

Commencement Journey Track #1

Audience: Pending graduates, not yet applied. (Both December & May graduates.)

Email 1

Subject: Apply to graduate today!

%%FirstName%%,

You are one step closer to *your* better every day after! Commencement is right around the corner. In order to receive your certification or degree from Ivy Tech, you need to apply to graduate. But don't worry – it's quick and easy!

To apply to graduate, follow the steps below:

1. Login to [MyIvy](#)
2. Click the *Tools and Resources* tab
3. Choose *Apply to Graduate*

Then, follow the instructions to select your curriculum, name to appear on the diploma, mailing address, and whether you will be attending the commencement ceremony.

Remember to apply to graduate as soon as possible so you have everything prepared in time for the end of the academic year.

If you have additional questions, visit ivytech.edu/graduation and choose your campus for more detailed information.

We can't wait to celebrate with you!

Email 2

Subject: Don't wait – Apply to graduate today!

%%FirstName%%,

Commencement is right around the corner, but you need to apply to graduate before receiving your diploma! The process to graduate is quick and easy. Take a look at the steps below:

1. Login to [MyIvy](#)
2. Click the *Tools and Resources* tab
3. Choose *Apply to Graduate*

Then, follow the instructions to select your curriculum, name to appear on the diploma, mailing address, and whether you will be attending the commencement ceremony.

Please apply to graduate as soon as you can! If you have additional questions, visit ivytech.edu/graduation and choose your campus for more detailed information.

We look forward to celebrating with you!

Email 3

Subject: It's not too late to apply to graduate!

You're so close to accomplishing your better everyday after! Graduation is quickly approaching and in order to receive your diploma, you need to apply to graduate. Follow the steps below to get started:

1. Login to [MyIvy](#)
2. Click the *Tools and Resources* tab
3. Choose *Apply to Graduate*

Then, follow the instructions to select your curriculum, name to appear on the diploma, mailing address, and whether you'll be attending the commencement ceremony.

If you have questions along the way, visit ivytech.edu/graduation and choose your campus for more detailed information.

See you at commencement!

Commencement Journey Track #2

Audience: Graduates who have applied to graduate.

Email 1

Subject: Commencement next steps.

Pre-header: Read to learn more.

%%FirstName%%,

Thank you for applying to graduate from Ivy Tech Community College! We want to make sure you have everything completed before the big day!

Here are a few key items to check off your list before graduation day:

1. **Order your Cap & Gown:** Commencement regalia, or a cap and gown, are required for the commencement ceremony. For more information about regalia at your campus, visit ivytech.edu/graduation.
2. **Complete your Degree Audit:** Make sure you stay on track to graduate by running a degree audit. This can be performed on [MyIvy](#) under Student > Advising > Degree Completion Tracker.

3. **Date and Time of Commencement:** Mark your calendar for the upcoming commencement ceremony. Graduating students are expected to arrive earlier than the start time of the ceremony.

It's almost time to celebrate! If you have any questions, visit ivytech.edu/graduation and choose your campus location. Important information about commencement and local contact information is provided. Please note - due to venue restrictions, large balloon bouquets are not permitted at graduation ceremonies.

Congratulations! We look forward to celebrating with you on graduation day.

Email 2

Subject: Graduation is right around the corner.

Pre-header: Learn more about next steps.

%%FirstName%%,

We're happy to see you've applied to graduate! Before we can celebrate your Ivy Tech journey, make sure you can check off the steps below:

1. **Order your Cap & Gown:** Commencement regalia, or a cap and gown, are required for the commencement ceremony. For more information about regalia at your campus, visit ivytech.edu/graduation.
2. **Complete your Degree Audit:** Make sure you stay on track to graduate by running a degree audit. This can be performed on [MyIvy](#) under Student > Advising > Degree Completion Tracker.
3. **Date and Time of Commencement:** Mark your calendar for the upcoming commencement ceremony. Graduating students are expected to arrive earlier than the start time of the ceremony.

If you have questions, visit ivytech.edu/graduation and choose your campus location. Important information about commencement and local contact information is provided. Please note - due to venue restrictions, large balloon bouquets are not permitted at graduation ceremonies.

See you at commencement!

Email 3

Subject:

%%FirstName%%,

The time has come to celebrate all of your hard work and share this core memory with family and friends. Before you show up on graduation day, be sure to complete the following steps:

1. **Order your Cap & Gown:** Commencement regalia, or a cap and gown, are required for the commencement ceremony. For more information about regalia at your campus, visit ivytech.edu/graduation.
2. **Complete your Degree Audit:** Make sure you stay on track to graduate by running a degree audit. This can be performed on [MyIvy](#) under Student > Advising > Degree Completion Tracker.
3. **Date and Time of Commencement:** Mark your calendar for the upcoming commencement ceremony. Graduating students are expected to arrive earlier than the start time of the ceremony.

If you have questions along the way, visit ivytech.edu/graduation and choose your campus location. Important information about commencement and local contact information is provided. Please note - due to venue restrictions, large balloon bouquets are not permitted at graduation ceremonies.

We can't wait to celebrate with you on graduation day!