

Date March 28, 2017
To Candidates for Graduation, Washburn Institute of Technology
From Kathryn Stroebele, Director, Student Transitions
Subject Commencement Ceremony, Thursday, May 11, 2017, 5 p.m.

Congratulations! You are invited to the Washburn Institute of Technology graduation ceremony on Thursday, May 11, 2017, at 5:00 PM, in Lee Arena in the Petro Allied Health Center on the Washburn University campus. (See attached map for street address and parking information). If family or friends are unable to attend the ceremony, a live stream is available for them; it can be accessed from a link on the home page of Washburn Tech's website.

The following programs are scheduled to participate in the 5 pm commencement:

Advanced HealthCare Tech	Emergency Communications	Emergency Medical Technician
HealthCare Tech	Phlebotomy	Practical Nursing
Surgical Technology	Advanced Systems Tech	Machine Tool (Cert A and C)
Welding (Cert A and C).		

Please report to Lee Arena by 4:20 PM on May 11, 2017. Staff will be available to greet and direct you; your instructor(s) will be present to give you specific directions. There will be NO REHEARSAL for the ceremony. Plan to arrive on time to receive direction from your instructor. Let your guests know that doors to Lee Arena will open at 4 pm.

At the ceremony, recognition will be given to the students selected as Washburn Tech Outstanding Students, National Technical Honor Society inductees, and Skills USA members.

Cap & gown distribution will take place by program. Your instructor will receive a schedule that outlines specific times. The primary distribution will be Monday, May 8. Secondary distribution will be in the warehouse, Building A, room AW 138 on Tuesday, May 9 and Wednesday, May 10 from 8:00-9:30 am and again from 12 noon to 1:30pm. For additional times, outside the stated dates/times, e-mail Trudi Kenney at trudi.kenney@washburn.edu. To participate in the ceremony, graduates must wear the cap and gown, as issued.

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 or a family member need accommodations or if you have any questions about accessibility, please contact Gloria Christian at 785-670-3365 or gloria.christian@washburn.edu. If special arrangements are needed, please submit your request two weeks in advance of graduation to allow time to make arrangements for accommodations.

Shuttle service will be available from the parking lots on the west side of the Washburn University campus. Please review the enclosed "Parking and Shuttle Details" and the map of the University campus.

Please Note: You will be given a diploma cover at the ceremony; only students attending the ceremony will receive diploma covers. Certificates and final transcripts will be available approximately 6-8 weeks after the end of the semester. After final grades are entered, a review is conducted of all student records. To earn a certificate, you must achieve a Grade Point Average of 2.0 or better and maintain the attendance rate required in your program. All financial obligations must be met prior to the release of certificates or transcripts.

If you have questions, please contact Student Services at 785-670-3352.

Enclosures: Washburn University Campus Map with Available Parking Lots Noted
Parking and Shuttle Details