

Ivy Tech Community College
2018 Fall Commencement
December 14 & 15

Commencement Information & Instructions - Graduate & Guest

Date: December 14 & 15, 2018
Location: Ivy Tech Community College Culinary & Conference Center
2820 North Meridian Center
Indianapolis, IN 46208
Parking: Ivy Tech Community College, Conference Center, Parking Garage & Lot 12

General Ceremony Information

- **Commencement Ceremonies by schools:**
 - **Friday, December 14 – 6:00pm**
 - **School of Nursing Commencement & Pinning Ceremony**
 - **Saturday, December 15 – 10:00am**
 - **School of Advanced Manufacturing, Engineering & Applied Sciences**
 - **School of Arts, Sciences & Education**
 - **School of Business**
 - **School of Information Technology**
 - **School of Health Sciences**
 - **School of Public Affairs & Social Services**
- Graduates enter the West entrance of the Conference Center (*Guests must enter the Main entrance of the Conference Center*)
- All graduates will be given 2 tickets for guests to attend.
- Each ceremony will be live-streamed. (<https://www.ivytech.edu/graduation> in the “Indianapolis” dropdown.)
- Eat before you arrive
- **DO NOT BRING ANY VALUABLES WITH YOU.**
- **DO NOT** place any personal items under your seat during commencement. (*You may not return to the same seat after you receive your diploma*)
- For graduate special/handicap accommodations, please contact Susan Simon at ssimon7@ivytech.edu.

Parking Information

- Graduates and guests may use the Conference Center parking, Parking Garage and Lot 12 between 27th & 28th Streets and between Meridian & Illinois Streets.
- Handicap parking will be on a first come basis and the vehicle must have a state issued handicap parking tag.
- Allow at least 15 minutes to park and enter the building.
- Parking is free.

Guest Information

- All guests must enter the Conference Center main entrance doors.
- The doors to the Conference Center Quad (1st floor) will open 45 minutes prior to the ceremony.
- All guests must have a ticket to enter the Quad.
 - All other guests will be directed to the Ballroom (2nd floor) for Livestream viewing.
- All guests need to be seated 10 minutes prior to the ceremony.
- Graduates will meet their guests in the Lobby (1st floor) immediately following the ceremony.

Graduate Schedule & Information for Commencement

Friday, December 14 – 6:00pm – School of Nursing Fall Commencement & Pinning Ceremony

- 5:15pm: Arrive in the Conference Center – enter Graduate Entrance - West door
Graduate Check-in - Room CC109
- Use the restroom
 - Prepare your robe and academic regalia
 - Move to the indicated location in the processional line-up area
 - *Late arrivals may not be accommodated*
- 5:55pm: Processional begins
- Staff will lead graduates into the Quad and into the seating area
- 6:00pm: Commencement begins
- Staff will prompt graduates when to approach and cross in front of the stage
 - Staff will lead graduates to and from the stage area
 - Photos will be taken of each graduate as they receive their diploma cover
 - Staff will lead graduates to candle lighting
- 7:00pm: Recessional begins
- 7:05pm: Graduates meet guests and faculty in the Lobby (1st floor)
- 7:30pm: Conference Center closes

Saturday, December 15 – 10:00am – Fall Commencement

- 9:15am: Arrive in the Conference Center – enter Graduate Entrance - West door
Graduate Check-in - Room CC109
- Use the restroom
 - Prepare your robe and academic regalia
 - Move to the indicated location in the processional line-up area
 - *Late arrivals may not be accommodated*
- 9:55am: Processional begins
- Staff will lead graduates into the Quad and into the seating area
- 10:00am: Commencement begins
- Staff will prompt graduates when to approach and cross in front of the stage
 - Staff will lead graduates to and from the stage area
 - Photos will be taken of each graduate as they receive their diploma cover
- 11:00am: Recessional begins
- 11:05am: Graduates meet guests and faculty in Lobby (1st floor)
- 11:30am: Conference Center closes