Commemoration Ceremony
May 9, 2015 at 10 a.m.
Kokomo Event & Conference Center
1500 North Reed Road (IN 931 N) Kokomo, IN 46901
COMMENCEMENT 2015 CEREMONY

The ceremony begins promptly at 10 a.m. Graduates are to arrive no later than 9 a.m. The ceremony will be at Ivy Tech’s Kokomo Event & Conference Center. There is no cost for admission; families and friends are welcome to attend.

PARTICIPATION IN THE CEREMONY

All students who plan to participate should complete a Graduation Application on Campus Connect.

You may still participate in the ceremony even if you didn’t complete the graduation application, however, your name may not appear in the Commencement Program and you must follow dress requirements (see Cap and Gown/Regalia).

Those who plan to participate in the ceremony need to remain for the entire ceremony and should plan for two to three hours.

Graduates will be seated in front of the stage, and will be directed when to stand and move to the stage. During the ceremony, remain seated except when directed to stand.

Ivy Tech asks that you be respectful, do not disrupt the ceremony, and allow for appropriate recognition of each graduate as he or she crosses the stage.

Diploma

Students participating in the commencement ceremony will receive only their diploma covers as names are announced. Your actual diploma will be mailed to your home address. Diplomas for December graduates were mailed in February. Spring graduates can expect their diplomas in late June, and summer graduates will receive their diplomas in late September. A coupon for receiving a complimentary copy of your transcript will be mailed to you once your degree is conferred. For further information, contact the Registrar’s Office at 765-459-0561, Monday through Friday, 8 a.m. to 5 p.m.

CAP AND GOWN/REGALIA

Graduates must wear a black cap and gown to participate in Commencement. These must be purchased prior to the day of the ceremony. Honor cords or PTK stoles are the only acceptable accessories to the regalia. These will be available at Campus Connect Bookstore from April 6 – May 8. You are encouraged to purchase your cap and gown early, as the gown will need to be pressed. The cost is $36, plus tax.

The tassel will be included. Your mortarboard is to be worn parallel to the ground, with the tassel hanging from the front-right.

• Associate degree - GREEN tassel
• Technical Certificate - WHITE tassel
• Certificate - GRAY tassel

Caps should not be decorated in any way.

Honor cords are provided by Ivy Tech for students with a cumulative GPA of 3.5 or higher at the completion of fall semester. Honor cords may be picked up in the bookstore.

Phi Theta Kappa members may purchase honor stoles in the bookstore for $24, plus tax.

Honor cords and PTK stoles are the only acceptable additions to your cap and gown.

Commencement is a formal ceremony; business attire is appropriate. Men should wear dark-colored dress pants with a shirt and tie. Women should wear a dress or dark-colored dress slacks with a blouse.

Dark-colored, close-toed dress shoes are appropriate. Flip-flops, clogs, and tennis shoes are inappropriate. High-heels are discouraged for both safety and comfort reasons. Wear comfortable dress shoes that are easy to walk in.

PROCESSIONAL LINEUP

NOTE: Purses and other personal items should not be brought to Commencement because there is no way to secure them.

Graduates must report to the check-in area in the main lobby of the Event Center no later than 9 a.m.

Graduate line-up areas are arranged by program and school. Upon check-in, you will be directed to the area for your school.

Each graduate will be given a card with his or her name and lineup number. Be sure to keep this card with you because you’ll hand it to the announcer when you cross the stage.

Your name should be shown as you want it announced. If your name needs to be changed, please be sure to write legibly. If your name may be difficult to pronounce, add the phonetic spelling for clarity. You must keep this card with you until you hand it to the pronouncer.

PHOTOGRAPHY

Harmon Photography will take a professional photo of each student crossing the stage. Those will be available for purchase at www.bharmonphoto.com and will be priced as:

• 10 x 13 photos are $30.00
• 8 x 10 photos are $12.00
• 5 x 7 photos are $9.00
• 4 x 6 photos are $7.00

Ivy Tech believes each graduate’s success should be recognized appropriately. Friends and family should refrain from leaving your seat during the ceremony to take pictures. Do not stand in the aisles or block the view of other audience members.

After the ceremony, graduates may pose on the stage for additional informal photos with family and friends.

SPECIAL ARRANGEMENTS/HANDICAP SEATING

Graduates who will need special assistance should contact their school dean.

Guests who will need special seating should contact Fran Hardin prior to May 1 at 765-459-0561, ext. 506, or by email at fhardin@ivytech.edu. There is limited handicapped seating available on a first-come, first-served basis.
PARKING

There is free parking at the Kokomo Event & Conference Center, the Kokomo Main Campus, Student Services building, and the Library/LRC. Shuttle service is provided to the event location from those parking lots that are a little farther away. Shuttle service will run until 9:50 a.m. and will resume after the ceremony.

Parking on the north side of the event center is reserved for platform guests and dignitaries. Only those with a parking permit may park in this area.

Handicapped parking is located along the west side of the Event Center on either side of the main entrance.

NURSES PINNING CEREMONY

The Nursing Pinning Ceremony will begin 30 minutes after Commencement ends. The ceremony will take place in the Exhibit Hall at Kokomo Event and Conference Center as well.