This guide is designed for all candidates for graduation from Fall 2019, Spring 2020, and Summer 2020. Please read the entire guide. Be sure to refer to it as you prepare for graduation and share it with your family. The guide is also available at www.ivytech.edu/graduation.

Commencement
Muncie and Henry County graduates

Saturday, May 9, 2020
Emens Auditorium
Ball State University, Muncie, Indiana 47306

Commencement Timeline:
10:00 a.m. Line-up
11:00 a.m. Commencement Ceremony

Please note: Doors should open at approximately 10:00 a.m. for guests.

If you plan to participate in the graduation ceremony, please complete the graduation application found in the student dashboard or by contacting the Records Office by Friday, April 3, 2020.
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 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 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. **DEADLINE** is Friday, April 3, 2020

**STEP 2: ATTEND EDUCATION & NETWORKING EXTRAVAGANZA**

- **Tuesday, March 17th**, Henry County Bingo Time: 10 a.m. — 2 p.m.
- **Thursday, March 19th**, Muncie Extravaganza Fisher Building Multipurpose Room Time: 10 a.m. — 2 p.m.

During these events you will meet employers and four year college representatives; you will also verify your degree information. After verification is complete proceed to the bookstore, with your voucher, to order your regalia.

Graduation apparel is available to order through the campus bookstore. The deadline to place your order is **March 30, 2020** and orders will be available for pickup at the bookstore starting **April 27, 2020**. Graduation attire is a black cap and gown. Cap, gown and tassel packages cost $47.98, plus tax. Based upon the highest credential(s) you have earned, your tassel color should be:

<table>
<thead>
<tr>
<th>Associate Degree</th>
<th>GREEN tassel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Certificate</td>
<td>WHITE tassel</td>
</tr>
<tr>
<td>Certificate</td>
<td>GRAY tassel</td>
</tr>
</tbody>
</table>

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

**Can’t attend the Education & Networking Extravaganza?**

If you are unable to attend this event, you must verify your degree information with the Records Office. Your graduation attire voucher can be emailed to you at that time. Please call Teresa Chapman in Muncie at 765-289-2291 ext. 1242 Rebeca Jessee in Henry County at 765-599-2613 ext. 4010.

**STEP 3: THE COMMENCEMENT CEREMONY**

If you plan to participate in the commencement ceremony, please let the Records Office know by Friday, April 3, 2020. The commencement ceremony begins with line-up at 10 a.m. It is critical that you are there early to complete your name card and to get into the correct line. Once the lines move you will be placed at the end of the procession.

Directions for the processional and ceremony will be provided during lineup. Your mortar board (cap) is to be worn parallel to the ground with the tassel hanging from the front-right. Make arrangements with your family to meet them outside Emens once the ceremony ends, this will help with the traffic flow.

Line-up will take place by school (example: School of Business). A dean or faculty member will be there to assist. Be
When to expect your degree/certificate

- **Fall Graduates**—No later than the end of March
- **Spring Graduates**—No later than the end of July
- **Summer Graduates**—No later than the 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 Records Office regarding your credential by the designated timeframe indicated, contact:

- Teresa Chapman in Muncie at 765-289-2291 ext. 1242
- Rebeca Jessee in Henry County at 765-599-2613 ext. 4010.

Graduating with honors?

Honor students who participate in the ceremony will receive Ivy Tech honor cords. Cords are provided once your degree information has been verified. Honors are based on your GPA at the end of Fall 2019 semester.

Military students, veterans or active duty, should stop by the welcome table prior to commencement to pick up their red, white, and blue military cord.

Phi Theta Kappa Members: College-approved PRK stoles are available for purchase at the campus bookstore or through the national website of PTK at [www.ptk.org](http://www.ptk.org). Gold tassels are not approved and are not to be worn during the ceremony.

Photographs:

Ivy Tech believes in the success of each graduate and how they 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. Approximately two weeks after commencement you will receive a postal notice and an email about purchasing photos. If you choose to purchase photos, you must purchase them directly from Lifetouch.

Parking:

Emens parking is available within the McKinley Avenue Parking Garage, which is located immediately south of Sursa Hall and the Music Instruction Building. Parking is free on Saturday, May 9th. Additional free parking is available within all parking lots around Emens, except for metered parking for Saturday, May 9th.

Special Arrangements:

Students who need special accommodations to cross the stage should contact Jaclyn Fisher by Friday, April 3, 2020 via email at jfisher186@ivytech.edu or by calling 765-289-2291.

CONGRATULATIONS

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

From the entire faculty and staff at Ivy Tech, we congratulate you on this major accomplishment. It has been a pleasure working with each of you to help you achieve your academic goals.

We wish you the best and continued success in all of your future endeavors.

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