IVY TECH COMMUNITY COLLEGE
Evansville

COMMENCEMENT 2020

FIFTIETH ANNUAL COMMENCEMENT EXERCISES
FRIDAY, MAY 8
7 P.M.
FORD CENTER
EVANSVILLE, INDIANA

INFORMATION PACKET
Cap/Gown and Announcements

All participants are required to wear a black graduation cap and gown. It must fit and be zipped prior to the Commencement ceremony beginning.

Get Your Cap and Gown

Students can purchase a cap and gown NOW by ordering online through March 20, 2020 at herff.ly/ivytech or by going to the Express Enrollment Center by April 7, 2020. Note: NO graduation apparel will be sold after these dates.

Your cap and gown will be available for pickup at the bookstore starting on April 27 during normal business hours.

Monday-Thursday, 9 a.m. to 5:30 p.m.
Friday, 9 a.m. to 2 p.m.

Hours subject to change, per campus schedule. Please contact the Bookstore at 812-429-1418 for details.

- **Cost:** $47.98 + tax. NOTE: Individual components can be ordered separately.
- Receive information on ordering graduation announcements.
- Extra tassels are available for sale.
- Graduation frames can be purchased at the bookstore

Tassel colors

- Associate degrees: SOLID GREEN
- Technical certificates: SOLID WHITE
- Certificates: SOLID GRAY
- Students will wear white, green, or Gray tassels, which correspond to the certificate, technical certificate and associate degree, respectively. Students should wear the tassel that represents their highest credential.

Honor cords

- Students with a cumulative GPA of 3.5 or higher as of the fall semester are eligible for honor cords. The Registrar’s Office will provide honor cords to eligible students.
Announcements, Diploma Frames, Class Ring

You may purchase custom graduation announcements, diploma frames, and a class ring online at the same URL as you order your cap and gown at herff.ly/ivytech or by going to https://collegegrad.herffjones.com and select Ivy Tech Community College and the Evansville Campus.

Faculty

The college will pay for the rental of graduation regalia from the Bookstore on the Evansville campus for those faculty members who are in need of apparel. Faculty must fill out the “Graduation Faculty Order Form” sent via email by Human Resources and deliver to the Bookstore. All orders must be turned in to the Bookstore by March 20 in order to have items by Commencement.

If you need to borrow regalia

Faculty are able to borrow regalia from Ivy Tech based upon a very limited supply available. Please contact or visit Ashli Hale in Human Resources.

Diplomas

APPLICATION FOR DIPLOMA

- All students who plan to participate in the May 8, 2020, ceremony should Apply to Graduate by logging into MyIvy > Student > Student Dashboard > Graduating Student > Application for graduation

At Commencement, students will receive their diploma cover as each name is announced.

RECEIVING DIPLOMAS

- Fall diplomas were mailed to the students’ home address in February.
- Spring graduates can expect their diplomas to arrive in the mail June/July.
- Summer graduates can expect their diplomas late September/October.

A coupon for a complimentary copy of your transcript will be mailed to you once your degree is conferred.

Questions?

Visit the Registrar’s office in the Express Enrollment Center, or call 812-429-1434. Office hours are Monday through Thursday, 8 a.m.-6 p.m. and Friday, 9 a.m.-5 p.m.
Graduate Information

Congratulations on achieving your academic goals. We're proud of you! Now it is time to gear up for participating in Commencement and for celebrating your success.

