



GRADUATION CEREMONY ON FRIDAY, DECEMBER 15, 2017 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 15, 2017**.

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 Student Services beginning Monday, December 11. We will send an email if caps/gowns are available for early distribution. Associate Degree hoods, Phi Theta Kappa stoles, Honor Cords, and Veteran Cords will be given out the day of the ceremony. Both the hoods and stoles are for use during graduation and must be returned to the receptionist at the front desk. Honor Cords and Veteran Cords are yours to keep. **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. 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.

High Honor Recognition: A graduate who completes all the required courses in his/her associate degree or technical diploma program and achieves a program cumulative GPA of 3.5 or above will graduate with high honor status. The program cumulative GPA for the term prior to graduation will be used to determine high honors. Participation in the graduation ceremony is required to receive a high honor cord, which the recipient may keep. The student will receive gold cords to be worn during the commencement program. Cumulative GPA is not rounded in determining eligibility for high honors. For example, a 3.49 GPA is not rounded to 3.5. Students that do not have prior term grades and/or students enrolled in one semester programs are not eligible for commencement ceremony high honor status. Southwest Tech transcripts prior to the 2002 year will not be calculated into program cumulative GPA in determining commencement ceremony high honor status.

Transcripts and Diplomas: Transcripts will be checked for graduation requirements. The diplomas will be mailed to the address reported on the program completion 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. If your obligations are not taken care of, it could hold up grade transcripts and eventually your diploma.