This guide is designed for all candidates for graduation from Fall 2018, Spring 2019, and Summer 2019. Please read the entire guide. Be sure to refer to it as you prepare for graduation. The guide is also available at IvyTech.edu/graduation.
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 MyIvy by following these easy steps:

- Log into MyIvy
- 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.

- **Main Campus**
  - Mon., 3/18/19
  - 815 E. 60th, Anderson

- **Healthcare Science Programs**
  - Tues., 3/26/19
  - 104 W. 53rd Street, Anderson

All graduates should plan to attend this event. To RSVP for GradFest 2019, please email Jasmine Hamilton at jhamilto@ivytech.edu.

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 30. 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. 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 via email:

LaKanyere Harrison, Anderson Registrar
lharrison24@ivytech.edu

STEP 3: THE GRADUATION CEREMONY
If you plan to participate in the graduation ceremony, please RSVP at https://ivytech.qualtrics.com/jfe/form/SV_efb7zRCO875V3gN by April 26th, 2019. If you are participating in the graduation ceremony, it is critical that

Line up time is 6 p.m.
Paramount Theater
1124 Meridian Street
Anderson, Indiana 46016

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

A professional photographer will be taking photos during the ceremony; you will be photographed receiving your diploma cover. An information sheet on how to purchase your photos, can be found in your diploma cover. 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, RSVP at https://ivytech.qualtrics.com/jfe/form/SV_efb7zRCO875V3gN
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.

Parking
Parking is free and available in the parking garage located on 11th and Main Street. Parking

Special Arrangements
Students who need special accommodations should contact the following by Friday, April 12, 2019:

LaKanyere Harrison, Anderson Registrar lharrison24@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 int he 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:

LaKanyere Harrison, Anderson Registrar lharrison24@ivytech.edu

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

LaKanyere Harrison, Anderson Registrar lharrison24@ivytech.edu

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.