



Ivy Tech Community College COMMENCEMENT GUIDE

for WCC Students Completing Ivy Tech Credentials



Ivy Tech Richmond
COMMENCEMENT CEREMONY
Saturday, May 10, 2025
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 10, 2025** for the Commencement ceremony.

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. Several WCC students will also achieve the next level and earn a Technical Certificate (TC). To earn the TC, students have taken additional required courses at their high schools and/or on their own. The next level after the TC is the Associate's Degree. WCC may also have a few students earning this 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 10, 2025, at 1:30 pm** at Richmond High School in the Tiernan Center. Students completing a credential(s) 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 at the venue. There will not be a dress rehearsal. **Please be at the Tiernan Center at 12:00 for WCC photos. Ivy Tech check in will start at 12:15.** Students should be lined up and ready for instructions 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 (and other credentials) will be mailed to your home address.

DAY OF CEREMONY TIMELINE

12:00 pm	Students line up for WCC photos outside at the main entrance by the football field; look for the WCC sign; the rain location will be just inside on the stairs.
12:15 pm	Students check-in at the registration table in Tiernan Center outside the small gym; look for the “Welcome Graduates” sign
12:45 pm	Doors open to the public
12:55 pm	All students should be lined up in the small gym, alphabetically by program; you will have help lining up; leave personal items with a guest as there is no secure storage
1:00 pm	Instructions given to graduates
1:15 pm – 1:25 pm	Procession and seating of graduates
1:30 pm	Commencement Ceremony begins

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

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 bleachers.

PARKING

Parking is free and available adjacent to the Tiernan Center.

SPECIAL ARRANGEMENTS

Any student needing special accommodations should contact Kathy Campbell at Ivy Tech at 765-966-2656 ext. 1233 by April 18.

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 bookkeeper Sherry Jones in the WCC main office by [Tuesday, April 22, 2025](#). This saves students approximately \$60 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 8, 2025 \(or Monday, May 5 for WBL/co-op students\)](#). Students should see bookkeeper 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. Please do not remove the WCC sticker from the top of the cap.

RETURN

Caps and gowns should be returned to Sherry Jones at WCC on [Monday, May 12, 2025](#). 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 \$60 replacement cost.

TASSELS

Each student who earns a credential will wear a white 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 honors 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 commencement ceremony (*with high school approval*). The cords will be distributed with the caps, gowns, and tassels on [Thursday, May 8, 2025 \(or Monday, May 5 for WBL/co-op students\)](#) 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 2024 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

They may also be worn at your high school commencement ceremony (*with high school approval*).

WCC GROUP PHOTOS

All WCC students should gather outside the Tiernan Center at 12:00 before the ceremony for group photos. The photos will be taken outside at the main entrance near the football field facing Hub Etchinson Parkway. Look for the WCC sign. The rain location will be just inside on the stairs.

CEREMONY PHOTOGRAPHY

Photos will be taken of each graduate as they cross the stage 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. QR codes for uploading your phone/email/address will be posted around the small gym during commencement.

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 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/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. PLEASE make sure your address is correct. If not, your credentials will be returned to the campus.

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 students 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 Wednesdays at WCC. Chris can also be reached at cbottomley2@ivytech.edu.

CONTACTS / QUESTIONS

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WCC Assistant Director
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Chris Bottomley
Ivy Tech Community College
K-14 Advisor
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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. You will have access to your account for two years.
- Continue to work hard in your classes.
- Reserve your cap and gown with Sherry Jones in the WCC main office by [Tuesday, April 22, 2025](#).
- Pick up your cap, gown, and gray tassel from Sherry Jones in the WCC main office on [Thursday, May 8, 2025 \(or Monday, May 5 for WBL/co-op students\)](#).
- [Arrive at the Tiernan Center by 12:00 pm to have WCC photos taken](#). Gather for WCC group photos outside the main entrance of the Tiernan Center (facing the football field). Look for the WCC sign.
- Check in with Ivy Tech starts at [12:15 pm. on Saturday, May 10, 2025](#).
- Return your cap and gown to Sherry Jones in the WCC main office on [Monday, May 12, 2025](#).
- Complete all course work successfully.
- Receive your credentials in the mail at your home address.

WHITEWATER
CAREER CENTER

   www.WhitewaterCareerCenter.org