



# CLASS OF 2025

## COMMENCEMENT DETAILS

**Friday, May 9, 2025 at 6:00 p.m.**  
**Columbus North High School**

PLEASE READ BOTH SIDES OF THIS FLYER FOR DETAILS. KEEP THIS PUBLICATION FOR REFERENCE. THERE WILL BE NO REHEARSALS.

### TIME

Students need to arrive at 5:00 p.m. The commencement ceremony begins at 6:00 p.m. and will last approximately 1 ½ to 2 hours.

### DIRECTIONS

Columbus North High School is located at 1400 25<sup>th</sup> Street in Columbus, which is just west of the intersection of Central Avenue and 25<sup>th</sup> Street.

### PARKING/ENTRANCE

The majority of the parking is located on the north side of the building. There is limited handicap parking on the northeast side of the building for those with mobility issues. Students should enter in door 40, the William L. Stearman Athletic Complex entrance, and report directly to the auxiliary gymnasium. The ceremony will take place in the main gymnasium.

### GUESTS

We invite you to bring as many guests as you'd like. The facility is large and is air-conditioned. Please ask your guests to arrive early to allow time to park, walk to the building and find a seat. Guests will enter through the back of the main gymnasium thru door 34 or 35. Seating for physically challenged guests will be available on the gymnasium floor. Due to limited seating in that area, only one additional guest will be allowed to sit with that family member. Ushers will be available to assist any family members with special needs.

### HOW DO I GET MY CAP AND GOWN?

Students participating in the commencement ceremony are required to wear a cap and gown. Please go to [herff.ly/ivytech](http://herff.ly/ivytech) to order your cap, gown and tassel package. The price is \$58.70 plus tax & shipping. Standard shipping home deliveries will need to be placed by **April 7<sup>th</sup>** & expedited shipping home deliveries will need to be placed by **April 17<sup>th</sup>** to ensure delivery prior to the graduation ceremony. Select what degree you will be graduating with, as this determines the color of your tassel (associate-green, technical certificate/certificate -white). Be sure to also provide your correct height and weight for proper sizing. All orders will be shipped in approximately two to three weeks to the address you provide on the order. Additional items like announcements and frames are also available at this site.



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## PHOTOGRAPHS

Families are welcome to take pictures or video, but must remain in their seats so they don't block the view of the stage for other guests. A photographer will be taking photographs of the graduates as they walk across the stage and another close-up shot with their diploma. Several weeks after the ceremony, the photographer will email the photos to your Ivy Tech email address.

## ACCESSIBILITY

The following accessibility accommodations will be provided during the ceremony:

- ASL interpretation
- Live transcription that can be accessed on a mobile device by scanning a QR code
- Limited floor level seating for guests with mobility issues on a first come first serve basis

Guests with handicapped placards should park on the northeast side of the school's gymnasium in designated handicapped spots. These spots are limited.

If you have additional accessibility needs, contact Kim Brown at [kbrown742@ivytech.edu](mailto:kbrown742@ivytech.edu) by **Friday, April 11<sup>th</sup>**.

## WHAT SHOULD I WEAR?

Plan your clothing so that it will look nice under your commencement gown. Business casual dress attire is appropriate. Jeans, shorts or athletic shoes are not appropriate. Stilettos are not allowed in the gymnasium. Low wider heeled shoes are acceptable. For appearance purposes, you should have your gown pressed/ironed before the ceremony.

## WHERE WILL I PUT ON MY CAP AND GOWN?

You will assemble in the auxiliary gym. There is no private dressing area other than the restrooms, which will be crowded. Tassels go on the right side of your cap. The cap should be adjusted as near to parallel with the ground as possible (like a plate or book on your head). You may decorate your cap tastefully and appropriately.

## HOW WILL I KNOW WHERE TO LINE UP?

Upon arrival you will need to immediately proceed to the auxiliary gym, where you will stay until the ceremony begins. (Please do not bring purses or any other valuable items with you, as there is not a secure place for those to be kept during the ceremony.) There will be a check-in table where you will receive a card with your name, degree, program and your line-up number. Please review the information with the assistant at the table. If any of the information is incorrect, the assistant will prepare a new card for you. Also, if the pronunciation of your name is unusual or difficult, please have the assistant write it phonetically on the card. (You will carry this card with you

onto the stage.) Attendants will help you get lined up in the correct order.

## HOW WILL I GET MY DIPLOMA?

At the appropriate time during the ceremony, ushers will direct the graduates to stand **ONE ROW AT A TIME**. Please do not carry your program on stage; you should only carry your name card to the stage. Just before you cross the stage, you will hand your card to the individual at the corner of the stage, who will announce your name. You will proceed across the stage where the chancellor will present you with a diploma cover. A photographer will take your picture with him. After you exit the stage, you will have another picture taken with your diploma. Proceed back to your row and be seated.

## WHAT HAPPENS NEXT?

After all the graduates have returned and been seated, you will be directed to stand as a group for the official conferring of degrees. Then the **CLASS OF 2025** will be presented, at which time you will change your tassel from the right to the left side of your cap. After closing remarks, the chancellor will indicate that the ceremony has concluded. Music will begin and the stage party and faculty will exit from the gymnasium to the auxiliary gym. Students will remain in the gymnasium and are free to re-join family and friends at this time as well as mingle with faculty and staff. You may want to designate a meeting location to rejoin family and friends after the ceremony.

## WHEN DO I RECEIVE MY DIPLOMA?

All diplomas are mailed to the address you provided on the graduation application. December graduates should have already received their diplomas. May graduates should receive their diplomas by late-June. July graduates should receive their diplomas by mid-September.

## WHAT ABOUT ACADEMIC HONOR CORDS?

Honor cords are awarded to graduates who have earned a cumulative GPA (grade point average), at the end of the Fall 2024 semester, of 3.50 or higher. Honor cords will be distributed at the commencement ceremony. (If you will not be attending the ceremony, honor cords will be available at the Columbus front desk after May 13<sup>th</sup>.)

## WHAT OTHER REGALIA CAN I WEAR?

Members of Phi Theta Kappa Honor Society may wear a medallion, stole and/or cord which can be purchased at the bookstore or online at [ptk.org](http://ptk.org). Contact Nick Hogan at [nhogan7@ivytech.edu](mailto:nhogan7@ivytech.edu) with questions.

Members of The National Society of Leadership and Success may wear a stole and honor cord. Those are available on the honor society website at [www.nsls.org](http://www.nsls.org).