



# Ivy Tech Community College COMMENCEMENT GUIDE

for WCC Students Completing Ivy Tech Credentials

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Ivy Tech Richmond  
**COMMENCEMENT CEREMONY**  
Saturday, May 9, 2026  
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 9, 2026** for the Commencement ceremony.

## COMMENCEMENT vs. GRADUATION EXPLAINED

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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

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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 7.

## COMMENCEMENT CEREMONY

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Commencement will be held on **Saturday, May 9, 2026, 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

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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. **Ivy Tech check in will begin at 12:15 pm at the Tiernan Center. WCC photos will be at 12:45 pm on the stairs at the main entrance.** Students should be lined up and ready for instructions promptly at 12:55 pm. 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 once you have completed all requirements.

## DAY OF CEREMONY TIMELINE

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12:15 pm	Students may begin check-in at the registration table in Tiernan Center outside the small gym; look for the “Welcome Graduates” sign
12:45 pm	<b>Students line up for WCC photos on the stairs at the main entrance by the football field; look for the WCC sign</b>
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

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

## PARKING

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Parking is free and available adjacent to the Tiernan Center.

## SPECIAL ARRANGEMENTS

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Any student needing special accommodations should contact Eric Swanson at Ivy Tech at 765-966-2656 ext. 1184 or by email at [eswanson16@ivytech.edu](mailto:eswanson16@ivytech.edu) by April 24.

## CAPS AND GOWNS

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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 21, 2026](#). 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 7, 2026](#) at WCC. 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 11, 2026](#). 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.

## DRESS

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Commencement is a special event, so students should be dressed appropriately. Boys should wear pants (not jeans) and clean shoes in good condition. Shirts with collars look nice under the gown, but they are not required. Girls should wear dresses, skirts, or pants but not jeans. Shoes should be clean and in good condition. There will be a lot of walking, standing, and climbing stairs, so take this into consideration when selecting shoes to wear. Jeans, shorts, flip flops, Crocs, etc. are not appropriate attire. Leave all personal items with your guests. No items may be left in the small gym as it is not secure.

## TASSELS

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Each student who earns a credential will wear a white tassel during the ceremony. Ivy Tech 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

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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 at WCC. The cords are for students to keep.

## CORDS RECOGNIZING HONOR STUDENTS

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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 2025 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

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All WCC students should **gather on the stairs at the main entrance by the football field at 12:45 pm for group photos**. Students should check in with Ivy Tech before the photos.

## CEREMONY PHOTOGRAPHY

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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. The photographer may email information about print packages several weeks prior to the ceremony. Check your Ivy Tech email.

## COMMENCEMENT STREAMING

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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

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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 in MyIvy.** If not, your credentials will be returned to the campus, and you will be contacted to pick it up.

## IVY TECH TRANSCRIPTS / Unofficial and Official

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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

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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](mailto:cbottomley2@ivytech.edu).

## CONTACTS / QUESTIONS

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Soni Jones  
Whitewater Career Center  
Assistant Director  
(765) 825-0521 x22230  
[sjones@fayette.k12.in.us](mailto:sjones@fayette.k12.in.us)

Chris Bottomley  
Ivy Tech Community College  
K-14 Advisor  
[cbottomley2@ivytech.edu](mailto:cbottomley2@ivytech.edu)

## CHECKLIST OF THINGS TO DO AND REMEMBER

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- Know your Ivy Tech email address, username and password, and C number, and know how to access your MyIvy account at [myivy.ivytech.edu](https://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 21, 2026.
- PICK UP** your cap, gown, white tassel, and green and white cords from Sherry Jones in the WCC main office on Thursday, May 7, 2026.
- CHECK IN** at the Tiernan Center beginning at 12:15 pm on Saturday, May 9, 2026.
- GATHER** for WCC group photos at 12:45 pm on the stairs at the Tiernan Center main entrance (facing the football field). Look for the WCC sign.
- RETURN** your cap and gown to Sherry Jones in the WCC main office on Monday, May 11, 2026.
- Complete all course work successfully.
- Receive your credentials in the mail at your home address.

## CONGRATULATIONS

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