

Date November 6, 2017

To Candidates for Graduation, Washburn University, Institute of Technology

From Kathryn Stroebele, Director, Student Transitions

Subject **Commencement Ceremony, 7 PM, Thursday, December 14, 2017**

Congratulations! You are invited to the Washburn University, Institute of Technology graduation ceremony on Thursday, December 14, 2017, at 7:00 PM, in Lee Arena which is located in the Petro Allied Health Center on the Washburn University campus. (See attached map for street address and parking information). If you have family or friends who are unable to attend the ceremony, a live stream is available and can be accessed from a link on the home page of Washburn Tech's website. (www.washburntech.edu)

Please report to Lee Arena no later than 6:20 PM on December 14. Staff will be available to greet and direct you. Your instructor(s) will also be present to give you specific directions. There will be NO REHEARSAL for the ceremony; therefore, plan to arrive on time to receive guidance from your instructor.

Special recognition will be given to this semester's National Technical Honor Society inductees, SkillsUSA members, and the Student Activities Board.

Your instructor will soon receive a schedule from Trudi Kenney that provides specific times, by program, for cap & gown distribution. The first distribution will be on Monday, December 11, in the Conference Center. A second opportunity will be during the Graduate Send-Off on December 12, also held in the Conference Center. Wednesday, December 13, students may go directly to the warehouse, AW 138, between 8:00 and 9:30 am or between 12:00 and 1:30 pm. The final opportunity for pick-up is in room #125 of the Petro Building beginning at 6:00 pm the evening of commencement. Room #125 is in the southeast corner of Petro by the ticket counter. Questions? E-mail trudi.kenney@washburn.edu.

Graduates and Washburn Tech staff will sit in reserved sections. Guests may sit anywhere that isn't reserved.

The south entrance of the Petro building (by the swimming pool) has ground level access to the building, is ADA accessible, and has accessible parking. ADA accessible seating is available in Lee Arena. If you, a family member, or guest need accommodations or if you have questions about accessibility, contact Gloria Christian at 785.670.3365 or gloria.christian@washburn.edu. For special arrangements, submit your request two weeks in advance of graduation. Bus shuttle service will be available from several parking lots on the west side of the Washburn University campus to the south entrance of Petro. (See details on the enclosure).

Please Note: Certificates and final transcripts will be available approximately 6-8 weeks after the end of the semester. You will be given a certificate cover at the ceremony. At the end of the semester, once final grades are entered, a review will be conducted of all course work and grades to confirm eligibility for certificates. Students must achieve a Grade Point Average of 2.0 or better, earn grades of "C" or better in all courses, and maintain the attendance rate required in their program. All financial obligations must be met prior to the release of certificates or transcripts.

If you have questions, please contact Student Services at 785.670.2010.