

IMPERIAL VALLEY COLLEGE

# GRADUATION CHECKLIST

*Fall 2023, Winter 2024, Spring 2024 & Summer 2024 Graduates*

Here is what you need to know!

**ASPEN  
PRIZE**

FOR COMMUNITY  
COLLEGE EXCELLENCE  
◆ aspen institute

**WINNER**

**2023**



**01.**

## **INTRODUCTION**

Staff that will evaluate your graduation applications.

**02.**

## **AWARDING AT A GLANCE**

Follow the timeline.

**03.**

## **CHECKLIST**

Items that need your attention today.

**04.**

## **IF YOU DON'T GRADUATE**

Participating in Commencement does not guarantee you graduated!

**NEXT STEPS TO TAKE**

# Vikki Carr

Director of Admissions & Records

Hi there!

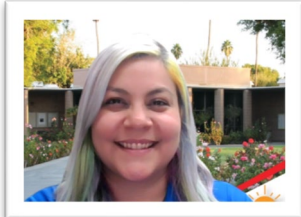
Congratulations on getting to this point in your education!  
I am so happy for you! As a San Diego Miramar College  
graduate, I know this is a huge accomplishment!  
I wish you all the best!

My Contact Info:

[vikki.carr@imperial.edu](mailto:vikki.carr@imperial.edu)  
(760) 355-6244



# A&R EVALUATORS



**JEANETTE ESPINOZA**

**ALPHA: A-F**

[jeanette.espinoza@imperial.edu](mailto:jeanette.espinoza@imperial.edu)

**760-355-6495**



**EDGAR LARA**

**ALPHA: G-N**

[edgar.lara@imperial.edu](mailto:edgar.lara@imperial.edu)

**760-355-6204**



**CESAR SUPNET**

**ALPHA: O-Z**

[cesar.supnet@imperial.edu](mailto:cesar.supnet@imperial.edu)

