Preparing for the Evening

We are happy you will be joining us in participating in this year’s Ivy Tech Commencement at the Memorial Coliseum.

Preparing for the Evening

- There is no rehearsal for commencement ceremonies.
- Beginning in April, parking permits for faculty/college participants are available at:
  - Coliseum Campus, Gayla Allseitz in Academic Affairs (CC1210).
  - North Campus, Student Life Center’s Admissions office (SL101).
  - Warsaw Campus, see Allyn Decker.

Arrival times (no later than listed time)

There is no place to keep personal belongings during the ceremony. Please leave purses & other personal items with a friend or family member during the ceremony, or leave items at home.

- 12:30 p.m.: Chancellor, Executive Leadership, Deans and designated staff report for setup and brief run-through of logistics.
• **4:45 p.m.**: Faculty volunteers arrive, dress and meet to review logistics in Expo IV; then go upstairs.

• **5:15 p.m.**: Faculty volunteers help assemble and organize students around the perimeter of the Arena.
  
  o Join the faculty line-up immediately preceding ceremony start.

• **5:15 to 6:15 p.m.**: All other faculty arrive. There will be a posted/draped **changing room** at the far end of Memorial Coliseum’s Expo IV for faculty. Follow the signage to Expo IV once inside the Coliseum.)
  
  o Go through glass doors behind escalators, then through steel doors.
  
  o Go down the ramp and through the reception area in Expo IV to the faculty dressing area in the back.
  
  o Put on cap/gown in the changing area.
  
  o Go straight up the stairs to the faculty line-up (NOTE: You can go UP these stairs but NOT DOWN, since the doors have handles on only one side).
  
  o There are restrooms both upstairs and downstairs.

• **6:15 p.m.**: All other faculty should be assembling near the entrance to the Arena (closest to Memorial Hall). **All faculty should be in line no later than 6:30 p.m.**

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**Families and Guest Information**

Congratulations on your graduate completing the requirements for a degree or certificate from Ivy Tech Community College.

Commencement is a time of celebration for anyone, and it provides a very meaningful occasion for families.

Graduates and their guests are asked to remain for the entire ceremony and to be respectful as each graduate’s name is read.

**Parking is $6. CASH ONLY.** There is no admission fee for the ceremony.

Families and guests can meet up with their graduate(s) immediately following the ceremony at the Commencement Reception. Exit the Arena to the Rotunda, and enter Expo IV.

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**Etiquette for Ceremony**

We ask graduates and guests who attend Commencement to please remain for the entire ceremony. Be respectful as each graduate's name is read, so that each name can be heard.
Ivy Tech believes each graduate's success should be recognized appropriately and appreciates the ceremony not being disrupted.

Personal expressions of congratulations between graduates or graduates and faculty/staff should be reserved for areas outside the ceremony (e.g., post-Commencement reception).

**Special Needs Request**

**Students, Faculty, and Platform Party**

If you need special accommodations during the ceremony, please contact Todd Nichols, Director of Disability Support Services, **prior to the day of the ceremony** at 260-480-4110 or wnichols3@ivytech.edu.

**Families and Guests**

There is accessible seating available on the ground level of the Coliseum Arena for guests needing special accommodations along with one family member. For assistance, **see a Coliseum red-coat usher upon arrival** at Allen County War Memorial Coliseum.

**Frequently Asked Questions**

**When is graduation?**

- Friday, May 8, 2020, at 7 p.m.
- **Arrive by 6:15 p.m. (doors open to graduates at 5:30 p.m.)**

**Where is graduation?**

- Allen County Memorial Coliseum's Arena
  4000 Parnell Ave.
  Fort Wayne, IN 46805
What time should I arrive for graduation?

- **Be on time.** There will be no rehearsal. Graduates and faculty should arrive by 6:15 p.m. and be **dressed and in line** by no later than 6:30 p.m. (doors open to graduates at 5:30 p.m.). It is suggested that you eat something in advance of arriving for the ceremony.

Can I still walk/participate if I did not sign up or fill out an Application for Diploma?

- Yes, but you must be in appropriate graduation attire (cap/gown).

How many guests may I bring?

- There is no limit to the number of guests you may have attend.

What should I wear to graduation?

- All graduates and participating faculty/guests must be in appropriate graduation attire (cap/gown).
- This is a special occasion for you. Please wear at least business casual attire (e.g. khakis, polo, dress shirt, dress; NO jeans, shorts, or flip flops).
- It is suggested that high-heeled shoes **NOT** be worn - for both comfort and safety reasons.

How do I get my cap and gown?

- All participants are required to wear a black graduation cap and gown.
- You may purchase a cap and gown prior to March 20 through Herff Jones at herff.ly/ivytech. A limited number of caps and gowns will be available at the Fort Wayne campus bookstore.

What about parking?

- The cost of parking at the Coliseum is $6 **CASH ONLY**.

