

CLASS OF 2018 COMMENCEMENT

SATURDAY
MAY 12TH
LAWRENCEBURG
HIGH SCHOOL
100 TIGER BLVD
LAWRENCEBURG, IN

**GRADUATES PLEASE ARRIVE BY 3:00 P.M.
COMMENCEMENT CEREMONY BEGINS AT 4:00 P.M.**

DIRECTIONS

Lawrenceburg High School is located at 100 Tiger Boulevard in Lawrenceburg, directly off of US 50. There will be plenty of parking on the premises. There are two gymnasiums at Lawrenceburg High School; the main gymnasium and the auxiliary gymnasium. The ceremony will take place in the main gymnasium. Graduates are directed to convene in the auxiliary gymnasium prior to the ceremony.

GUESTS

We invite you to bring as many guests as you'd like. The facility is large and is air-conditioned.

PHOTOGRAPHS

Families are welcome to take pictures or video, but must remain in their seats so they don't block the view of the stage for other guests. A professional photographer will be taking photographs of the graduates as they walk across the stage and another close-up shot with their diploma. The photographer will also be available after the ceremony for additional family photographs. After the ceremony, the photographer will email proofs to you. Proofs can be viewed online at www.gradimages.com.

SPECIAL NEEDS

If you have special needs requests, please contact Shakira Grubbs at sgrubbs5@ivytech.edu to make arrangements in advance of the ceremony. Physically challenged seating for guests will be available on the gymnasium floor. Ushers will be available to assist any family members with special needs.

**PLEASE READ BOTH SIDES OF THIS FLYER FOR DETAILS
KEEP THIS PUBLICATION FOR REFERENCE**



IVY TECH
COMMUNITY
COLLEGE

HOW DO I GET MY CAP AND GOWN?

You may purchase your cap and gown from the Follett Bookstore on campus on or after April 1st. The cap & gown cost, with tassel, is \$38.52. To support Ivy Tech's "Go Green" campaign, caps and gowns are made from 100% post-consumer recycled materials. Cash, check or credit cards will be accepted. Optional rings, invitations and announcements will be available for order as well. Please order ASAP to assure delivery prior to commencement.

WHAT SHOULD I WEAR?

Plan your clothing so that it will look appropriate under your commencement gown.

MEN: Nice slacks, shoes, dress shirt looks best. (Ties are optional.)

WOMEN: Please wear a solid color dress, slacks or skirt outfit with dress shoes. Stilettos are not allowed in the gymnasium. Low wider heeled shoes are acceptable. Choose a blouse or dress that makes the neckline of your gown look nice.

Do not wear jeans, shorts or athletic shoes. Please press your gown and bring it on a hanger. We will not have an iron on-site for this purpose. We will not have a secure place for purses during the ceremony; please, either don't bring one or give it to a family member or friend to hold for you during the ceremony.

HOW WILL I KNOW WHERE TO LINE UP? HOW WILL MY NAME BE ANNOUNCED?

Upon arrival, students will proceed to the auxiliary gym. There will be a check-in table where you will receive a card with your name, degree, program and your group number. Please review the information with the assistant at the table. If any of the information is incorrect, the assistant will prepare a new card for you. Also, if the pronunciation of your name is unusual or difficult, please have the assistant write it phonetically on the card. **YOU MUST KEEP THE CARD AND CARRY IT WITH YOU ONTO THE STAGE.**

WHERE WILL I PUT ON MY CAP AND GOWN?

Students will assemble in the auxiliary gym. There is no private dressing area other than the restrooms. Experience has proven that the restrooms will be crowded and busy. Tassels go on the right side of your cap. The cap should be adjusted as near to parallel with the ground as possible (like a plate or book on your head).

HOW WILL I GET MY DIPLOMA?

At the appropriate time, ushers will direct the graduates to stand **ONE ROW AT A TIME**. Please do not carry your program on stage; you should carry only your name card to the stage. Prior to going on stage, you will get your picture taken. Then, as you ascend the stage, you will hand your card to the individual at the corner of the stage, who will announce your name. You will proceed across the stage where the Chancellor will present you with a diploma cover. You will shake hands with the Chancellor and a photographer will take your picture with him. You will also shake hands with other members of the stage party. Proceed back to your seat and remain standing until your entire row has returned. An usher will direct your entire row to be seated.

All diplomas are mailed to the address provided on the graduation application. December graduates should receive their diploma by mid-February. May graduates should receive their diplomas by mid-June. August graduates should receive their diplomas mid-September.

WHAT HAPPENS NEXT?

After all the graduates have returned and been seated, you will be directed to stand as a group for the official conferring of degrees. Then the **CLASS OF 2018** will be presented, at which time you will change your tassel from the right to the left side of your cap. After some closing remarks, the chancellor will indicate that the ceremony has concluded. Music will begin, and the stage party will lead the faculty and graduates from the gymnasium. A professional photographer will be available for additional photos. Students may want to designate a meeting location to rejoin family and friends after the ceremony.

WHAT ABOUT ACADEMIC HONOR CORDS?

Honor cords are awarded to graduates who have earned a cumulative GPA (grade point average), at the end of the fall 2017 semester, of 3.50 or higher. Honor cords will be distributed at the commencement ceremony. (If you will not be attending the ceremony, honor cords will be available in the Express Enrollment Center after May 15th.)

WHAT OTHER REGALIA CAN I WEAR?

Members of Phi Theta Kappa Honor Society may wear a stole and medallion. Purchase PTK regalia at ptk.org. Contact Jennifer Morton, your PTK advisor, at jmorton@ivytech.edu for details.