**760-355-6365**

**We work on an alpha system.**

**Check your last name and match it  
to the evaluator.**

**Feel free to contact your evaluator with any  
questions related to your graduation  
application.**

**Please use your IVC email and include your  
G# for a quicker response.**



Vikki Carr



Daniel Sandoval



David Poor



Cynthia Moran



Isabel Contreras



Paula Saldana



Edgar Lara



Jeanette Espinoza



Cesar Supnet



Linda Diaz



Gloria Grijalva



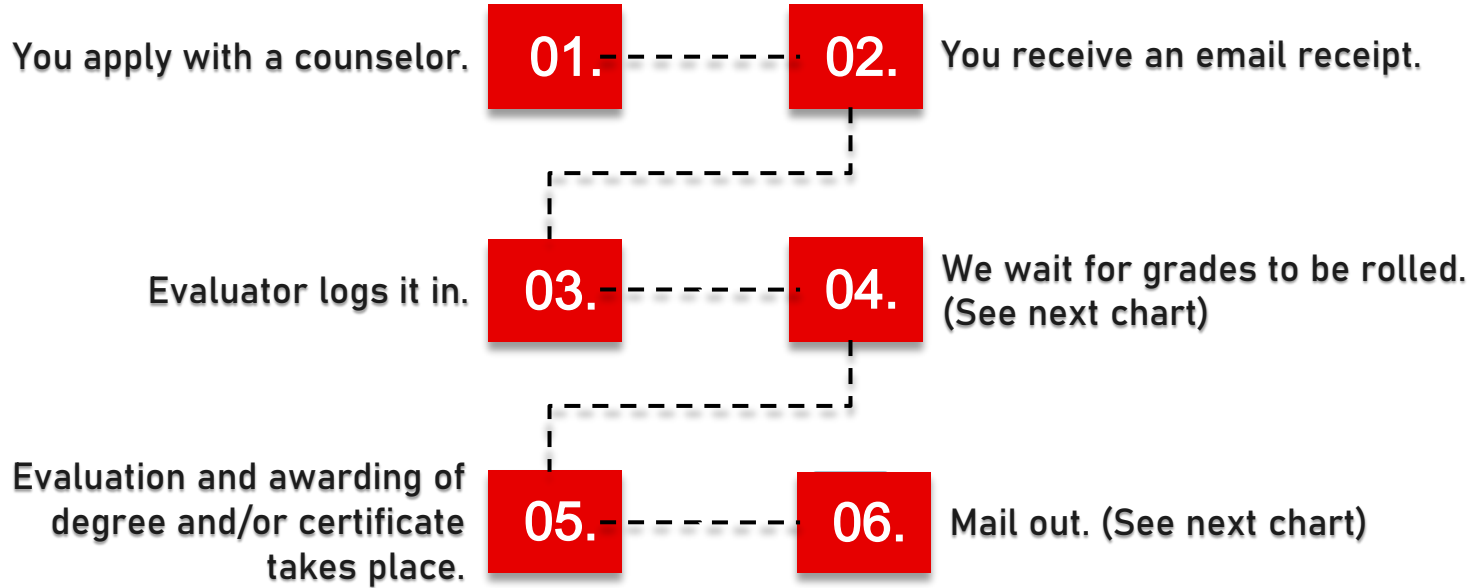
ADMISSIONS & RECORDS

William J. Thornburg Administration Center (Building 10)

Phone: (760) 355-6101 Fax: (760) 355-6400

Zoom with us: <https://us06web.zoom.us/j/95702093663>

# AWARDING AT A GLANCE



# FALL 2024 SCHEDULE

DEC 9

SEMESTER ENDS.

THIS IS THE OFFICIAL LAST DAY  
OF THE SEMESTER.

DEC 15

GRADES ARE ROLLED.

INSTRUCTORS HAVE UNTIL  
DECEMBER 15, 2023 TO SUBMIT  
GRADES.

JAN 2

EVALUATORS START EVALUATING.

EVALUATORS BEGIN  
EVALUATIONS AFER RETURNING  
FROM CHRISTMAS BREAK.

FEB 13

DIPLOMAS/CERTIFICATES WILL BE  
MAILED OUT.

CHECK YOUR MAILING ADDRESS  
ON WEBSTAR BEFORE  
JANUARY 5, 2024.

# WINTER 2024 SCHEDULE

FEB 2

SEMESTER ENDS.

THIS IS THE OFFICIAL LAST DAY  
OF THE SEMESTER.

FEB 9

GRADES ARE ROLLED.

INSTRUCTORS HAVE UNTIL  
FEBRUARY 9, 2024 TO SUBMIT GRADES.

FEB 12

EVALUATORS START EVALUATING.

WINTER APPLICANTS ONLY.

MAR 29

DIPLOMAS/CERTIFICATES WILL BE  
MAILED OUT.

CHECK YOUR MAILING ADDRESS  
ON WEBSTAR BEFORE  
MARCH 29, 2024.



# SPRING 2024 SCHEDULE

JUN 7

SEMESTER ENDS.

THIS IS THE OFFICIAL LAST DAY  
OF THE SEMESTER.

JUN 14

GRADES ARE ROLLED.

INSTRUCTORS HAVE UNTIL  
JUNE 14, 2024 TO SUBMIT GRADES.

JUN 17

EVALUATORS START EVALUATING.

EVALUATORS HAVE 8 BUSINESS  
DAYS TO EVALUATE OVER 1000  
GRADUATION APPLICATIONS.

JUL 30

DIPLOMAS/CERTIFICATES WILL BE  
MAILED OUT.

CHECK YOUR MAILING ADDRESS  
ON WEBSTAR BEFORE  
JUNE 20, 2024.

# SUMMER 2024 SCHEDULE

JUL 25

SEMESTER ENDS.

THIS IS THE OFFICIAL LAST DAY  
OF THE SEMESTER.

AUG 5

GRADES ARE ROLLED.

INSTRUCTORS HAVE UNTIL  
AUGUST 5, 2024 TO SUBMIT GRADES.  
IVC CLOSED AUGUST 2, 2024.

AUG 6

EVALUATORS START EVALUATING.

SUMMER APPLICANTS ONLY.

SEPT 24

DIPLOMAS/CERTIFICATES WILL BE  
MAILED OUT.

CHECK YOUR MAILING ADDRESS  
ON WEBSTAR BEFORE  
AUGUST 8, 2024.

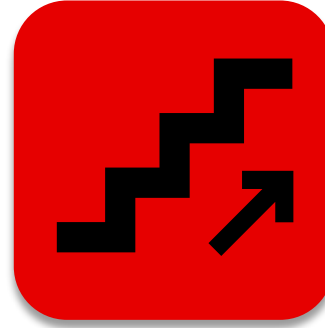
# CHECK THESE FOUR (4) ITEMS



Check WebStar  
for your Mailing  
Address.



Check WebStar  
for fees owed.



Check DegreeWorks  
for your Progress  
and GPA.



Check DegreeWorks  
to verify your name.