Preparing for the Evening

- There is no rehearsal for commencement ceremonies.
- There is no limit to the number of guests you may invite to attend.
- Do not wear shoes that make it difficult to walk (e.g. high heels), as you will be walking a lot.
- Remember to unfold your graduation gown in advance and let it hang. Do NOT attempt to iron the gown, but a water steam could help get out wrinkles.
- Please arrive at the Ford Center by 6 p.m. (doors open to graduates at 6 p.m.). When you arrive, someone will direct you to the appropriate place to line up. Ivy Tech employees and volunteers will be wearing lanyards.
- There is no place to keep personal belongings during the ceremony. Please leave purses and other personal items with a friend or family member during the ceremony, or leave the items at home.
- Graduates will line up by school/program/last name.
- By the time you are ready to line up with your group, you should be dressed in your cap and gown. There is no separate dressing room for graduates.
- You will be led into the arena for the processional.
- You will sit in the same order in which you line up -- by school/program/last name.
- You will be directed to the front when it is time for you to receive your diploma cover.
  - While receiving your diploma cover, your photo will be taken before you return to your seat.
- You will then be directed to return to your seat in the Ford Center until the end of the ceremony.
**Event Photography**

Ivy Tech partners with Black Pixel Studios, a photography company that will be in attendance at Commencement taking photos of each graduate celebrating his or her special moment. These photos will be available for free download on the Evansville drop-down of ivytech.edu/graduation by June 1. A special note will also be posted on Facebook and Twitter when the photos are available.

**Personal Photography/Video Encouraged**

Ivy Tech Community College wants graduates, families, and friends to enjoy this special evening at the Ford Center. Personal photography is also encouraged, and there are no restrictions on personal flash photography or video before, during, or after Commencement. Please post to social media using #IvyTechGrad.

**Phi Theta Kappa Graduating Members**

- If you are a member and wish to wear the gold Phi Theta Kappa stole during graduation, you will need to purchase it online at the PTK Store at [www.ptk.org](http://www.ptk.org) (click on “shop” in upper right corner). You will need your PTK member ID, which is on your PTK membership card from headquarters. The stoles cost is $26. Get yours early, so you have it before Commencement. You may also purchase other PTK regalia at the above website. **There are no exceptions**, so plan ahead.

- If you have questions, please reach out to PTK Advisers Natalie Morgan at nmorgan22@ivytech.edu; Laura Hobgood at lhobgood@ivytech.edu; or Donna Krampe at dkrampe@ivytech.edu
Faculty and Participant Information

We are happy you will be joining us in participating in this year's Ivy Tech Commencement at the Ford Center.

Preparing for the Evening

- There is no rehearsal for commencement ceremonies.

Arrival times (no later than listed time)
There is no place to keep personal belongings during the ceremony. Please leave purses & other personal items with a friend or family member during the ceremony, or leave items at home.

- 11:00 a.m.: Chancellor, Executive Leadership, Deans and designated staff report for setup and brief run-through of logistics.
- 5:30 p.m.: Student Robing volunteers arrive, check in
- 5:45 p.m.: Final Instructions for Student Robing
- 6:00 p.m.: Student Robing volunteers help assemble and organize students around the perimeter of the Arena.
- 6:00 p.m.: All other faculty arrive. There will be a robing room in the Hospitality Room area immediately through the double doors from the entrance area. Follow the signage.
- All faculty should be in line no later than 6:30 p.m.

Processional Information for Faculty

- Faculty process in following the platform party and will be escorted to the faculty seating area.
- Please remain standing when at your seats to honor the graduates.
- Graduates will then proceed to their seats in the Arena.
- If you wish, clap for your students as they enter but please do not leave your seat to personally greet students during the processional.

Questions? If you have additional questions or concerns, contact your program chair or dean for clarification on details.
Families and Guest Information

Congratulations on your graduate completing the requirements for a degree or certificate from Ivy Tech Community College.

Commencement is a time of celebration for everyone, and it provides a very meaningful occasion for families.

Graduates and their guests are asked to remain for the entire ceremony and to be respectful as each graduate’s name is read.

Families and guests can meet up with their graduate(s) immediately following the ceremony on the second floor concourse.

Procession/Recession Details

Whether you are a graduate, faculty member, administrative staff, or a guest participating in the commencement exercises, you can see exactly how everything will roll out by quickly viewing some procession/recession diagrams posted near your entrance to the floor and in the Green Room for VIP guests.

