

# GUIDE TO GRADUATION 2018

## IVY TECH RICHMOND COMMENCEMENT

### Time & Location

Saturday, May 12, 2018  
Tiernan Center, Richmond High School  
380 Hub Etchison Parkway  
Richmond, Indiana 47374

### Timeline

Noon: Line-up (small gym)  
1:30 pm: Commencement  
\*Nursing Pinning is handled separately,  
inquire within the Nursing department



This guide is designed for all candidates for graduation from Fall 2017, Spring 2018, and Summer 2018. Please read the entire guide. Be sure to refer to it as you prepare for graduation. The guide is also available at <https://www.ivytech.edu/files/Grad%20Guide%202018.pdf>

# ARE YOU READY TO GRADUATE?

To be eligible for graduation at Ivy Tech, students must:

Attain a minimum grade point average of 2.00 in the required technical and general education courses

Complete at least 15 degree credits in the curriculum as a regular student of Ivy Tech and not through test-out or other means of advanced placement

Successfully complete the required number of credits

Satisfy all Ivy Tech financial obligations

Satisfy all program accreditation standards that may have additional requirements

*Note: If you are not sure if you meet all of the above requirements, it is highly recommended that you contact your faculty advisor and/or program chair before the end of your final term of enrollment.*

To ensure a seamless experience in applying for graduation, follow these steps:

## STEP 1: APPLICATION FOR GRADUATION

When you enter the final semester prior to graduation, you must complete an **Application for Graduation**. You can apply online through Mylv by following these easy steps:

- Log into Mylv
- Click on Student Link & then Student Dashboard
- Find "New or Graduating Students" section on page
- Click on Graduating Student
- Click on Application for Graduation
- Click on Term Selection (if curriculum does not automatically display)
- Choose Term and then Curriculum

If you cannot apply to graduate online, a paper application is available in the Express Enrollment Centers and Student Affairs Offices on campus. The paper application MUST be returned to the Registrar's Office.

## STEP 2: ATTEND GRAD FAIR

During Grad Fair, you will verify your diploma information. After verification is complete, you will receive a graduation attire voucher to take to the bookstore to purchase your graduation attire. Without your voucher, you cannot order your graduation attire, so this step is very important.

**Wednesday, March 21, 2018**  
**Ivy Tech Richmond, Johnson Hall**  
**2357 Chester Boulevard**  
**Richmond, Indiana 47374**  
**10:00 am - 6:00 pm**

All graduates should plan to attend this event. Check Mylv announcements for more information about Grad Fair and graduation.

Graduation apparel is available for order/purchase through the campus bookstore during Grad Fair. Graduation attire is a black cap and gown. Cap, gown, and tassel packages cost \$36.00 plus tax. Extra tassels are \$5.25 each. Prices are subject to change. You need to purchase your cap, gown, and tassel by April 20. Once the attire packages are opened, they are not returnable, so please provide the correct height and weight information for proper sizing.

The mortar board (cap) is to be worn parallel to the ground with the tassel hanging from the front-right. Based upon the credential(s) you have earned, your tassel color should be:

**Associate Degree – – – Green Tassel**  
**Technical Certificate – – White Tassel**  
**Certificate – – – – – Gray Tassel**

*Note: If you are verified for an associate degree AND a certificate or technical certificate, your tassel should represent the highest credential.*

Personalized announcements may be ordered online through the Herff Jones website at [www.herffjones.com/college/ivytech](http://www.herffjones.com/college/ivytech). Several packages are available and information can be obtained at Grad Fair or in the campus bookstore.

### Can't attend Grad Fair?

If you are unable to attend Grad Fair, you must verify your diploma information and receive your graduation attire voucher by calling:

**Cynthia Angi, Assistant Registrar  
Registrar's Office  
Ivy Tech Richmond  
765-966-2656 ext 1225**

### STEP 3: THE GRADUATION CEREMONY

If you plan to participate in the graduation ceremony, please let the Registrar's Office know by Friday, April 13, 2018. If you are participating in the graduation ceremony, it is critical that you are on time for line-up.

