



COMMENCEMENT GUIDE

for WCC Students Completing Ivy Tech Credentials



Ivy Tech Richmond
COMMENCEMENT CEREMONY
Saturday, May 13, 2023
1:30 p.m.



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

Congratulations!

You have earned a credential at Ivy Tech, and you are eligible to participate in Ivy Tech Richmond's Commencement ceremony. This booklet contains all the information you need to participate and all the information you need to share with your family and friends. The faculty and staff at WCC are very proud of your accomplishments, and we are happy you chose to celebrate by joining us on **May 13, 2023** for the Commencement ceremony.

See the **CHECKLIST OF THINGS TO DO AND REMEMBER** on page 7.

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.

CREDENTIALS EARNED BY WCC STUDENTS

Most WCC students will receive a Certificate (CT) in their industry area. This is the first credential that can be earned at Ivy Tech. A few WCC students may achieve the next level and earn a Technical Certificate (TC). To earn the TC, students have taken additional required courses on their own during the summer or online. The next level after the TC is the Associate's Degree. Students earning any of these credentials are eligible to participate in the Commencement ceremony. For more information on working toward your next level credential, see the **POSTSECONDARY PLANNING** section on page 6.

COMMENCEMENT CEREMONY

Commencement will be held on **Saturday, May 13, 2023, at 1:30 pm** at Richmond High School in the Tiernan Center. Students completing a Certificate (CT) and/or Technical Certificate (TC) are encouraged to attend; however, it is not required in order to receive your credential(s). Conversely, participating in Commencement does not automatically mean that you will earn your credentials. You must still successfully complete all necessary course requirements.

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 (or other credential) will be mailed to your home address.

GUESTS

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

PARKING

Parking is free and available adjacent to the Tiernan Center.

DAY OF CEREMONY TIMELINE

| | |
|----------------------------|--|
| 11:30 am - 12:30 pm | Students check-in at the registration table in Tiernan Center outside the small gym; look for the “Welcome Graduates” sign |
| 12:45 pm | All students should be lined up in the small gym, alphabetically by program; your program chair will be there to help |
| 12:45 pm | Doors open to the public |
| 1:00 pm | Instructions given to graduates |
| 1:10 pm - 1:25 pm | Procession and seating of graduates |
| 1:30 pm | Commencement Ceremony begins |
| After | <i>WCC Group Photos (see information below)</i> |

SPECIAL ARRANGEMENTS

Any student needing special accommodations should contact Linda Przybysz at 765-966-2656 ext. 1214 by April 14.

CAPS AND GOWNS

WCC loans black caps and gowns to students for use in the commencement ceremony.

RESERVATION

Caps and gowns should be reserved with Sherry Jones in the WCC main office by [Friday, April 21, 2023](#). 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. We cannot guarantee caps and gowns to students who do not reserve them by the deadline.

DISTRIBUTION

Caps, gowns, and tassels will be distributed on [Thursday, May 11, 2023 \(or Monday, May 8 for WBL/co-op students\)](#). Students should see Sherry Jones in the WCC main office for pickup.

CEREMONY

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. Students should not modify or customize the cap or gown in any way.

RETURN

Caps and gowns should be returned to Sherry Jones at WCC on [Monday, May 15, 2023](#). 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. The tassels are for students to keep. Tassels will be distributed with the caps and gowns.

CORDS RECOGNIZING HIGH SCHOOL STUDENTS

Ivy Tech recognizes high school students with green and white cords. The cords are provided at no cost and will be worn at the Ivy Tech commencement 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 11, 2023 (or Monday, May 8, 2023 for WBL/co-op students)** at WCC. The cords are for students to keep.

CORDS RECOGNIZING HONOR STUDENTS

Students who have achieved honor status will also receive honor cords from Ivy Tech. Ivy Tech staff will distribute the honor cords at the ceremony. The cords will be worn at the Ivy Tech commencement ceremony and are for students to keep. Honor status is based on the student's cumulative Ivy Tech GPA at the end of the Fall 2022 semester and is determined as follows:

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

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.

YOUR IVY TECH CERTIFICATE / TECHNICAL CERTIFICATE

Students will receive a link to their e-diploma 3 to 4 weeks after the end of the semester through their Ivy Tech email address. The physical Certificate/Technical Certificate will be mailed to your home address 3 to 4 weeks after that. Please note that once your Certificate/Technical 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. If you are working on completing a Technical Certificate and still need summer courses, you will receive the Technical Certificate at your home address after the completion of your last course.

IVY TECH TRANSCRIPTS / Unofficial and Official

Transcripts can be found in your MyIvy account. Ivy Tech allows students up to two years after taking courses to access their MyIvy account.

Unofficial transcripts are used to check courses completed, credentials earned, GPA and more. Unofficial transcripts are typically used by the student.

How to Obtain an Unofficial Transcript via MyIvy:

1. Log into [MyIvy](#).
2. Under QuickLinks click Unofficial Transcripts.
3. Academic Transcript Options screen will appear. Click Submit to view your unofficial transcript.

Official transcripts are used when transferring your Ivy Tech records to another postsecondary institution.

How to Obtain an Official Transcript via MyIvy:

1. Log into [MyIvy](#).
2. Under QuickLinks click Request Official Transcripts.
3. You will be directed to Parchment to order your transcript. To obtain official transcripts, you will need an account with Parchment Exchange. There may be a fee to obtain official transcripts.

POSTSECONDARY PLANNING

Chris Bottomley, Ivy Tech K-14 Advisor, works with WCC to develop their postsecondary education plans for Ivy Tech and other colleges. If you would like additional assistance in making or completing plans for after high school, see Chris on Mondays at WCC. Chris can also be reached at cbottomley2@ivytech.edu.

CONTACTS / QUESTIONS

Soni Jones
Whitewater Career Center
WCC Assistant Director
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sjones@fayette.k12.in.us

Chris Bottomley
Ivy Tech Community College
K-14 Advisor
cbottomley2@ivytech.edu

CONGRATULATIONS

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

CHECKLIST OF THINGS TO DO AND REMEMBER

- Know your Ivy Tech email address, username and password, and C number, and know how to access your MyIvy account at myivy.ivytech.edu. Keep this information for further reference.
- Continue to work hard in your classes.
- Reserve your cap and gown with Sherry Jones in the WCC main office by [Friday, April 21, 2023](#).
- Pick up your cap, gown, and gray tassel from Sherry Jones in the WCC main office on [Thursday, May 11, 2023 \(or Monday, May 8 for WBL/co-op students\)](#).
- Arrive at the Tiernan Center to check in with Ivy Tech staff between 11:30 a.m. - 12:30 p.m. on [Saturday, May 13, 2023](#).
- Gather for WCC group photos outside the main entrance of the Tiernan Center (facing the football field) after the ceremony.
- Return your cap and gown to Sherry Jones in the WCC main office on [Monday, May 15, 2023](#).
- Complete all course work successfully.
- Receive your credentials in the mail at your home address.

1300 Spartan Drive
Connersville, IN 47331
765.825.0521

WHITEWATER
CAREER CENTER

   www.WhitewaterCareerCenter.org

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