IVY TECH COMMUNITY COLLEGE
Evansville

COMMENCEMENT 2019

FORTY-NINTH ANNUAL COMMENCEMENT EXERCISES

FRIDAY, MAY 10
7 P.M.
FORD CENTER
EVANSVILLE, INDIANA

INFORMATION PACKET
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

**Students** may purchase a cap and gown NOW through 3 p.m. on Friday, May 10, 2019, at the Evansville Campus Bookstore.

**Bookstore hours**
Monday-Thursday, 9 a.m. to 6 p.m.
Friday, 9 a.m. to 3 p.m.

Hours subject to change, per campus schedule. Please contact the Bookstore at 812-429-1418 for details.

- Stop in to purchase your cap and gown unit (**Cost: $40.66 including tax**).
  **NOTE:** Individual components can be ordered separately. Just stop in and see us!
- Receive information on ordering graduation announcements.
- Extra tassels are available for sale.

**NOTE:** No graduation apparel will be sold on the evening of the ceremony at the Ford Center.

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

Announcements, Diploma Frames, Class Ring

You may purchase custom graduation announcements, diploma frames, and a class ring online at [https://collegegrad.herffjones.com/](https://collegegrad.herffjones.com/)
Faculty

The Follett Bookstore on the Evansville campus will be renting graduation regalia for those faculty members who are in need of apparel. The bookstore will need to have all rental orders turned in by, **Monday, April 1** in order to have items by Commencement. Faculty will need to pick up their regalia when it comes in at the Bookstore.

*Bookstore hours*
Monday-Thursday, 9 a.m. to 6:00 p.m.
Friday, 9 a.m. to 3:00 p.m.

Follett Bookstore can also order graduation regalia for purchase, for those who want to keep their caps and gowns and use it every year.

Keep in mind that you will need to remove the regalia from the packaging ahead of time to let the wrinkles fall out. Wet steam is also acceptable to use to remove wrinkles.

Borrowed Regalia

There is a very limited supply of regalia available for faculty to borrow from Ivy Tech. Please contact or visit Ashli Hale in Human Resources.

Diplomas

**APPLICATION FOR DIPLOMA**

- All students who plan to participate in the May 10, 2019, ceremony should Apply to Graduate by logging into MyIvy.
  - 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 students’ home addresses in February.
- Spring graduates can expect their diplomas to arrive in the mail June/July.
- Summer graduates can expect their diplomas late September/October.
A coupon for a complimentary copy of your transcript will also be mailed to you once your degree is conferred. It is **important that your mailing address is up to date** in Ivy Tech’s files in order for you to receive these important documents. Changes can be made on MyIvy. Click your name in upper right corner and select Update Address/Phone.

**Questions?**

Visit the Registrar’s Office in the Express Enrollment Center, or call 812-429-1434. Standard hours are Monday through Thursday, 8 a.m.-6 p.m. and Friday, 9 a.m.-5 p.m.

---

**Graduate Information**

Congratulations on achieving your academic goals. We’re proud of you! Now it is time to gear up for participating in Commencement and for celebrating your success.

**PREPARING FOR THE EVENING**

- There is **no rehearsal** for commencement ceremonies.
- There is **no limit to the number of guests** you may invite to attend.
- Do not wear shoes that make it difficult to walk (e.g. high heels), as you will be walking a lot.
- Remember to unfold your graduation gown in advance and let it hang. Do NOT attempt to iron the gown, but a water steam could help get out wrinkles.
- Please **arrive** at the Ford Center, 1 SE Martin Luther King Jr. Blvd., Evansville, by 6 p.m. (doors open to graduates at 6 p.m.). When you arrive, someone will direct you to the appropriate place to line up. Ivy Tech employees and volunteers will be wearing glowing lanyards.
- There is no place to keep **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.
- Graduates will **line up by school/program/last name**.
- 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.
- You will be led into the Ford Center for the processional.
- You will sit in the same order in which you line up -- by school/program/last name.
- Your entire row will be directed to stand when it is time for you to receive your diploma and you will walk toward the podium located on the right hand side of the stage.
• You will hand the card you have been given with your name and the credential you are receiving to the person next to the podium.

• While receiving your diploma, your photo will be taken before you return to your seat.

• You will then return to your seat in the Ford Center until the end of the ceremony.

**Event Photography**

Ivy Tech partners with Black Pixel Studios, 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 **free** download on the Ivy Tech website Evansville drop-down menu at www.ivytech.edu/graduation **by June 1**.

**Personal Photography/Video Encouraged**

Ivy Tech Community College wants graduates, families, and friends to enjoy this special evening at the Ford Center. Personal photography is also encouraged, and there are no restrictions on personal flash photography or video before, during, or after Commencement. Please post to social media using #IvyTechGrad.

