



GRADUATION RECEPTION INFORMATION

READ CAREFULLY AND COMPLETELY. Graduating students are responsible for the contents of this document.

This message communicates some critical and time-sensitive matters related to graduation.

Records indicate that you have applied for graduation at the end of the current semester. That action triggers several completion services performed for you. It our goal to ensure this process is as efficient as possible.

PRIORITIES

- **Graduation Requirements:** You are responsible to complete all the requirements for graduation in your catalog of record (usually the catalog in effect the year you began study at IW). Review the requirements and see your advisor or the registrar with questions.
- **Cap and gown orders:** Orders are due by **Monday, November 1st**. Order online from here (<https://www.iw.edu/cap-gown-order/>) at no cost.

NOTES

- **Change of plans:** If you will not graduate this semester, please notify us at registrar@iw.edu.
- **Diplomas:** Diplomas are not presented at the graduation reception. Your diploma will be mailed to your permanent legal address on file with the Office of Registrar when your graduation clearance has been completed. This typically takes 3-6 weeks, depending upon the number of graduates. It may take longer, however.
- **Transcript orders:** You may pre-order a transcript to be sent after your degree has been posted. Complete a transcript order and submit it with the fee to the Office of the Registrar. Be sure to mark it "Hold for degree." Online orders: <https://iw.edu/registrar/>
- **Graduation RSVP due by Monday, November 1st.**
 - Click [here](#) for survey.
 - Each student will receive 5 tickets for December graduation.
 - If more tickets are required, please email the Provost's office at patty.carson@iw.edu Limited tickets are available.
 - If seating accommodations are required, please contact the Provost's office at patty.carson@iw.edu
- **Graduation invitations** and thank you cards are available for order online at CBGrad.Balfour.com and the student may view samples and receive more information at the Tiger Spirit Store.
- **Financial obligations** to IW must be paid in full prior to commencement. Diplomas and transcripts will not be issued to a former student until the account is paid in full.
- **Lodging or hotel space** is limited in Mt. Pleasant. If family and friends are coming and need lodging, encourage them to make reservations as early as possible.
- **Graduation career survey:** Click [here](#) to finish your career survey before graduation practice.



CONTACTS

If you have questions, please contact us. We’re here to help.

For questions about... ...contact

Caps and gownsAmy Mabeus, #6478, amy.mabeus@iw.edu

Commencement activities Patty Carson, #6447, patty.carson@iw.edu

Graduation requirements Megan Hills, #6391, registrar@iw.edu

Transcripts..... Megan Hills, #6391, registrar@iw.edu

CALENDAR

| Event/Deadline | Location | Date/Time |
|---|--------------------|--|
| Preliminary Events/Tasks/Activities | | |
| Cap and gown orders due | Online | By Monday, November 1st, midnight |
| Graduation RSVP due | Online | By Monday, November 1st, midnight |
| Graduation Career Survey due | Online | By Thursday, December 9 th , midnight |
| Cap and gown order pick-up | Tiger Spirit Store | By Monday, December 6th |
| Graduation Reception- Thursday, December 9th | | |
| Graduation rehearsal | Chapel | Thursday, December 9th, 1:00 p.m. |
| Chapel doors are open for guests | Chapel | Thursday, December 9 th , 2:00 p.m. |
| Graduation ceremony | Chapel | Thursday, December 9th, 3:00 p.m. |
| All times are US Central Time | | |

Health and Safety guidelines:

All students, faculty, staff, and guests must wear masks in all University buildings and maintain distancing. Also, if someone in your family or party is sick, please have them remain home. The graduation website will have the most up to date health and safety information for the graduation ceremony: <https://www.iw.edu/graduation/>

More details about graduation and commencement are coming soon! Watch your e-mail!