Commencement Ceremony
1:30 pm, Saturday, May 9, 2020
Tiernan Center, Richmond High School
380 Hub Etchinson Parkway
Richmond, Indiana 47374

Graduates should check in at the Tiernan Center between 11:30 a.m. - 12:30 p.m.

Commencement will honor students receiving any credential in Fall 2019, Spring 2020 or Summer 2020. Credentials include Certificates, Technical Certificates and Associates.
Apply to Graduate
As you enter your final semester prior to graduation, you must complete an Application for Graduation. You can apply online through MyIvy by following these easy steps:
1. Log into MyIvy and select the “Student” tab on the left-hand side
2. Choose the “Advising” link
3. Select “Apply to Graduate”
4. Follow the prompts to review and change information as necessary
5. Verify that all information is correct and click “Submit Request”

Run Your Degree Audit
You are encouraged to run a degree audit to ensure all requirements of your program will be met.
1. Log into MyIvy and select the “Student” tab on the left-hand side
2. Choose the “Advising” link
3. Select “Degree Completion Tracker”
4. Click on “Run Audit” to run your current degree and program
5. Once you have run the audit, you can view it by clicking on “View Audit”

Grad Fair
Richmond will hold its 2020 Grad Fair on Wednesday, February 19, from 10am to 6pm in Johnson Hall on the Richmond campus. During this time, graduate candidates will verify their diploma information, receive honor or recognition cords if applicable, and order their cap and gown.

Ordering Your Cap and Gown
You will order your cap, gown and tassel online at the Grad Fair on February 19, 2020. Please bring a credit or debit card with you. The cost for the cap, gown and tassel is $47.98 plus tax, and will be available for pickup beginning April 20, 2020.

If you are unable to attend the Grad Fair, you may order your cap, gown and tassel online at herffjones.com/college/ivytech:
1. Click on “Order a Cap and Gown”
2. Select your campus from the dropdown menu – use Richmond for both Richmond and Connersville students
3. On the dropdown menu for “Select an option,” choose the highest credential you are graduating with. This will determine the color of tassel you receive:
   - Associate Degree: Green Tassel
   - Technical Certificate: White Tassel
   - Certificate: Gray Tassel
4. Click on the “Order Your Graduation Package” link.
5. You will be shown several “packages.” Unless you want to order announcements and thank you notes, ignore these, and choose the “Cap & Gown” link from the top menu. For the required package that includes just the cap, gown and tassel, click on “Graduation Regalia.”
   You will be asked for your name, area of study (should match what you entered at the beginning – Associate, Technical Certificate, or Certificate) and your height and weight.
6. If you already have a black cap and gown and need just the tassel, choose the souvenir tassel. Mega-tassels are commemorative only and are not to be worn for Commencement.

Orders must be placed no later than March 13, 2020. Orders will be available for pickup at the Barnes & Noble bookstore starting April 21, 2020.
If you miss the March 13 order deadline, there will be a very limited selection of sizes in the Barnes & Noble bookstore to purchase after April 20. There is no guarantee the bookstore will have the size you need, so please order online by March 13, 2020.

Honor Graduates
Honor students participating in Commencement will receive honor cords. Honor status is based on the student’s cumulative GPA at the end of the fall semester and is determined as follows:

- **Cum Laude**  3.50-3.74  Single gold cord
- **Magna Cum Laude**  3.75-3.99  Single gold cord
- **Summa Cum Laude**  4.00  Double gold cord

Veterans
Veterans will be honored with a red, white and blue cord. Please let the Registrar staff know at the Grad Fair or Commencement if you are a veteran so we can make sure you receive a cord.

High School Students
High school students who are graduating from high school with an Ivy Tech degree will be recognized by wearing a green and white cord. Cords will be provided at your high school.

Phi Theta Kappa
PTK honor society members may purchase and wear their stole, honor cord, and medallion; however, only the Ivy Tech tassel may be worn. Order PTK items at [www.ptk.org](http://www.ptk.org).

Kappa Beta Delta
KBD honor society members may purchase and wear their stole and honor cord; however, only the Ivy Tech tassel may be worn. Order KBD items at [www.kappabetadeltastore.org](http://www.kappabetadeltastore.org).

IvyLife!
Students who are active in an on-campus organization or in Student Life are eligible to wear a white cord. Nathan Guth, Student Life Coordinator, will provide eligible students with the cords.

What to Expect on Commencement Day
Please be at the Tiernan Center between 11:30 and 12:30 to check in and assemble in the girls’ gym by school and program. Please leave purses, cell phones, etc. with a guest as there is no secure storage for these.

Instructions to graduates will begin promptly at 1:00 p.m. There will not be a dress rehearsal. A floor marshal will lead you into the ceremony area after instructions are completed.

Special Arrangements
Graduate candidates who need special accommodations should contact Linda Przybysz at 765-966-2656 ext. 1214 by April 17, 2020.

Guests
Tiernan Center doors will open to family and friends at 11:30 a.m. There is no limit to the number of guests, and tickets are not required. The ceremony usually lasts about 1 ½ hours. There will be a section reserved for guests who are unable to climb stairs. The facility is air conditioned.
Parking
Parking is free and available adjacent to the Tiernan Center at Richmond High School.

Your Transcript
Once your degree or credential has been awarded, it is immediately visible on your Ivy Tech transcript. You can view your transcript by logging into your MyIvy account.

Photography
Lifetouch Special Events Photography will take a photo of each graduate receiving their commemorative diploma cover. You will be notified by email directly by Lifetouch to direct you to your specific images within three weeks of the ceremony. You will also be able to view the images at https://events.lifetouch.com/ivyrichmond.

Commencement DVD
The local Whitewater Community Television (WCTV) station will be taping the Commencement ceremony. DVDs may be ordered by visiting wctv.info after April 15. DVDs are $10 each.

Questions?
The Registrar staff is happy to help you with any questions or concerns you may have. You can reach us at 765-966-2656 and enter one of the extensions below, or send us an email.
Misty Boldman ext. 1232 mboldman1@ivytech.edu
Sindy Angi ext. 1225 cangi@ivytech.edu

CONGRATULATIONS! From the entire faculty and staff at Ivy Tech Richmond, we congratulate you on this major accomplishment. We wish you the best and continued success in all of your future endeavors!