Commencement Ceremony
1:30 pm, Saturday, May 11, 2019
Tiernan Center, Richmond High School
380 Hub Etchinson Parkway
Richmond, Indiana 47374

Celebrating students receiving any credential in Fall 2018, Spring 2019 or Summer 2019.

Credentials include Certificates, Technical Certificates and Associates Degrees.
Are you ready to graduate?
You are ready to graduate if you have met the following requirements:
1. Successfully completed all required courses and number of credits for your credential, or will complete these during the Summer 2019 semester
2. Have a cumulative GPA of 2.0 or higher
3. Completed at least half of the degree credits as a student of Ivy Tech
4. Satisfied any program accreditation standards that may have additional requirements

Applying for Degree Completion
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. Scroll down and click on “Graduating Student”
3. Select “Application for Graduation”
4. Follow the prompts to review and change information as necessary
5. Verify that all information is correct and click “Submit Request”

Note: If a curriculum does not automatically display, click on “Term Selection” near bottom of form; choose term; choose curriculum; select graduation date.

Grad Fair
The 2019 Grad Fair will be March 22, 2019, from 10am to 6pm in Johnson Hall, Richmond Campus. During this time, graduate candidates will verify their diploma information, receive honor cords if applicable, and purchase their cap and gown.

Cap and Gown Purchases
Graduation apparel is available for purchase through the campus bookstore. You must have a Commencement Verification Card in order to purchase your cap and gown. These will be issued at the Grad Fair. If you are unable to attend the Grad Fair, please call Misty Boldman at 765-966-2656 ext. 1232.

Apparel cost is $36 plus tax for cap, gown and tassel. Tassel alone is $5.25 plus tax. Tassel color will depend on the highest degree you are earning:

- Associate Degree: Green tassel
- Technical Certificate: White tassel
- Certificate: Gray tassel

If you already have a black cap and gown, you do not need to purchase another set. You will need to purchase the tassel, however, as this has the graduation year on it.

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 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 cap and tassel may be worn. Order PTK items at www.ptk.org.

Kappa Beta Delta
KBD honor society members may purchase and wear their stole and honor cord; however, only the Ivy Tech cap and tassel may be worn. You may contact Jenna Hampton at jhampton38@ivytech.edu to borrow a set or order KBD items at www.kappabetadeltastore.org.

Commencement Day
Please arrive at the Tiernan Center between 11:30 and 12:30 to check in and receive commencement instructions. Line-up will begin at 1:00 pm. You will assemble in the girl’s gym by program. Your program chair will be there to help you line up for the processional. Because there is no place to securely store valuables, please leave these with family or friends prior to checking in.

Your mortarboard (cap) is to be worn parallel to the ground with the tassel hanging from the front-right. Your gown should be pressed and zipped, and your hands should be free.

Special Arrangements
Graduate candidates who need special accommodations should contact Linda Przybysz at 765-966-2656 ext. 1214 by April 19.

Guests
Tiernan Center doors will open to family and friends approximately 45 minutes prior to the ceremony. 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 reserved section for guests who are unable to climb bleachers.

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

The Ceremony
You will receive instructions the day of the ceremony on how to proceed into the venue. There will not be a dress rehearsal. Your name will be announced as you cross the stage to be recognized for your achievement. You will receive a commemorative Ivy Tech diploma cover. Your diploma will be mailed later once your degree has been awarded. This includes Certificates, Technical Certificates, and Associates Degrees. You will receive your diploma in the mail approximately one month after your degree or certificate is awarded.
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 MyIvy.

Personalized Announcements
You may order personalized announcements online through the Herff Jones website at https://collegegrad.herffjones.com

Photography
Lifetouch Special Events Photography will take a photo of each graduate receiving their commemorative diploma cover. After the ceremony, graduates may pose for additional photos. For information about commencement photographs: 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 http://wctv.info/ after April 15. Each DVD is $10.

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!