



**GRADUATION CEREMONY ON FRIDAY, DECEMBER 16, 2016 AT 3:00 P.M. IN THE LENZ CENTER**

Dear Graduation Candidates:

Congratulations. We are happy that you have decided to participate in the Southwest Tech graduation ceremony. The actual ceremony will be held in the Lenz Conference Center, Room 365 at 3:00 p.m. on Friday, **December 16, 2016**.

Please **arrive on Campus by 2:15 p.m.** for the 3:00 p.m. graduation ceremony.

**Meet in room 340** (located in the Kramer building) to go over the graduation ceremony procedures, pick up cards, hoods, stoles and to have your photo taken.

The ceremony is highlighted with student and alumni speakers. A light reception (cake, punch, coffee, etc.) will be served in the cafeteria immediately after the ceremony.

We are honored to help you celebrate this accomplishment.

Holly Miller  
Dean of Students

**OTHER IMPORTANT INFORMATION**

**Caps/Gowns, Hoods and Stoles:** You may pick up caps, gowns, and tassels in the Bookstore beginning Monday, December 12. We will send an email if caps/gowns are available for early distribution. Associate Degree hoods will be given out the day of the ceremony. The hoods are for use during graduation and must be returned to the receptionist at the front desk. Phi Theta Kappa students can also pick up/sign out their gold stoles in room 340 prior to the ceremony. After the ceremony please return/sign in gold stoles to the receptionist at the front desk. **NOTE: Do NOT decorate your graduation caps or gowns.**

**Ceremony:** Each student will receive a card with his/her name, program(s), and high honors designation (as earned) printed on the card. High honor cords will be handed out at this time. The high honor cord is yours to keep. This card will be handed to the announcer as you cross the stage. You will be given an empty diploma cover. Designated seating will be set up for the graduating students. There are approximately 50 students graduating so no tickets are required for guests.

**High Honor Recognition:** For two-year programs high honors is based on all program specific courses taken at Southwest Tech prior to this final term of classes. One-year programs use all program specific courses taken at Southwest Tech plus instructor's progress (pre-final) grades for your current courses. In both cases a cumulative grade point average of at least 3.5 is required for high honor recognition. Anything less than 3.5 does not qualify, for example 3.499.

**Transcripts and Diplomas:** Transcripts will be checked for graduation requirements. The diplomas will be mailed to the address reported on the graduation application form. They are usually mailed in January.

**Other Obligations:** Make sure all obligations are taken care of at the College before graduation such as: childcare, library, emergency loan, media center (video tapes), business office (tuition), bookstore, and parts. Otherwise this could hold up grade transcripts and eventually your diploma.