

TO: December 2018 Graduates  
FROM: George Henze, Enrollment Services Manager  
DATE: October 5, 2018  
SUBJECT: Graduation – December 15, 2018

Congratulations on your upcoming graduation! This is an exciting time for you, and there is a lot to do before the big day. To help you with your planning, here are some important graduation details:

- Your graduation announcements will be ready for pickup in Student Services beginning Friday, November 2, 2018.
- Graduation ceremony practice is set for 12pm on Thursday, December 6, 2018, in the Centennial Hall. If you are participating in the ceremony, please plan to take part in the practice so everything runs smoothly on graduation day.
- The graduation ceremony starts at 2 p.m.—sharp. Check-in begins at 12:30 p.m. in Room L222. You'll need to start lining up at 1:30 p.m. on the second floor of the Lakeshore Building. The ceremony lasts about 1 hour.
- If you're participating in the ceremony, a cap and gown is required. Please order your cap and gown from the LTC Bookstore no later than Monday, November 26, 2018 (stop in or call Extension 1153). Caps and gowns will be distributed through the LTC Bookstore beginning Monday, December 3, 2018. Good News: There's no additional fee for your cap and gown! ***If you do not order your gown by the deadline, you are in jeopardy of not receiving tickets or having your name published in the program. If you will be wearing a blue gown from a previous ceremony, please contact Student Records at 920-693-1888.***
- If your program GPA is **3.500** or higher, you'll be recognized as an honor graduate at this ceremony. Honor graduates receive special medallions to wear to showcase this great achievement. More details about honor medallions will be sent out soon. If you are a member of Phi Theta Kappa, you will wear a gold honor stole at the graduation ceremony. If you have had a name change since joining Phi Theta Kappa, please contact Sue Kinneston at 920-693-1224. Honor medallions and/or stoles will be distributed at time of check-in on graduation day.
- If you require any special accommodations, please contact Student Records at 920-693-1888. If a guest requires any special accommodations, please contact the College Nurse at 920-693-1111.
- Your diplomas will be mailed by February 8, 2019. It is imperative that you check with Student Records to verify and confirm your contact information on *MyLTC* including name, mailing address, home phone number, cell phone number, and secondary email by January 11, 2019. If the information is incorrect, please contact Student Registration at 920-693-1366. This will help ensure that your diploma is sent to you in a timely manner. If any changes need to be made after this date, please contact Student Records at 920-693-1888.
- Celebrate! You, your family, and your friends are invited to a graduation reception in the LTC Cafeteria following the ceremony.

Again, congratulations on your achievements. If you have any questions about the graduation ceremony or related details, feel free to stop by Student Registration and ask to see a Student Records staff member or call us at 920-693-1888.