

# **VERIFICATION OF DIPLOMA PACKET**

You must complete ALL of the requirements below in order to graduate. If you are not certain about one or more of these requirements, please contact the appropriate office(s): Admissions Office, Bursar's Office or your Program Advisor

- ◇Be a certificate or degree seeking student (Admissions)
- ◇Satisfy all admission requirements: (Admissions)  
Assessment or waiver of assessment
- ◇Have no holds on your account and owe no fees to the College (Bursar's Office)
- ◇Successfully complete all of the required general education and technical courses for the certificate or degree for which you are applying including at least 15 hours of Ivy Tech credit that is not gained by testing out or other means of advanced placement.  
(Program Advisor)
- ◇Have a cumulative grade point average of 2.0 or higher (Program Advisor)
- ◇Check email and Campus Connect announcements for dates and times in order to pick up your graduation cap and gown if you plan to attend the commencement ceremony in May.

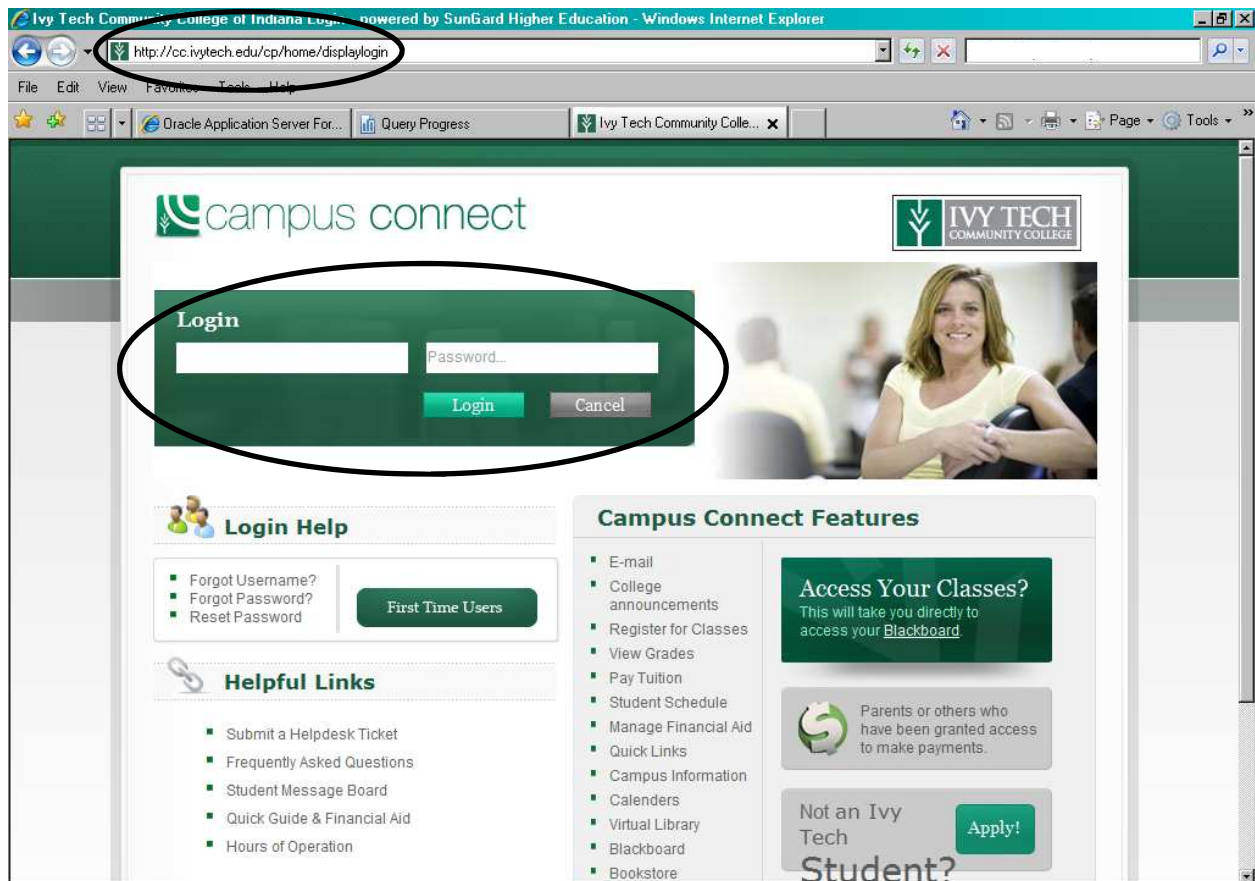
## **Instructions for completing the Application for Graduation**

