



COMMENCEMENT GUIDE

2022



IVY TECH
COMMUNITY
COLLEGE
RICHMOND

COMMENCEMENT CEREMONY

Saturday, May 14, 2022

1:30 p.m.

Tiernan Center, Richmond High School
380 Hub Etchinson Parkway
Richmond, Indiana 47374

WCC STUDENT CHECKLIST FOR COMMENCEMENT:

- Know your Ivy Tech email address, username and password, and C number, and know how to access your MyIvy account at myivy.ivytech.edu.

Email: _____@ivytech.edu

Username: _____

Password: _____

- Apply to graduate.
- Confirm your attendance at the ceremony by **Thursday, April 7, 2022** with Mrs. Jones.
- Reserve your cap and gown with Mrs Jones by **Friday, May 6, 2022**.
- Complete all course work successfully.
- Pick up your cap, gown, and gray tassel from Mrs. Jones on **Thursday, May 12, 2022 (or Monday, May 9 for co-op students)**.
- Arrive at the Tiernan Center to check in with Ivy Tech 11:30 a.m. - 12:30 p.m. on **Saturday, May 14, 2022**.
- Celebrate your success!
- Return your cap and gown to Mrs. Jones on **Monday, May 16, 2022**.
- Receive your Certificate in the mail at your home address.

COMMENCEMENT vs. GRADUATION EXPLAINED

- Graduation is when a student completes all requirements of their degree and is awarded a credential (Certificate, Technical Certificate, or Associate).
- Commencement is the ceremony that celebrates graduation.

COMMENCEMENT CEREMONY

Commencement will be held on Saturday, May 14, 2022, at 1:30 pm at Richmond High School in the Tiernan Center. Students completing a Certificate (CT) are encouraged to attend; however, it is not required in order to receive your Certificate. Conversely, participating in Commencement does not automatically mean that you will earn the Certificate. You must still complete all necessary course requirements.

CAPS AND GOWNS

Reservation

Caps and gowns are loaned to students for use in the ceremony. Caps and gowns should be reserved with Mrs Jones by **Friday, May 6, 2022**. This saves students approximately \$50 by not having to purchase a cap and gown from Ivy Tech. If your high school cap and gown are black, you may wear them instead.

Distribution

Caps, gowns, and tassels will be distributed on **Thursday, May 12, 2022 (or Monday, May 9 for co-op students)**. Students should see Mrs. Jones for pickup. During the ceremony, your mortarboard (cap) is to be worn parallel to the ground with the tassel hanging from the front-right. Your gown should be zipped, and your hands should be free.

Return

Caps and gowns should be returned to Mrs. Jones at WCC on **Monday, May 16, 2022**. You are responsible for the cap and gown while in your possession. They should be returned in the condition in which they were distributed. Please keep them on the hanger when not in use to limit wrinkling. If the cap and/or gown are lost or damaged, you will be responsible for the \$50 replacement cost.

TASSELS

Each student who earns a Certificate will wear a gray tassel during the ceremony. WCC provides the tassels free to students to commemorate their accomplishment. Students will keep the tassels. Tassels will be distributed with the caps and gowns.

CORDS

Ivy Tech recognizes high school students at the ceremony with green and white cords. The cords are provided at no cost and will be worn at the Ivy Tech graduation ceremony. They may also be worn at your high school graduation ceremony (with high school approval). The cords will be distributed with the caps, gowns, and tassels on Thursday, May 12, 2022 at WCC. Students will keep the cords.

Students who have achieved honor status will receive honor cords from Ivy Tech staff at the ceremony. Honor status is based on the student's cumulative Ivy Tech GPA at the end of the fall semester and is determined as follows:

Cum Laude	3.50-3.74	Single gold cord
Magna Cum Laude	3.75-3.99	Single gold cord
Summa Cum Laude	4.00	Double gold cord

DAY OF CEREMONY TIMELINE

11:30 am – 12:30 pm	Students check-in at the registration table in Tiernan Center outside the girls' gym; look for the Welcome Graduates sign
12:45 pm	All students should be lined up in the girls' gym, alphabetically by program; your program chair will be there to help!
12:45 pm	Doors open to the public
1:00 pm	Instructions to graduates will be given
1:10 pm – 1:25 pm	Procession and seating of graduates
1:30 pm	Commencement Ceremony begins

WHAT TO EXPECT ON COMMENCEMENT DAY

The ceremony is expected to last 1 ½ to 2 hours. You will receive instructions the day of the ceremony on how to proceed into the venue. There will not be a dress rehearsal. Please be at the Tiernan Center between 11:30 and 12:30 to check in. Leave purses, cell phones, etc. with a guest as there is no secure storage. Instructions to graduates will begin promptly at 1:00 p.m. Your name will be announced as you cross the stage to be recognized for your achievement. You will only receive a commemorative diploma cover at the ceremony. Your Certificate will be mailed to your home address.

SPECIAL ARRANGEMENTS

Any student needing special accommodations should contact Linda Przybysz at 765-966-2656 ext. 1214 by April 19.

GUESTS

There are no tickets required or limit to the number of guests. There will be a reserved section for guests who are unable to climb bleachers.

PARKING

Parking is free and available adjacent to the Tiernan Center.

YOUR CERTIFICATE AND TRANSCRIPT

Students will receive an emailed link to their e-diploma 3 to 4 weeks after the end of the semester through their Ivy Tech email address. The physical Certificate will be mailed to their home address 3 to 4 weeks after that. Please note that once your Certificate has been awarded, it is immediately visible on your Ivy Tech transcript. Be sure to check your transcript by logging into your MyIvy account. Contact Mrs. Jones if your Certificate is not posted by June 1, 2022.

WCC GROUP PHOTOS

All WCC students should gather outside the Tiernan Center after the ceremony for group photos. The photos will be taken at the entrance near the football field facing Hub Etchinson Parkway.

CEREMONY PHOTOGRAPHY

Photos will be taken of each graduate by *The Grad Team*, a photography company that specializes in commencements. The company will email you a proof approximately one week after the ceremony and you may purchase directly from the company if you are interested. Proofs will be emailed to your Ivy Tech email address.

COMMENCEMENT STREAMING

The local Whitewater Community Television (WCTV) station will be live streaming the Commencement ceremony. A link to watch the ceremony will be shared with you after Commencement.

QUESTIONS

If you have any questions, contact Soni Jones, WCC Assistant Director, at (765) 825-0521 or sjones@fayette.k12.in.us.

CONGRATULATIONS

From the entire faculty and staff at WCC, we congratulate you on this accomplishment. We wish you the best and continued success in all of your future endeavors!