**Line-up time for Ivy Tech Richmond is at:  
Tiernan Center, Richmond High School  
380 Hub Etchison Parkway  
Richmond, Indiana 47374**

#### **Noon: Line-up (small gym)**

For line-up, your academic school dean will be in place, as well as signs to assist you with line-up. Be sure to leave all valuables, INCLUDING purses with friends and family prior to line-up.

Venue doors will be open to family and friends approximately 45 minutes prior to the ceremony.

### Ceremony Attire

Commencement is a formal ceremony; business attire is appropriate. Men wear a shirt, tie, and dark shoes. Women wear a dress, skirt, or dress slacks with a blouse and appropriate shoes (low-heeled shoes recommended). Tennis shoes or flip-flops are not appropriate.

Please be sure to have all wrinkles and creases removed from your graduation gown prior to your arrival to the ceremony. To do this, remove your gown from the packaging and hang it up (do not use a wire hanger). To remove the wrinkles and creases, hang your gown in a steamy room for several days.

Keep cap decoration tasteful and not offensive. The ceremony staff have the right to require you to remove decoration. This may result in the purchase of a new cap.

Corsages should not be worn

NOTHING will be allowed to be carried by graduates.

If you are graduating with honors, you will receive Ivy Tech honor cords. Cords are provided once your diploma information has been verified at Grad Fair or by the Registrar's Office.

Phi Theta Kappa Members may not wear the PTK gold tassel. College-approved PTK stoles are available for purchase at the campus bookstore or through the national website of PTK at [www.ptk.org](http://www.ptk.org). Check with your PTK advisor for additional information.

### Photography

Ivy Tech believes in the success of each graduate and how it should be recognized appropriately. Friends and family should refrain from leaving their seat during the ceremony to take pictures. Please do not stand in the aisles or block the view of other audience members.

Lifetouch will be taking photos during the ceremony; you will be photographed receiving your diploma cover. If you choose to purchase photos, you must purchase them directly from Lifetouch.

After each ceremony, graduates may pose for additional informal photos with family and friends outside the venue.

**If you plan to participate in the graduation ceremony, please inform the Registrar's Office by Friday, April 13, 2018.**

## Parking

Parking is free and available adjacent to the Tiernan Center and Richmond High School.

## Special Arrangements

Students who need special accommodations should contact the following by Friday, April 6, 2018:

**Cynthia Angi, Assistant Registrar**  
**Registrar's Office**  
**Ivy Tech Richmond**  
**765-966-2656 ext 1225**  
**cangi@ivytech.edu**

## THE DIPLOMA

Students participating in the commencement ceremony will receive only their DIPLOMA COVER as names are announced. Your diploma will be mailed to the address placed on the application for graduation. A complimentary transcript release form will be mailed with your diploma and can be used once a degree or certificate has been officially awarded.

## Review and Awarding of the Degree or Certificate

The procedure for processing application for graduation and the review and awarding of degree is a manual process coordinated by the Registrar's Office in collaboration with academic departments at the college. You should allow a minimum of 8-10 weeks AFTER completion of your final term (or submission of request) for processing to be finalized.

Once your degree/certificate requirements are certified as complete, your degree will be officially awarded. You can view this notation on your transcript through MyIvy and you will receive your diploma in the mail within 30 days after your degree has been officially awarded.

## When to expect your degree/certificate

Fall graduates: No later than end of March

Spring graduates: No later than end of July

Summer graduates: No later than end of October

Per college policy, a diploma **will not** be released if a balance remains on the student's account.

## Questions about your Degree or Certificate?

If you have questions regarding your program completion before or after your final term of enrollment, contact your faculty advisor or Program Chair.

If you have not received your diploma or communication from the Registrar's Office regarding your credential by the designated time frame indicated above, contact:

**Cynthia Angi, Assistant Registrar**  
**Registrar's Office**  
**Ivy Tech Richmond**  
**765-966-2656 ext 1225**

## CALL US WITH QUESTIONS

We are excited about your accomplishments and happy to answer any questions you may have about Grad Fair, Graduation, or Commencement.

**Cynthia Angi, Assistant Registrar**  
**Registrar's Office**  
**Ivy Tech Richmond**  
**765-966-2656 ext 1225**



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