**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 Natalie Morgan at nmorgan22@ivytech.edu, or Donna Krampe at dkrampe@ivytech.edu.

• **Purchasing a stole**: [Purchase a stole online](#). You will need your PTK member ID, which is on your PTK membership card from headquarters.
Faculty and Participant Information

We are happy you will be joining us in participating in this year’s Ivy Tech Commencement at the Ford Center, 1 SE Martin Luther King Jr. Blvd.

*Please note: There will be bag searches at the main doors. (Items to avoid bringing include: cameras with detachable lenses, computers, laptops, outside food and beverage, cans, bottles, coolers, video cameras or audio recorders, laser pens or laser products, noise makers, weapons of any kind, backpacks, large bags, sealed packages of any kind, fireworks or incendiary device, animals, large umbrellas, flag poles or any support frames for banners/signs, balloons, or any other items deemed unacceptable by the Ford Center.)

PREPARING FOR THE EVENING

Arrival times (no later than listed time)

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

- **11:00 a.m.**: Chancellor, Executive Leadership, Deans and designated staff report for setup and brief run-through of logistics. Someone will be located at the main doors of the Center to let you in.
- **5:00 p.m.**: Foundation Reception Begins, Old National Suite. Enter before 6 p.m. at the ONB Suite Entrance Number 2, on the corner of Sixth and Main streets to the right of the Ticket Booth.
- **5:30 p.m.**: Student robing volunteers arrive, check in
- **5:45 p.m.**: Final Instructions for Student Robing
- **6:00 p.m.**: Student robing volunteers help assemble and organize students around the perimeter of the Ford Center.
- **6:00 p.m.**: Faculty arrive for robing. Faculty robing will take place in the Hospitality Room. This is located through the double doors on the right hand side of the Ford Center Foyer.
- **6:00 p.m.**: Stage guest robing will take place in the Green Room, located behind the stage. Turn left at the Hospitality Room and follow the hallway.
• **6:30 p.m.**: All students, faculty, and stage guests should be robed and in line no later than 6:30 p.m.

• **7:00 p.m.**: Ceremony begins.

**Processional Information for Faculty**

- 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 Ford Center.
- *If you wish, clap for your students as they enter but please do not leave your seat to personally greet students during the processional.*

**Questions?**

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

---

**Families and Guest Information**

Congratulations on your graduate completing the requirements for a degree or credential 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.

Families and guests can meet up with their graduate(s) immediately following the ceremony on the second floor concourse.

---

**Procession/Recession Details**

**ORDER OF CEREMONY**

1. Administration/Trustees procession to stage
2. Faculty procession
3. Graduates proceed to seats
4. Ceremony
5. Administration/Trustees recess
6. Faculty recess
7. Graduates recess

Special Needs Request

STUDENTS, FACULTY, AND STAGE GUESTS

If you need special accommodations during the ceremony, please contact Celia Teoh, Registrar, two weeks prior to the ceremony at (812) 429-1433 or cteoh@ivytech.edu.

Families and Guests

There is accessible seating available at the Ford Center. For assistance, see a Ford Center usher upon arrival.

A sign language interpreter will also be provided on stage during the ceremony.

Frequently Asked Questions

When is graduation?

- Friday, May 10, 2019, at 7 p.m.
- Doors open to graduates at 6:00 p.m.

Where is graduation?

- Ford Center, 1 SE Martin Luther King Jr Blvd, Evansville, IN 47708
What time should I arrive for graduation?

- **Be on time.** There will be no rehearsal. Graduates and faculty should arrive by 6:00 p.m. and be **dressed and in line** by no later than 6:30 p.m. Doors open to graduates at 6:00 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 (black 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 (black 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 at the Ivy Tech Bookstore on the Evansville campus.

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?

- If you need special accommodations during the ceremony, please contact Celia Teoh, Registrar, two weeks **prior to the ceremony** at (812) 429-1433 or cteoh@ivytech.edu.
- There is accessible seating for guests available at the Ford Center. For assistance, see a Ford Center 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, sitting on the top of your head – not the back of your head.
• **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, and there will be signs. Graduates will line up by school/program/last name. *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 let us know when we hand the card to you.

**How will the processional work?**

• No worries. Follow the person in front of you.

**Where will I sit?**

• There will be seating in the Ford Center for graduates, and you will sit in the same order in which you line up -- by school/program/last name. 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.

• Spring graduates can expect their diplomas to arrive in the mail June/July.

• Summer graduates can expect their diplomas late September/October.

**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/Registrar in Evansville to receive one official transcript at no cost.