This guide is designed for all candidates for graduation from Fall 2018, Spring 2019, and Summer 2019. Please read the entire guide and refer to it as you prepare for graduation. The guide is also available at IvyTech.edu/Graduation.

Commencement
Marion Graduates

Friday, May 17, 2019
Phillippe Performing Arts Center
Indiana Wesleyan University
Marion, Indiana 46953

Commencement Timeline:
6 p.m. Line-up
7 p.m. Commencement Ceremony

If you plan to participate in the graduation ceremony, please inform the Registrar’s Office by Friday, April 12, 2019.
To be eligible for graduation at Ivy Tech, students must:

- Attain a minimum grade point average of 2.00
- Complete at least 15 degree credits
- Successfully complete required number of credits
- Satisfy all Ivy Tech financial obligations
- Satisfy all program accreditation standards

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

STEP 1: APPLICATION FOR GRADUATION

When you enter your final semester you must complete an Application for Graduation. You can apply online by following these easy steps:

- Log into MyIvy
- Click on Student Link and 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 Records Office.

STEP 2: ATTEND GRAD FEST

During Grad Fest, 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 attire for graduation.

Graduation apparel is available for order/purchase through the campus bookstore. Graduation attire is a black cap and gown. Cap, gown, and tassel packages cost $38.00, plus tax. Extra tassels are $5.00 each. Prices are subject to change.

You need to purchase your cap, gown, and tassel by May 3. The 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

Please note: If you are verified for an associate degree AND a certificate or technical certificate, your tassel should represent the higher 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 Fest and at the campus bookstore.

Can’t attend Grad Fest?

If you are unable to attend Grad Fest, you must verify your diploma information. Your graduation attire voucher can be emailed to you at that time. Please contact Diana Embree at 765-651-3100 ext. 3304.

STEP 3: THE COMMENCEMENT CEREMONY

If you plan to participate in the commencement ceremony, please let the Record’s Office (Diana Embree at 765-651-3100 ext. 3304) know by Friday, April 12, 2019. The commencement ceremony begins with line-up at 6 p.m. It is critical that you are there early to receive your name card and to get into the correct line.
When to expect your degree/certificate

- Fall Graduates—By the end of March
- Spring Graduates—By the end of July
- Summer Graduates—By the end of October.

Per college policy, a diploma **will not** be released if a balance remains on your 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 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, contact:

Diana Embree, Records Clerk
dembree@ivytech.edu

Photographs:

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 and as you exit the stage. If you choose to purchase photos, you must purchase them directly from LifeTouch.

Parking:

Parking is available to guests in the large lot east of the Phillipe Performing Arts Center. Additional parking is to the south of the Phillipe across University Boulevard. Parking is free.

Special Arrangements:

Students who need special accommodations should contact Wendell Brown by Friday, April 12, 2019. Mr. Brown can be reached by email at abrowniii@ivytech.edu or by calling 765-651-3100 ext. 3311.

**CONGRATULATIONS**

*From the entire faculty and staff at Ivy Tech, we congratulate you on this major accomplishment. It’s been a pleasure helping you achieve your academic goals.*

*We are excited about your accomplishments and happy to answer any questions you may have about Graduation.*

*We wish you continued success in your future endeavors.*

*Thank you for being a part of the Ivy Tech legacy.*