Ivy Tech
Bloomington 2020
Commencement Ceremony

May 1, 2020
6:00pm at IU Auditorium

Important Information and FAQ
**Important Dates and Deadlines**

- **March 6th** - Deadline to have your name in the Commencement program
- **March 17th** - Deadline to order your cap & gown
- **April 20th to May 1st** - Cap and Gown orders placed by the March 17th deadline can be picked up from the bookstore
- **April 21st** - Commencement Information Sessions (Shreve Hall, two sessions available, from 12:15pm-1pm and 5:15pm-6pm)
  - April 27th - Cap Decorating party (Student Commons, 11:00am - 2:00pm)
  - April 30th - End of semester celebration (Student Commons)
- **May 1st** - Commencement Ceremony (IU Auditorium, 6:00pm)

You can also visit our website at https://www.ivytech.edu/graduation/. Be sure to select the Bloomington campus for details.

**FAQs**

**Q: How do I know if I am ready to apply to graduate?**

Students can run a degree audit on their current degree program(s) through their student portal:

- Log in to my.ivytech.edu
- Under ‘Student’ select ‘Advising’
- Select ‘Degree Completion Tracker’
- Request an Audit
- Select ‘Run Audit’ at bottom of page
  - If your audit states... “all requirements completed – in progress courses used” or “all requirements completed” you are eligible to apply for graduation
  - If your audit states... “at least one requirement has not been satisfied” please contact your program advisor to verify your graduation path!

**Q: How do I apply to graduate and is there a fee?**

Students submit a graduation application through their MyIvy account. Applying to graduate is free of charge.

**To apply to graduate:**

- Log in to your MyIvy account
- Under ‘Student’ select ‘Advising’
- select ‘Apply to Graduate’
- Follow the steps to complete your graduation application
- **NOTE:** Click on Term Selection to proceed if no Curriculum is displayed. If you have questions or run into any issues applying to graduation, please reach out to the Registrar’s Office.

**Q: Why do I have to apply to graduate?**

Students who are nearing the end of their program will need to fill out the application for graduation. This goes for all credentials (certificates, technical certificates and associate degrees). The application for graduation is what initiates the Registrar’s Office to process and post the degree on student records. Without filling out the application to graduate your degree and/or certificate will not be awarded.
Q: What happens after I apply to graduate?
Students will receive a confirmation email stating the Registrar’s Office has received their graduation application. If the student is missing required coursework for the completion of their degree, they will be notified via email.

Q: How long does it take for my degree to be awarded?
The degree requirements will be verified by the Registrar’s Office after all final grades are posted. Verifying student’s degree requirements have been met can take up to 30 days. Students can view their degree has been awarded and posted by viewing their Ivy Tech unofficial transcript.

Q: When do I get my diploma?
The Registrar’s Office will submit the order for all diplomas and the diplomas will be mailed out to the student’s active mailing address at the time the degree is awarded. An email will be sent to students Ivy Tech email account confirming that the diploma has been mailed out. This could take 8-12 weeks. If your mailing address has changed you should update it on the homepage of your MyIvy as soon as possible and notify the Registrar’s Office so we can update your diploma mailing address as well.

Q: What is Commencement?
Commencement is the graduation ceremony held for Fall, Spring, and Summer graduates. Students who graduate in Fall 2019, Spring 2020, and Summer 2020 are eligible to participate in Commencement. Commencement this year will be held Friday, May 1st at the IU Auditorium at 6pm. This is a free event and students and their guests.

Q: How do I get my cap & gown?
- Cap & gowns must be ordered no later March 17th, 2020. Orders must be placed online at http://www.herffjones.com/college/ivytech. To order your cap & gown, click the Herff Jones link and follow these instructions:
  1. Click ‘Order a Cap and Gown’
  2. Select your campus ‘Bloomington’
  3. Select your highest credential you are graduating with. This makes a difference in the color of tassel you receive in your packet. You only get one tassel to wear and is should be associated with the highest degree you are earning.
  4. For the required package that includes just the cap, gown, and tassel for $47.98 + tax, click on the very top of you page ‘Cap & Gown’ (not on the big blue ‘Order’ button in the middle). Here is where you will find the required package for $47.98 + tax option along with options to purchase an extra tassel if you want
  5. If you want a package with announcements, invitations and extra stuff, click on ‘Order your Graduation Package’

All orders placed on the website by March 17th will be available for pick-up starting April 20th. If you miss the March 17th deadline there will be a very limited selection of sizes in the Bookstore to purchase after April 20th. There is no guarantee they will have the size you need, so please order online by March 17th if you plan to attend graduation on May 1st, 2020.

Q: How do I get my cap & gown if I miss the March 17th order deadline?
Visit or contact the bookstore ASAP if you miss the March 17th order deadline. Starting the first week of April the campus bookstore will have limited supply on hand for purchase.
Q: Is there a commencement rehearsal?
There are two commencement information sessions. Students are encouraged to attend one of the sessions on April 21st at 12:15pm-1pm (check in as early as 11:30am) and 5:15pm-6pm (check in as early as 4:30pm). These information sessions last about 45 minutes and are located at Ivy Tech Bloomington, main campus in Shreve Hall just off the Student Commons. These information sessions are a way to confirm your attendance to commencement and verify your name to be announced as you walk across the stage. We will also go over how to wear your cap & gown, parking information, and time of arrival for graduates and their friends and families. We recommend arriving a little early to these information sessions to get signed in and visit the alumni booth before the start time.

Q: Can I participate in Commencement if I haven't finished my last few classes?
Yes. The Bloomington campus only has one commencement ceremony each year. Students who finish their degree requirements between May and August of 2020 can go through commencement ceremony before completing coursework.

Q: Can I still participate in the Commencement Ceremony if I have not applied to graduate by the March 6th deadline?
Yes. The deadline of March 6th is to get your name in the commencement program. However, you can still apply to graduate and still attend the ceremony. All students must apply to graduate regardless if they plan to attend the ceremony in May.

Q: What if I do not successfully complete a class?
Grades are not finalized for fall or summer graduates by the actual commencement ceremony so students who were planning to attend can still attend commencement. Students who didn’t complete their requirements as planned, email the Registrar’s Office at bl-registrar@ivytech.edu to update their graduation term. Any unmet requirements can be completed in the following semester.

Q: Honor Cords- What are they? When and where do I get them?
The College recognizes three levels of honors for graduating students, based upon cumulative Grade Point Average:

- 4.00 Summa Cum Laude
- 3.75-3.99 Magna Cum Laude
- 3.50-3.74 Cum Laude

Calculation of academic honors, if listed for publication in the graduation ceremony program, will be as of the semester prior to graduation. Honors recorded on the transcript will include the graduation term in the calculation. Students who earned these honors will receive a gold cord to wear during commencement. These are handed out to eligible students at both information sessions held on April 22nd at the time of check-in. If you do not attend one of these sessions, you will pick up your cord at commencement check-in at IU Auditorium on May 1st.

Q: I still have more questions. Who can I contact?
Students can email bl-registrar@ivytech.edu with any questions regarding their graduation application status, graduation requirements or the ceremony details.

Registrar’s Office:
bl-registrar@ivytech.edu
(812) 330-6161 ext. 6161