

CERTIFICATES & DEGREES CHECKLIST (not GED)

It is the student's responsibility to ensure all the necessary information has been provided to process awards. Please review the following carefully.

- Have you filled out and submitted an Application for Graduation?
 - **Fall 2015 deadline was**
 - October 1, 2015
 - **Spring/Summer 2016 deadline is**
 - February 1, 2016
- Have you paid the \$15 Application for Graduation fee?
- Do you have any outstanding charges?
- See the Registrar or Advising Counselor if you have any questions about the number of credits you have.
- Do we have your correct mailing address for your certificate/degree?
 - Email the Registrar if you have changes in mailing information from your submitted Application for Graduation.
 - If we **do not** have your correct address you **will not** receive your degree even if you've earned it.
- Have you completed all course work by the deadline?
 - Fall Graduate: December 11, 2015
 - Spring Graduate: May 6, 2016
 - Summer Graduate: July 22, 2016

This document created expressly for the EITC Graduating Class of 2016 by Eastern Idaho Technical College Student Services Staff.

EITC is an AA/EOE institution. Please call if you need special accommodations or assistance. This information is available in alternate formats.

1600 S 25th E
Idaho Falls, ID 83404-5788



Eastern Idaho Technical College

Commencement Ceremonies 2016



**Tuesday,
May 10, 2016**

**Idaho Falls
Civic Auditorium
7:00 p.m.**

CAP AND GOWN ONLINE ORDERING INFORMATION

All regalia (cap/gown/tassel etc.) must be ordered online at www.oakhalli.com/eitc

Ordering Deadline - Tuesday 04/05/16

** Additional fees applied if ordered AFTER 9:59 pm MST on 04/05/16 & the order will be shipped directly to your home.

** The **Last Day** to order your regalia is 4/26/16 until 9:59 pm MST. After this date regalia will be **unavailable**.

** Please note group orders will not be accepted. Only one complete package may be purchased per order. **

PRICING

AAS Degree.....	\$46.45
Certificate.....	\$27.85
GED Graduate.....	\$27.85
Honor Cord.....	\$7.35

5 announcements will be included with each gown order. Additional announcements may be purchased in the campus book store.

CAP AND GOWN PICK-UP INFORMATION

Regalia ordered online between 11/6/15 & 04/05/16 may be picked up in the cafeteria in building 3 on the following day and times:

Tuesday, May 3rd, 2016

10:00am - 1:00pm & 3:00pm - 5:00pm

*Additional fees applied if regalia is ordered **After** 9:59pm MST on 04/05/16. The order will be shipped directly to your home.

WHAT TO EXPECT ON GRADUATION DAY

Arrival Time: 6:30pm

Location: Civic Auditorium

1. Go to the Ticket booth on the North end of the auditorium:
 - Pick up index card with your name on it.
 - Check the card to ensure accurate spelling of your name.
 - If your name is difficult to pronounce, please make notations on the card that might be helpful to the announcer.
 - Keep the card with you.
2. As you approach the stage during commencement, hand your card to the announcer.
3. Fire and Safety restrictions Will Not allow guests in the aisles or in the front of the auditorium to take pictures during the ceremony.



Please exit the auditorium and foyer as quickly as possible!

FREQUENTLY ASKED QUESTIONS

1. **Who may participate in commencement?**
 - All EITC Degree, Certificate, & GED Graduates are invited to participate in the EITC 2016 Commencement
2. **Can I use a borrowed gown from someone who graduated last year?**
 - Yes, as long as it is from 2010-2011 or later. EITC switched vendors in 2010, so in order to match the current gowns, please do not use any gowns from years prior to 2010-2011.
3. **Who may I invite to watch the ceremony?**
 - You may invite whomever you want to share in your proud moment, there is no limit. However, please remember that seating is limited and is arranged on a first come first serve basis.
4. **I may need special seating for someone I invite, what should I do?**
 - We encourage you to call ahead to reserve Special Accommodations Seating for guests with Disabilities at (208) 535-5476