Where will I store my personal belongings during the ceremony?

- There is no place to keep your personal belongings during the ceremony. Please leave purses and other personal items with a friend or family member during the ceremony or leave the items at home.

What about special needs/assistance?

- Graduates needing special accommodations during the ceremony should contact Todd Nichols, Director of Disability Services, prior to the day of the ceremony at 260-480-4110 or w nichols3@ivytech.edu.
- Guests and family needing special assistance into the arena should see a Memorial Coliseum red-coat usher upon arrival.

Where will I put on my cap and gown?

- Be sure to unfold your graduation gown in advance of the evening. Do **NOT** iron, but a water steam would be okay to help remove wrinkles.
- By the time you are ready to line up with your group, you should be dressed in your cap and gown. There is no separate dressing room for graduates.
How do I wear the mortarboard and tassel?

- **Mortarboard:** Worn parallel with the ground
- **Tassel:** Hanging from the front-right

How will I know where to line up?

- There will be someone to direct you to the appropriate place for line-up. Graduates will line up by school/program. *Do not move from your spot when in line.*
- Each graduate will be given a card with his or her name on it to be read during the ceremony. If your name needs to be changed, please be sure to write legibly.

How will the processional work?

- No worries. You will be led into the Arena for the processional by Ivy Tech staff.

Where will I sit?

- There will be seating in the Arena for graduates, and you will sit in the same order in which you line up -- by school/program. You will be directed to the front when it is time for you to have your name announced.

How will I get my diploma?

- Fall diplomas were mailed to the students’ home address listed with Ivy Tech in February.
- Spring graduates can expect their diplomas to arrive in the mail late June.
- Summer graduates can expect their diplomas late September.

How do I get an official transcript?

- When you receive your diploma in the mail, you will also receive a coupon in the mail to visit the Express Enrollment Center in Fort Wayne to receive one official transcript at no cost.

What happens after the ceremony?

- Refreshments will be served at the Post-Commencement Alumni Reception immediately following the ceremony in Coliseum Expo IV. Graduates, their friends, and family are invited to attend this celebration.
APPLICATION FOR DIPLOMA

- All students who plan to participate in the May 8, 2020, ceremony should complete an Application for Diploma form.
  - go online via MyIvy > Student > Student Dashboard > Graduating Student > Application for graduation

At Commencement, students will receive their diploma covers as each graduate’s name is announced.

RECEIVING DIPLOMAS

- Fall diplomas were mailed to the students’ home address in February.
- Spring graduates can expect their diplomas to arrive in the mail late June.
- Summer graduates can expect their diplomas late September.

A coupon for a complimentary copy of your transcript will be mailed to you once your degree is conferred.

Questions?

Visit the Express Enrollment Center (Student Life Center on the North Campus, 3701 Dean Drive), or call 260-480-4235. Standard hours are Monday through Thursday, 8 a.m.-6 p.m. and Friday, 9 a.m.-5 p.m. Warsaw students may also fax their request to 260-480-2088.

Cap/Gown and Announcements

All participants are required to wear a black graduation cap and gown. It must fit and be zipped prior to the Commencement ceremony beginning.

Get Your Cap and Gown
The cap, gown and tassel will retail at $47.98 plus tax.

PURCHASE ONLINE
Fort Wayne and Warsaw area students purchase a cap and gown online via the Herff Jones at herff.ly/ivytech. The last day students can order online is Friday, March 20, 2020. It is extremely important that they select the correct campus as that will dictate where their cap and gown is delivered. Prepaid caps and gowns will be delivered to the store at the end of April. Deadline for ordering online: March 20

PURCHASE IN STORE
If a student misses the March 20 deadline to order online, a limited stock will be available on for purchase in the Fort Wayne Bookstore. These are available NOW through 4 p.m. on May 8 as supplies last.
NOTE: No graduation apparel will be sold on the evening of the ceremony at the Coliseum.

Questions? Contact the bookstore directly
Fort Wayne North Campus (Harshman Hall)
3701 Dean Drive
Fort Wayne, IN 46835
Phone: 260-480-4216

Regular business hours:
Monday-Thursday, 9 a.m. to 5 p.m.
Friday, 9 a.m. to 4 p.m.
Saturday and Sunday, closed

Tassel colors
• Associate degrees: SOLID GREEN
• Technical certificates: SOLID WHITE
• Certificates: SOLID GRAY
• Phi Theta Kappa students will wear white or green tassels, which correspond to technical certificate and associate degree, respectively.

Honor cords
• Students with a cumulative GPA of 3.5 or higher as of the fall semester are eligible for honor cords. They are available for purchase at the bookstore
• Phi Theta Kappa Stoles are available for purchase at the bookstore.

Announcements, Diploma Frames, Class Ring
You may purchase custom graduation announcements, diploma frames, and a class ring online at herff.ly/ivytech.

