

Date April 2, 2019  
To Candidates for Graduation, Washburn Institute of Technology  
From Kathryn Stroebele, Director, Student Transitions  
Subject Commencement Ceremony, Thursday, May 9, 2019, 5 PM

Congratulations! You are invited to the Washburn Institute of Technology graduation ceremony on Thursday, May 9, 2019, 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, let them know that a live stream will be available; access will be 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 Health Care Tech	GED completers	Office Careers Technology
Advanced Systems Technology	Health Care Tech	Phlebotomy
Business Bookkeeping & Accounting	Legal Office Professional	Practical Nursing
Early Childhood Professional	Machine/Tool Technology	Surgical Technology
Emergency Communications	Machine/Tool, Fast Track	Welding Technology
Emergency Medical Technician	Medical Office Specialist	Welding, Fast Track

**Please report to Lee Arena by 4:20 PM on May 9, 2019.** 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. Lee Arena will have reserved seating for graduates and Washburn Tech staff. Guests may sit anywhere that isn't reserved.

As part of the commencement ceremony, recognition will be given to the students selected as Washburn Tech Outstanding Students, National Technical Honor Society inductees, and SkillsUSA members.

Cap & gown distribution will take place by program. Your instructor will receive a schedule that provides specific instructions for pick-up. The primary distribution will be on Monday, May 6. A secondary distribution will be at the Graduate Send-Off on Tuesday, May 7. One more opportunity will be on Wednesday, May 8, in the warehouse, Building A, room AW 138 from 8:00-9:30 am and again from noon to 1:30pm. For additional opportunities, outside these stated dates/times, e-mail Trudi Kenney at [trudi.kenney@washburn.edu](mailto:trudi.kenney@washburn.edu). To participate in the ceremony, graduates must wear the cap and gown, as issued.

The south entrance of the Petro building (by the swimming pool) has ground level access, 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](mailto: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.

**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 cumulative Grade Point Average of 2.0 or better, achieve grades of "C" or better in all courses within your technical program sequence, 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 785-670-2010, press "0".

Enclosures: Washburn University Campus Map with Available Parking Lots Noted  
Parking