1. Go to <http://cc.ivytech.edu>. Enter your username and password and hit "Login"
2. Under "My Ivy Tech" click on "Apply to Graduate"
3. Select the "Primary Degree" icon and then hit "Continue" if the curriculum is correct.  
**IMPORTANT: If the curriculum listed is NOT correct, you will need to fill out a Change of Program form which is available at the Columbus Records office. If you have questions about your curriculum, please contact your program advisor.**
4. Click on the arrow by the "Graduation Date" to select the term you will be graduating. Then hit "Continue."
5. Please fill in the appropriate icon to let us know if you will be attending the commencement ceremony. Then hit "Continue."
6. Select how you would like your name to appear on the diploma and then hit "Continue."
7. Confirm that the name you selected is correct and then hit "Continue."
8. Select the address you would like the diploma mailed to and then hit "Continue."
9. Confirm that the address you selected is correct and then hit "Continue."
10. Verify the information you submitted is correct. If it is correct, please hit the "Submit Request" icon. Once complete the below page will appear, confirming the application has been submitted.

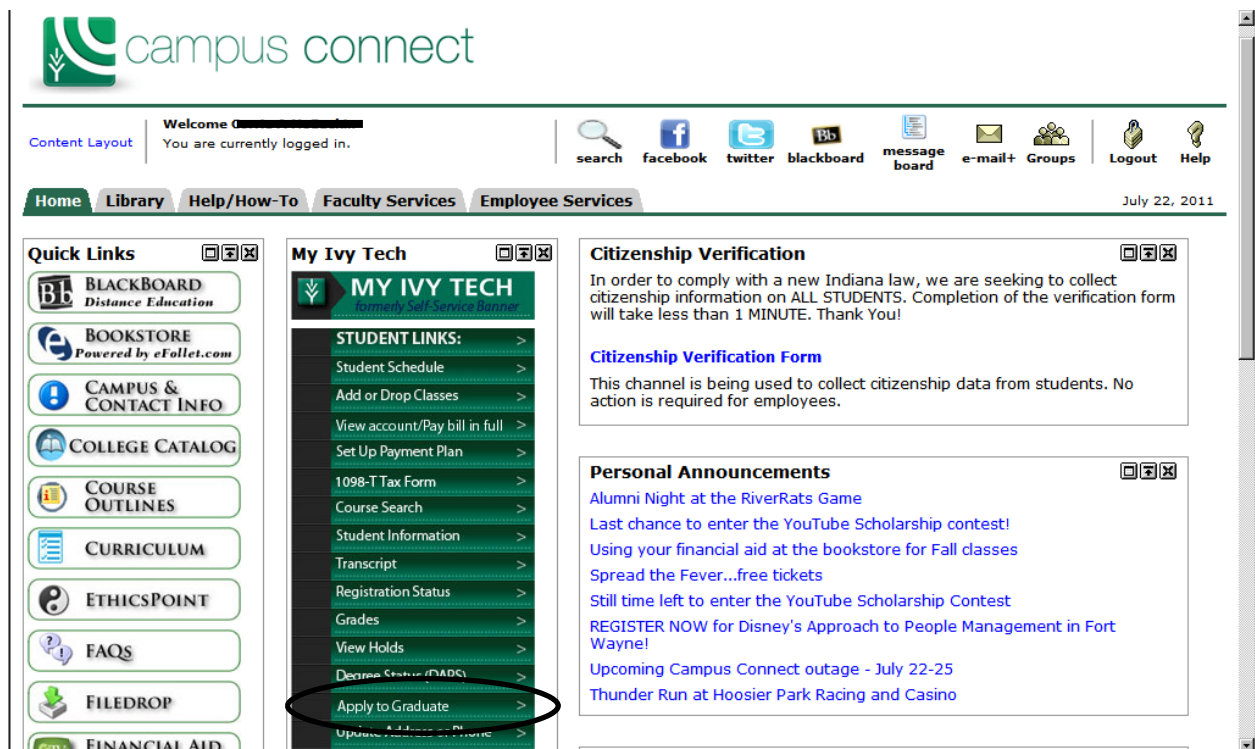
**The deadline for Graduation Applications is March 1 to be included in the Commencement Program Booklet!** For more information contact the Office of the Registrar at (812) 374-5173 or [cmcguckin@ivytech.edu](mailto:cmcguckin@ivytech.edu).