# HOW TO CHECK



## MAILING ADDRESS

Go to WebStar  
Click on Personal Information  
Click on Update Address(es) and Phone(s)



## FEES

Go to WebStar  
Click on Student Services  
Click Student Records  
Click on Account Summary  
If you receive the message below,  
you have a ZERO balance.

⚠ No account detail exists on your record.



## PROGRESS AND GPA

Go to DegreeWorks  
Check your progress. (Are you on track?)  
Do not use the OVERALL GPA.  
Use the GPA in the degree block for which you applied.

### NOTE:

You must have a 2.0 GPA for graduation.  
Your final GPA will be calculated after grades are rolled.  
*Spring/Summer Commencement Participants:*  
*We will use your last GPA available for Commencement purposes.*



## NAME ON DIPLOMA

Go to DegreeWorks  
The name displayed is what will be used.  
For example DegreeWorks shows:

⏪ ⏩ Name ⏪ ⏩  
Carr, Virginia Vikki ▼

Diploma will display: Virginia Vikki Carr

# DID YOU ATTEND OTHER COLLEGES?

## WE NEED THOSE TRANSCRIPTS!

We need all your OFFICIAL transcripts on file before a graduation application is processed. (Many students attend other colleges: SDSU, University of Phoenix, Grossmont, Southwestern, San Diego City, or any other college where you earned credits.)

If you have not submitted an official transcript, please do so ASAP and send an email to your assigned Evaluator to let them know that it is on its way.

This will cause an incomplete to your graduation application and you will need to see a counselor to submit a new graduation application for the next semester.

### MAIL YOUR TRANSCRIPTS TO:

Imperial Valley College  
Attn: Admissions & Records  
380 E. Aten Road  
Imperial, CA 92251





### DIGITALLY SELECT:

Imperial Valley College

### EMAIL:

[admissionsevaluators@imperial.edu](mailto:admissionsevaluators@imperial.edu)

# CHECK

-  Please check your WebSTAR account for any outstanding fees.
-  Diploma(s) and/or Certificates (s) will be withheld if you owe any fees to IVC.
-  A&R will keep them for 90 days. After the 90 days, they will be destroyed and once you have paid your outstanding fees, you will be able to request a duplicate for each diploma/certificate.
-  The cost for a duplicate is \$20.00 (for each diploma/certificate).

# WHERE DO I FIND MY GPA?

**Worksheets** 🖨️ ✉️ ⋮

Data refreshed 12/15/2021 11:26 AM

Student ID  × Name  Degree Associate in Arts Transf/CSUGE

[Advanced search](#)

Major Psychology for Transfer Program Psychology for Transfer/CSUGE - AA-T Overall GPA 3.078

Academic What-If View historic audit 11/02/2022 at 4:18 PM UG/AA... ▾

Format Student View ▾

**Degree progress** Overall GPA 3.08

72% Requirements 71% Units

In-progress classes  Preregistered classes **PROCESS**

Audit date 11/02/2022 4:18 PM [Diagnostics](#) [Student data](#) [Save audit](#) [Delete audit](#) [Collapse all](#) ^

**Degree in Associate of Arts Transf/CSUGE** INCOMPLETE

Units required: 60 Units applied: 78.5 Catalog year: 2021-2022 GPA: 3.26

# HONORS EXPLAINED

**WITH HONORS:**

**3.0 – 3.49**

**WITH DISTINCTION:**

**3.5 – 4.0**

**Graduation Honors are based on your GPA.**

Students earning an AA or AS, GPA is calculated with all Degree Applicable coursework from all colleges attended.

Students earning an AA-T or AS-T, GPA is calculated and will include all CSU transferable coursework from all colleges attended.

## **SPRING OR SUMMER GRADUATES**

If you are participating in Commencement, please note:  
We will use your last available **Degree Applicable GPA**  
for **Commencement purposes ONLY**.

## **FOR EXAMPLE:**

*For Spring 2024 and Summer 2024, we won't have grades until after Commencement (if you are participating), so the GPA we will use is what you had from Fall 2023 or Winter 2024 (whichever you attended last).  
Your transcript will have your earned GPA.*



# IF YOU DON'T EARN YOUR DEGREE...

- 1 You will receive notification on your IVC email.
- 2 You **must** re-apply for graduation.
- 3 Check your progress in DegreeWorks. This will detail the missing requirements such as typing certificates, placements, field experiences, other classes, etc.
- 4 Contact a counselor to apply for the **next** semester in which you will complete your coursework.

