ARE YOU READY?

You are ready to graduate if you have:

□ Completed an approved curriculum. See your academic advisor to determine if you have completed the necessary course work.

□ Settled all financial obligations with the Ivy Tech Cashier's Office. This step is necessary whether you financed your own education or received financial assistance.

□ Completed a graduation application and returned it to the Express Enrollment Center.

□ Attained a minimum cumulative grade point average of 2.0.

FIRST STEPS

All graduating students, whether or not they plan to participate in the commencement ceremony, must complete the Application for Graduation. This form, available from your academic advisor or online, begins the process of preparing your diploma.

CAPS AND GOWNS

To order academic attire, students must complete the cap and gown order form sent to them in the mail and return it in the envelope provided, or place their order at the Bookstore no later than March 31. Caps and gowns, may be picked up in the Bookstore beginning April 25.

The cost of graduation attire is $38.52 [tax included]. Attire includes cap, gown and tassel. An extra tassel costs $5.35 (tax included). Check or money order must be payable to: Ivy Tech Bookstore.

ANNOUNCEMENTS & COLLEGE RINGS

Formal graduation announcements will be sold in the Bookstore. College rings are on display in the Bookstore. Orders must be placed by March 31.

For more information stop in or call the Bookstore at 765–765-0561 extension 7470.
COMMENCEMENT CEREMONY

Ivy Tech Community College - Lafayette’s Commencement Ceremony will take place Sunday, May 7, at the Elliott Hall of Music on the campus of Purdue University in West Lafayette. Commencement will begin at 2:00 p.m. sharp. Students must arrive at Hovde Hall no later than 1:00 p.m.

REHEARSAL

Commencement rehearsal will be held for graduates only on Friday, May 5 from 1–2 p.m. in Ivy Hall 1106 at the Lafayette Ivy Tech. Graduates are STRONGLY ENCOURAGED to attend so they will be better prepared on the day of commencement. At rehearsal, graduates will receive information about lining up, processing, the order of events, walking across the stage to receive their diploma covers. Ample seating will be available for family and friends. No tickets are required.

PHOTOS

Pictures will be taken of each student as he or she receives his or her diploma. You are under no obligation to purchase any pictures. You will receive more information directly from the photographer a few weeks after commencement.

SPECIAL ARRANGEMENTS

Graduating students who have special needs (such as wheelchairs) should contact the Registrar’s Office by April 28 for any special arrangements. At the commencement ceremony, ushers will be able to assist family members with special needs. Guests or students who are hearing impaired should locate an usher or college official for special seating prior to the ceremony.

DIPLOMAS

If you complete(d) your degree(s) in one of the semesters listed, your diploma will be mailed to you:

Fall 2015: No later than February 28
Spring 2017: No later than July 31
Summer 2017: No later than October 31

NAME PRONUNCIATION

Your name will be announced during the graduation ceremony. Pronunciation of each name will be reviewed at rehearsal. If you believe your name may be difficult to pronounce, be sure to attend rehearsal on May 5 so it can be reviewed.

CEREMONY GUESTS

The commencement ceremony will last approximately 2 hours. Graduating students’ names will be announced (by program) and students will proceed to the stage to receive their diploma covers. Ample seating will be available for family and friends. No tickets are required.

PHI THETA KAPPA

Phi Theta Kappa members may elect to purchase and wear the gold honor stole for the graduation ceremony. Members should purchase stoles at the Bookstore or online at ptk.org. Your membership number is required. If you don’t know your number contact Phi Theta Kappa Headquarters at (800) 946-9995. Phi Theta Kappa members who have a GPA of 3.50 or higher may not wear the blue and gold Phi Theta Kappa honor cord but may wear the College’s honor cord.

SPECIAL HONORS

Students who have achieved a cumulative grade point average (GPA) of 3.50 or higher at the end of the Fall 2016 semester will be considered honor students. Ivy Tech Community College will purchase Honor Cords for those who are eligible and verified by the Registrar’s Office. You need not place an order. The cords will be distributed with the cap and gown order.

DIRECTIONS

Please see the enclosed map for instructions and parking for the Hall of Music. Students, family and friends may want to allow extra time for travel onto the Purdue campus. Family and friends must enter at the east entrance of the Hall of Music.

WHAT TO WEAR

All graduates are required to wear a black cap and gown to the ceremony and are encouraged to wear appropriate attire under their gowns. Flat, comfortable dress shoes will be helpful when walking on the stage area, because the stage is slick.

QUESTIONS?

If you have any questions regarding commencement, stop by the Express Enrollment Center in Ivy Hall, or call (765) 269–5609 or (800) 669–4882, ext. 5609.

STARTING YOUR CAREER

If you are looking for a job as graduation nears, do not forget to contact Career Services. Trained staff are available to assist you with your job search and put you in touch with the right employers. Begin preparing for your job search now. Call (765) 269–5612 or visit Career Development in room 2117 of Ivy Hall.