# 1 Go to <http://cc.ivytech.edu>. Enter your username and password and hit “Login”



# 2 Under “My Ivy Tech” click on “Apply to Graduate”



**3** Select the “Primary Degree” icon and then hit “Continue” **IF** the curriculum is correct. If the curriculum is not correct, see below.

### Curriculum Selection

Jan 10, 2011 02:46 pm

Select one curriculum for this graduation application.

#### Select Curriculum

Primary Degree

Associate of Science

Level: Undergraduate

Program: Columbus General Studies AS

Campus: Columbus

Major: General Studies

Continue



If the curriculum listed in **NOT** correct, you will need to fill out a Change of Program form which is available at the Columbus Records office. If you have questions about your curriculum, please contact your program advisor.



**4** Click on the arrow by the “Graduation Date” to select the term you will be graduating. Then hit “Continue.”

### Graduation Date Selection

Jul 22, 2011 11:50 am

Select a date for your expected graduation.

Note: The graduation date is the date you expect to complete all of the classes required for you to earn your degree.

\* indicates required field

#### Curriculum

Primary Degree

Associate of Applied Science

Level: Undergraduate

Program: Columbus Business Admin AAS

Campus: Columbus

Major: Business Administration

#### Select Graduation Date

Graduation Date:\*

None
None
Date:Aug 02, 2011 Term:Summer 2011 Year:2011-2012
Date:Dec 18, 2011 Term:Fall 2011 Year:2011-2012
Date:May 06, 2012 Term:Spring 2012 Year:2011-2012

Continue

**5** Please fill in the appropriate icon to let us know if you will be attending the commencement ceremony. Then hit “Continue.”

### Graduation Ceremony Selection

Jan 10, 2011 02:48 pm

Please indicate if you plan to attend the graduation ceremony.

#### Select Ceremony Attendance

Attend Ceremony:  Yes  No  Undecided

Continue

[ [View Transcript](#) | [View Graduation Applications](#) ]

# 6 Select how you would like your name to appear on the diploma and then hit "Continue."

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## Diploma Name Selection

Jan 10, 2011 02:49 pm

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

\* indicates required field

**Name**  
Name: [redacted]

**Current Diploma Name:**  
[redacted]

**Select a Name for your Diploma**  
One of your Names:\*  
Continue [Current Name (redacted) dropdown menu with options: None, New, Current Name (redacted), Legacy (redacted), Student Test Number (redacted)]

# 7 Confirm that the name you selected is correct and then hit "Continue."

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## Diploma Name Selection

Jan 10, 2011 02:50 pm

Enter the name to be printed on your diploma.

\* indicates required field

**Name For Diploma**  
First Name: [redacted]  
Middle Name: [redacted]  
Last Name:\* [redacted]  
Suffix: [redacted]

Continue

# 8 Select the address you would like the diploma mailed to and then hit “Continue.”

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## Diploma Mailing Address Selection

Jan 10, 2011 02:51 pm

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

\* indicates required field

**Select an Address for your Diploma**

One of your Addresses:\*

Mailing (██████████) None New Mailing (██████████)

# 9 Confirm that the address you selected is correct and then hit “Continue.”

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## Diploma Mailing Address Selection

Jan 10, 2011 02:51 pm

Please enter or edit a new mailing address for your diploma.

\* indicates required field

**Mailing Address For Diploma**

Street Line 1:\*

Street Line 2:

Street Line 3:

City:\*

State or Province:

ZIP or Postal Code:

Nation:

**10** Verify the information you submitted is correct. If it is correct, please hit the "Submit Request" icon. Once complete the below page will appear, confirming the application has been submitted.

This is the information that will be submitted for your application to graduate.

### Graduation Date

Date: May 08, 2011  
Term: Spring 2011  
Year: 2010-2011

### Ceremony

Attend Ceremony: Yes

### Diploma Name

First Name: [Redacted]  
Middle Name: [Redacted]  
Last Name: [Redacted]

### Diploma Mailing Address

Street Line 1: [Redacted]  
City: Columbus  
State or Province: Indiana  
ZIP or Postal Code: 47203-3227

### Curriculum

#### Primary Degree

Associate of Science  
Level: Undergraduate  
Program: Columbus General Studies AS  
Campus: Columbus  
Major: General Studies

**Submit Request**

Your graduation application has been submitted.

[Redacted]

[\[ View Graduation Applications \]](#)