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
The bookstore has various sizes of graduation attire available. Students can pay with check, cash, or debit/credit card. If paying with a check, the check should be made out to Follett Campus Connection Bookstore.

Graduation attire prices:
Set (cap, gown, tassel): $38.00 + tax
Cap: $7.00 + tax
Tassel: $5.00 + tax
Gown: $26.00 + tax
Stole for Phi Theta Kappa: $26.00 + tax

ANNOUNCEMENTS & COLLEGE RINGS
Formal graduation announcements and college rings are available through Herff Jones. To order announcements and rings, please visit herffjones.com.

For more information stop in or call the Bookstore at 765-459-0561 ext. 7470.
COMMENCEMENT CEREMONY

Ivy Tech Community College Kokomo’s Commencement Ceremony will take place Friday, May 10, at the Kokomo Event Center. Commencement will begin at 6:30 p.m. sharp. STUDENTS MUST ARRIVE AT THE KOKOMO EVENT CENTER NO LATER THAN 5:30 P.M.

REHEARSAL

Commencement rehearsal will be held for GRADUATES ONLY on Thursday, May 9 at Noon in the Kokomo Event Center. Graduates are STRONGLY ENCOURAGED to attend so they will be 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 the diploma cover, etc. Career Development and Ivy Tech Foundation will be hosting lunch prior to rehearsal beginning at 11:30 a.m. Graduates will be able to enjoy some lunch, learn about HireIvy, and learn about how to stay involved with the college even after you graduate. Please bring an alternate email address with you so that you can share your contact information. If you want to join us for lunch, you will need to reserve your spot by indicating you will be attending the Career Development presentation on the Commencement Reservation Form which can be found at IvyTech.edu/graduation under Kokomo. Reservations for lunch must be received by Wednesday, May 1. Students who register for the lunch will receive a special gift from Career Development.

DIRECTIONS

Students, family, and friends may want to allow extra time for travel. Family and friends must enter at the west entrance of the Event Center.

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.

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 9 so it can be reviewed.

CEREMONY GUESTS

The commencement ceremony will last approximately two 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.

Guests should proceed directly to the Event Center. Doors open at 5 p.m.

PHOTOS

Pictures will be taken of each student as he or she receives their 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 Cheryl Locke at (765) 252-5539 by April 20 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.

SPECIAL HONORS

Students who have achieved a cumulative grade point average (GPA) of 3.50 or higher who have completed a minimum of 15 credit hours at the end of the Fall 2018 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 at the Campus Connection Bookstore.

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.

QUESTIONS?

If you have any questions regarding commencement, stop by the Express Enrollment Center at the Kokomo Campus, call (765) 459-0561, or go to IvyTech.edu/graduation.

DIPLOMAS

If you complete(d) your degree(s) in the fall of 2018 or spring or summer of 2019, your diploma will be mailed to you 60 days after the end of term.

STARTING YOUR CAREER

If you will be looking for a job as graduation nears, do not forget to contact Career Development. 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. Contact Mary King at mking218@ivytech.edu.

Please check your Ivy Tech email for a link to fill out the Commencement Reservation Form. This needs to be completed even if you are not attending the ceremony!