Phi Theta Kappa Graduating Members
If you are a member and wish to wear the gold Phi Theta Kappa stole during graduation, you must follow one of the options below. There are no exceptions, so plan ahead. If you wish to wear any other PTK regalia, you will need to purchase it for yourself from Recognitions Online (ptk.org) as our chapter only supports the honors stole. For more information, contact Tamara Pavelec at tpavelec@ivytech.edu, or in Warsaw, Lori Roe at lroe@ivytech.edu

• Purchasing a stole: Purchase a stole online, or the bookstore also keeps an inventory of stoles. You will need your PTK member ID, which is on your PTK membership card from headquarters. The stoles can be purchased at the bookstore (Fort Wayne only) as well. Get yours early, so you have it before Commencement.
• **Borrow a stole from the Alpha Tau Xi chapter:** Stoles will be available to borrow prior to graduation but not available on the day of the ceremony. Please contact Tamara Pavelec at tpavelec@ivytech.edu, or in Warsaw, Lori Roe at lroe@ivytech.edu if you are interested in borrowing a stole.

**Gold PTK Diploma seals:** All Phi Theta Kappa members receive a gold seal to put on their diplomas. You will receive your gold seal **at the reception after the ceremony** at the PTK table in Expo IV (no later than 9:45 p.m.). Any PTK graduate who is not attending Commencement may still receive the diploma seal. Contact Tamara Pavelec at tpavelec@ivytech.edu to have your seal mailed to you.

**NOTE:** The only way to receive a seal is through your chapter advisors. You cannot purchase a seal at Recognitions Online.

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**Event Photography**

Ivy Tech partners with [Photography by Laura Pentecost](https://www.photographybylaurapentecost.com), a photography company that will be in attendance at Commencement taking photos of each graduate celebrating his or her special moment. These photos will be available for purchase after graduation. Information on where to go and how to purchase prints will be provided in your diploma cover on the night of Commencement, and the College will also send you an email with ordering instructions the week after graduation.

**Personal Photography/Video Encouraged**

Ivy Tech Community College wants graduates, families, and friends to enjoy this special evening at the Memorial Coliseum. Personal photography is also encouraged, and there are no restrictions on personal flash photography or video before, during, or after Commencement.

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**Post-Commencement Alumni Reception**

**CELEBRATE: Food, fun, and fellowship!**

*Expo IV, Allen County War Memorial Coliseum*

*immediately following the ceremony*

A reception will immediately follow the ceremony for graduates to mingle with family, friends, faculty and classmates. Celebrate your success with cake, punch and dance music. If an alcoholic beverage is your preference, a cash bar will be available for those over the age of 21. Music will be at the reception to help us enjoy this wonderful occasion.

Phi Theta Kappa graduates: Return borrowed PTK stoles and get your gold diploma seal.
You will be a member of the Ivy Tech Alumni Association! After Commencement, you will have transitioned from a student to an alumnus of Ivy Tech. We still want you to keep in contact with your Ivy Tech family.

Thanks to the support from our partners!

Visit them at the Alumni Reception immediately following Commencement to explore what they have to offer you.

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**GREEN LEVEL SPONSORS**

![Indiana University Fort Wayne](image1.jpg)

**GRAY LEVEL SPONSORS**

Trine University

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**Faculty Regalia**

**Faculty**
Contact the Bookstore for information on rental or purchase of graduation regalia.

**Fort Wayne**
Harshman Hall on North Campus (Lower Level)
3701 Dean Drive
Fort Wayne, IN 46835
Phone: 260-480-4216
Email: sm8312@bncollege.com

Regular business hours:
Monday-Thursday, 9 a.m. to 5 p.m.
Friday, 9 a.m. to 4 p.m.
Saturday and Sunday, closed

Warsaw
2545 Silveus Crossing
Warsaw, IN 45682
Phone: 574-267-5428, ext. 7227
Email: sm8333@bncollege.com

Regular business hours
Monday to Thursday, 9 a.m. to 5 p.m.
Friday, 9 a.m. to 3 p.m.
Closed Saturdays and Sundays

If you need to borrow regalia...
Faculty are able to borrow regalia from Ivy Tech based upon a very limited supply available. Please contact or visit Gayla Allseitz in Academic Affairs on Coliseum Campus. This supply will be available April 1 in her office and is loaned on a first-come, first-served basis.

Faculty Processional Information

- Faculty process in following the platform party and will be escorted to the faculty seating area.
- Please remain standing when at your seats to honor the graduates.
- Graduates will then proceed to their seats in the Arena.
- If you wish, clap for your students as they enter but please do not leave your seat to personally greet students during the processional.
- Please remain seated during the ceremony. Spacing will not allow for congratulatory gestures (e.g. hugging, hand-shaking) after students’ names are announced. Save these for the post-commencement reception.

Questions?
If you have additional questions or concerns, contact your program chair or dean for clarification on details.