td>
<td>SCC Student Conference Center</td>
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<tr>
<td>Tuesday, April 21</td>
<td>5:30 PM to 6:30 PM</td>
<td>SCC Student Conference Center</td>
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Refreshments will be served.

Graduation Commencement Ceremony Seating:
Upon arriving at the M.O. Campbell Educational Center you will see signs to direct you to the check-in rooms to which you need to report. Graduates whose last names begin with A-L will report to Room 104 and graduates whose last names begin with M-Z will report to Room 158. You are expected to arrive no later than 12:30 PM to ensure your spot. Please arrive dressed in cap and gown. You will receive your assigned seating card and additional instructions at this time from the check-in table in your respected rooms. There will be special assigned seating for graduates please do not arrive late as you will not be seated correctly and will be placed at the end of the procession.

Family and friends will be seated on a first come, first served basis and reserved seating will not be permitted.

Food & Drink:
No food or drinks will be allowed at the ceremony, and you are expected to remain for the entire event. Commencement generally lasts one and a half to two hours.

Graduation Fee/Cap & Gown:
There is no graduation fee; however, you must wear a cap and gown, which is available for purchase at the Lone Star College-Kingwood Bookstore until May 8, 2015. The cost is approximately $39.00 plus tax.

Photographer:
A professional photographer will take a photograph as you are recognized on stage. Proofs will be mailed to your home after the ceremony, and you may order copies from the photographer if you choose. Family and guests are allowed to take photographs from their seats; however, no one is permitted to block the aisles or enter the auditorium floor to take photographs.