

Date November 9, 2018

To Candidates for Graduation, Washburn University, Institute of Technology

From Kathryn Stroebele, Director, Student Transitions

Subject **Commencement Ceremony, 7 PM, Thursday, December 13, 2018**

Congratulations! You are invited to the Washburn University, Institute of Technology graduation ceremony on Thursday, December 13, 2018, 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 specific locations on campus). If you have family or friends who are unable to attend the ceremony, but want to view the ceremony, a live stream will be available. To access that, a link will be provided on the home page of Washburn Tech's website. ([www.washburntech.edu](http://www.washburntech.edu))

Please report to Lee Arena no later than 6:20 PM on December 13. 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. (Enter Southeast doorway to Petro).

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 lists specific times, by program, for cap & gown distribution. The first distribution will be on Monday, December 10, in the Conference Center. A second opportunity will be during the Graduate Send-Off on December 11, also held in the Conference Center. On Wednesday, December 12, 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 begins at 6:00 pm the evening of commencement in Room #125 located in the southeast corner of Petro by the ticket counter. Questions? E-mail [trudi.kenney@washburn.edu](mailto: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. Parking Lot 5 is the lot closest to Petro with 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, please contact Gloria Christian at 785.670.3365 or [gloria.christian@washburn.edu](mailto:gloria.christian@washburn.edu). For special arrangements, submit requests 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. (Details are provided 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. Once final grades are entered at the end of the semester, a review will be conducted of all course work and grades; that review will determine 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 785.670.3343.