Order of ceremony

1. Administration/Trustees procession to stage
2. Faculty procession
3. Graduates proceed to seats
4. Ceremony
5. Administration/Trustees recess
6. Faculty recess
7. Graduates recess

Special Needs Request

Students, Faculty, and Platform Party

If you need special accommodations during the ceremony, please contact Celia Teoh, Registrar, two weeks prior to the ceremony at (812) 429-1433 or cteoh@ivytech.edu.

Families and Guests

There is accessible seating available at the Ford Center. For assistance, see a Ford Center usher upon arrival.
Frequently Asked Questions

When is graduation?
- Friday, May 8, 2020, at 7 p.m.
- Doors open to graduates at 6:00 p.m.

Where is graduation?
- Ford Center, 1 SE Martin Luther King Jr Blvd, Evansville, IN 47708

What time should I arrive for graduation?
- Be on time. There will be no rehearsal. Graduates and faculty should arrive by 6 p.m. and be dressed and in line by no later than 6:30 p.m. Doors open to graduates at 6 p.m.). It is suggested that you eat something in advance of arriving for the ceremony.

Can I still walk/participate if I did not sign up or fill out an Application for Diploma?
- Yes, but you must be in appropriate graduation attire (cap/gown) and check in with individuals at tables in the tunnel concourse

How many guests may I bring?
- There is no limit to the number of guests you may have attend.

What should I wear to graduation?
- All graduates and participating faculty/guests must be in appropriate graduation attire (cap/gown).
- This is a special occasion for you. Please wear at least business casual attire (e.g. khakis, polo, dress shirt, dress; NO jeans, shorts, or flip flops).
- It is suggested that high-heeled shoes NOT be worn - for both comfort and safety reasons.
How do I get my cap and gown?

- All participants are required to wear a black graduation cap and gown. You may purchase a cap and gown by completing an online order at herff.ly/ivytech by March 20 or come into the Express Enrollment Center by April 7, 2020.

Where will I store my personal belongings during the ceremony?

- There is no place to keep your personal belongings during the ceremony. Please leave purses and other personal items with a friend or family member during the ceremony or leave the items at home.

What about special needs/assistance?

- If you need special accommodations during the ceremony, please contact Celia Teoh, Registrar, two weeks prior to the ceremony at (812) 429-1433 or cteoh@ivytech.edu.
- There is accessible seating for guests available at the Ford Center. For assistance, see a Ford Center usher upon arrival.

Where will I put on my cap and gown?

- Be sure to unfold your graduation gown in advance of the evening. Do NOT iron, but a water steam would be okay to help remove wrinkles.
- By the time you are ready to line up with your group, you should be dressed in your cap and gown. There is no separate dressing room for graduates.

How do I wear the mortarboard and tassel?

- Mortarboard: Worn parallel with the ground, not sitting on the back of the head
- Tassel: Hanging from the front-right

How will I know where to line up?

- There will be someone to direct you to the appropriate place for line-up, and there will be signs. Graduates will line up by school/program/last name. Do not move from your spot when in line.
- Each graduate will be given a card with his or her name on it to be read during the ceremony. If your name needs to be changed, please let us know when we hand the card to you.

How will the processional work?

- No worries. Follow the person in front of you.

Where will I sit?

- There will be seating in the Arena for graduates, and you will sit in the same order in which you line up -- by school/program/last name. You will be directed to the front when it is time for you to have your name announced.
How will I get my diploma?

- You will not receive your actual diploma inside the cover that is presented to you at the ceremony.
- Fall diplomas were mailed to the students’ home address listed with Ivy Tech.
- Spring graduates can expect their diplomas to arrive in the mail June/July.
- Summer graduates can expect their diplomas late September/October.

How do I get an official transcript?

- When you receive your diploma in the mail, you will also receive a coupon in the mail to visit the Express Enrollment Center/Registrar on the Evansville campus to receive one official transcript at no cost.