PLEASE CHECK HERE FOR THE GRADUATION APPLICATION DEADLINES:

<https://www.imperial.edu/admissions-and-records/important-dates-deadlines/>

# IVC TRANSCRIPTS

You can order your IVC transcripts at any time.  
Even if you owe fees, you can still order transcripts.  
You must pay the transcript fee, which is **\$5** at the time of your order.

**YOU WILL HAVE THESE OPTIONS WHEN ORDERING A TRANSCRIPT:**

**Tell us when to release your transcript(s)**

- **Hold for posting of current Semester Grades:**
  - Option for current or next semester
- **Hold for posting of current Semester Degrees:**
  - Option for current or next semester

# COMMENCEMENT REHEARSAL

**FRIDAY, JUNE 7, 2024**

Graduation rehearsals will take place Friday, June 7, 2024, and will last no longer than an hour. A rehearsal time will be assigned depending on your major and emailed to your IVC student email account no later than mid-May. Be sure to check your IVC student email account for updates.

## REHEARSAL 1: MORNING CEREMONY

The first rehearsal will be for the graduates attending the morning ceremony and will begin at 12:00 p.m. Graduates are to report to the gym. (Building 700)

## REHEARSAL 2: AFTERNOON CEREMONY

The second rehearsal will be for the graduates attending the afternoon ceremony and will begin at 2:00 p.m. Graduates are to report to the gym. (Building 700)

**NOTE:** Graduates **MUST** attend rehearsal if they wish to participate in commencement on Saturday.

# COMMENCEMENT INFORMATION

**SATURDAY, JUNE 8, 2024**

IVC will be hosting two Commencement Ceremonies (morning/afternoon) and will take place on **Saturday, June 8, 2024**. Students **MUST** submit a graduation petition with an Academic Counselor to participate in Commencement by **April 12, 2024**. Students **MUST ALSO** purchase the regalia through IVC's vendor to secure ceremony participation. Regalias **MUST** be purchased by **April 15, 2024**. **No Exceptions**. After submitting your petition, be sure to check your IVC email for more Commencement information.

## CEREMONY 1: MORNING CEREMONY

Graduates attending the first ceremony will begin at 9:00 a.m. Graduates must report to the library no later than 8:00 a.m. (Building 1500)

## CEREMONY 2: AFTERNOON CEREMONY

Graduates attending the second ceremony will begin at 2:00 p.m. Graduates must report to the library no later than 1:00 p.m. (Building 1500)

**NOTE:** Graduates **MUST** attend rehearsal if they wish to participate in commencement on Saturday.

# REGALIA ORDERS

More information regarding dates, times, and location of cap and gown purchases/pick ups will be sent to your IVC student email in mid-May.

If you are an EOPS/CalWORKS program student, please see your program counselor to place your order.

The cost of the regalia is a \$75 non-refundable fee.

Please be advised that you **MUST** have the following to pick up your package:

- Student ID Number (G00#)
- Valid photo ID (student ID, driver's license, or state issued ID).

**NOTE:** If you cannot pick up your regalia in person, please email us for accommodations to: [studentaffairs@imperial.edu](mailto:studentaffairs@imperial.edu)

# TICKETS & GUESTS

The number of tickets a graduate receives depends on the number of students participating in each commencement ceremony. We will have the finalized number of tickets in mid to late May and will notify students via IVC email. Tickets are NOT interchangeable within ceremonies.

IVC strives to host inclusive, accessible events that enable all individuals to fully engage in our ceremonies. For the hearing impaired, an American Sign Language (ASL) interpreter will be available to translate the ceremony. For the disabled, a form will be emailed to your IVC student email account where you may request seating accommodations seating for yourself or your guest(s).

**NOTE:** Tickets will be distributed with the caps and gowns.

# COMMENCEMENT DETAILS

## QUESTIONS REGARDING CAP & GOWN AND COMMENCEMENT

For any questions regarding Commencement, please refer to the Student Affairs Department contact information below:

**Yareli Rivera**

Director of Student Activities  
studentaffairs@imperial.edu  
(760) 355-6455

You can also visit the website at:  
<https://www.imperial.edu/student-support/student-affairs/commencement.html>

Imperial Valley  
College

#YOUDIDIT...





# QUESTIONS?

Please visit us on campus in  
Building 10 or come to our  
Zoom Room which is available

MONDAY-FRIDAY  
2 P.M. to 4 P.M.

<https://us06web.zoom.us/j/95702093663>

**ASPEN  
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FOR COMMUNITY  
COLLEGE EXCELLENCE  
◆ aspen institute

**WINNER**

**2023**

