

GRADUATION CEREMONIES ON MAY 20, 2017
SOUTHWEST TECH AG/AUTO BUILDING

Dear Graduation Candidates:

Congratulations! We are excited you are participating in your Southwest Tech Graduation Ceremony. The ceremonies will be held in the Southwest Tech Ag/Auto Building. Please note the following logistics:

- **Arrive on campus 45 minutes prior** to the ceremony for your division. (See the nursing pinning and division times.)
- **Meet in the lounge area of the Ag/ Auto Building** (inside the main door) to go over graduation ceremony procedures, as well as pick up cards, honor cords, hoods, and stoles.
- Each ceremony is highlighted with student/ alumni speakers, photos taken as each graduate crosses the stage, and a reception (cake, punch, coffee) will be served in the cafeteria in the College Connection immediately after each ceremony. Charley's will be open for visitors.

- For additional details and a listing of programs by division go to <https://www.swtc.edu/student-resources/student-services/graduation>

	
8:00 a.m.	Nursing Pinning
10:00 a.m.	Health, Education & Public Safety
12:00 p.m.	Industry, Trades & Agriculture
2:00 p.m.	Business, Management & General Studies

We are honored to help you celebrate this accomplishment during the College's 50th Anniversary year.

Holly Miller
Dean of Students

OTHER IMPORTANT INFORMATION

Caps/Gowns, Hoods and Stoles: *Caps, gowns, and tassels* will be available in the Bookstore beginning Monday, May 9. 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. *Phi Theta Kappa students:* check-out your stole the day of the ceremony. *All students:* please see your instructor to receive your hood, cord(s), and stole. After the ceremony, please return hoods and stoles to the the Receptionist Desk in the College Connection (Building 400).
NOTE: Do NOT decorate your graduation cap or gown.

Ceremony: Each student will receive a card with his/her name, program, and high honor designation (as earned) printed on the card, which you will hand to the announcer as you cross the stage. You will receive an empty diploma cover. Designated seating will be set up for the graduating students. No tickets are required for guests, and it is open seating. If you or your guests require a special accommodation, you should contact Lori Garvey at 608.822.2631 at least two (2) weeks before the graduation ceremony.

Photos: Empire Photography will take photos of the graduates on stage and then make them available for purchase.

High Honor Recognition: For two-year programs, high honors are 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 instructors' 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. Diplomas will be mailed in June to the address reported on the graduation application form.

Other Obligations: All obligations are to be taken care of before graduation such as: childcare, library, emergency loan, business office (tuition), Bookstore, and parts. This could hold up grade transcripts and eventually your diploma.