



Class of 2019

**Terre Haute
Graduation
Frequently Asked
Questions**

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!

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

Students can submit a graduation application through their My Ivy account. Applying to graduate is free of charge. There is no fee for applying.

To apply:

- Log in to My Ivy
- Under “student” select Advising
- Select **APPLY TO GRADUATE**
- Follow the steps to complete your graduation application

What happens after I apply to graduate?

Students will receive a confirmation email stating the Registrar’s Office has received their graduation application.

How long does it take for my degree to be awarded?

Degree conferral begins after the end of the graduating semester for which the student has applied.

The degree requirements for the degree(s) for which you have applied for will be verified by the Registrar’s Office after all final grades are posted.

You can view if your degree has been awarded and posted by viewing your Ivy Tech “unofficial transcript”. During peak times, awarding of degrees may take longer.

When do I get a copy of my diploma?

Diploma will be mailed to the address provided on the application for diploma with in 30 to 60 days from the end of the ter. An email will be sent to your Ivy Tech email account alerting you that the degree has been mailed out.

If you need to update your graduation mailing address you may do so by contacting the Registrar's Office at TH-Registrar@ivytech.edu. This will only update the address for mailing of your diploma.

What if I do not successfully complete a class?

If a student does not successfully complete a required course for their degree, they may apply to graduate the following semester. You can email the Registrar's Office to update them of your graduation term.

What is Commencement?

Commencement is the graduation ceremony held for fall, spring, and summer graduates. Students who graduate on December 2018, May 2019, and Summer 2019 are eligible to participate in commencement. Commencement this year will be held at the Hulman Civic Center at 7 p.m.

More information regarding time of arrival and parking will be sent out during spring semester.

Can I participate in Commencement if I need 1 more class to graduate?

Yes. Spring 2019 and Summer 2019 graduates who will be taking coursework during the summer 2019 semester to complete their requirements are eligible to participate in the 2019 Commencement Ceremony. Information regarding the ceremony and cap & gown is usually sent out during the spring semester to student's Ivy Tech email.

Commencement will be on Thursday May 9th at The Hulman Civic Center. More information regarding time of arrival and parking will be sent out during spring semester.

How do I get my cap & gown?

Cap & gowns are ordered through the bookstore. More information will be provided later.

I still have more questions. Who can I contact?

Students can email the Registrar's Office at TH-Registrar@ivytech.edu with any graduation related questions!