

# GRADUATION CHECKLIST

FALL 2024, WINTER 2025, SPRING 2025, SUMMER 2025 GRADUATES

HERE IS WHAT YOU NEED TO KNOW!





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# A&R EVALUATORS



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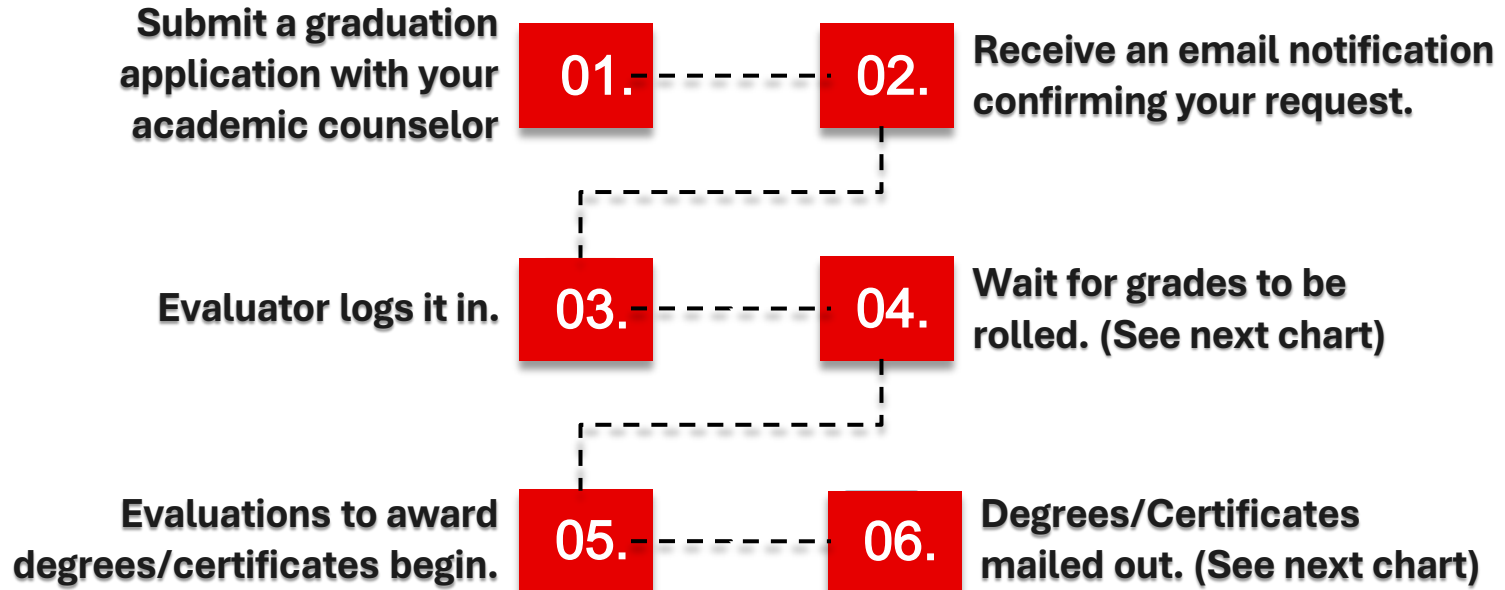


**Evaluators work on an alpha based system.**

**If you have any questions related to your graduation application, contact your evaluator by matching your last name to their alpha range. Please use your IVC email and include your G# for a quicker response.**



# AWARDING PROCESS





# FALL 2024 SCHEDULE

## DECEMBER 07

### **SEMESTER ENDS**

This is the official last day of the semester.

## DECEMBER 13

### **GRADES ARE ROLLED**

Instructors have until December 13, 2024, to submit grades.

## JANUARY 02

### **EVALUATIONS**

Evaluators begin evaluations after returning from Winter Break.

## FEBRUARY 13

### **MAIL OUT**

Diplomas/Certificates are mailed out. Check your mailing address on WebSTAR before January 3, 2025.

# WINTER 2025 SCHEDULE

## FEBRUARY 3

### **SEMESTER ENDS**

This is the official last day of the semester.

## FEBRUARY 10

### **GRADES ARE ROLLED**

Instructors have until February 10, 2025, to submit grades.

## FEBRUARY 11

### **EVALUATIONS**

Evaluators begin evaluations for Winter applicants only.

## MARCH 21

### **MAIL OUT**

Diplomas/Certificates are mailed out. Check your mailing address on WebSTAR before March 7, 2025.

# SPRING 2025 SCHEDULE

**JUNE 06**

**SEMESTER ENDS**

This is the official last day of the semester.

**JUNE 13**

**GRADES ARE ROLLED**

Instructors have until June 13, 2025, to submit grades.

**JUNE 16**

**EVALUATIONS**

Evaluators have 8 business days to evaluate over 1000 graduation applications.

**JULY 10**

**MAIL OUT**

Diplomas/Certificates are mailed out. Check your mailing address on WebSTAR before July 10, 2025.

# SUMMER 2025 SCHEDULE

**JULY 24**

**SEMESTER ENDS**

This is the official last day of the semester.

**JULY 31**

**GRADES ARE ROLLED**

Instructors have until July 31, 2025, to submit grades.

**AUGUST 04**

**EVALUATIONS**

Evaluators begin evaluations for Summer applicants only.

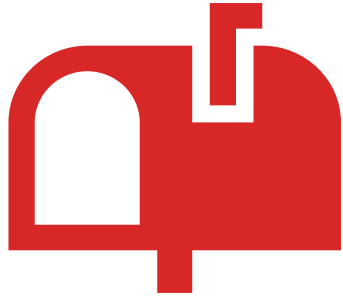
**SEPTEMBER 12**

**MAIL OUT**

Diplomas/Certificates are mailed out. Check your mailing address on WebSTAR before August 07, 2025.



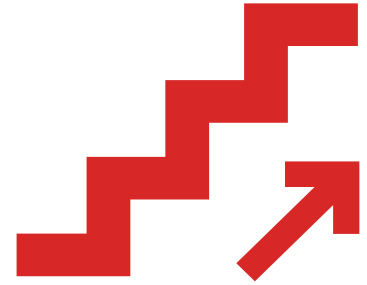
# VERIFY STUDENT INFORMATION



**CHECK WEBSTAR FOR  
YOUR MAILING ADDRESS.**



**CHECK WEBSTAR  
FOR FEES OWED.**

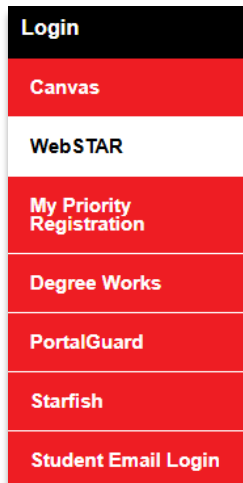


**CHECK DEGREEWORKS TO VERIFY  
YOUR PROGRESS, GPA, AND NAME.**

# HOW TO CHECK: MAILING ADDRESS

## STEP 1:

Go to [imperial.edu](http://imperial.edu) and click on “WebSTAR” in the “Login” option of the page.

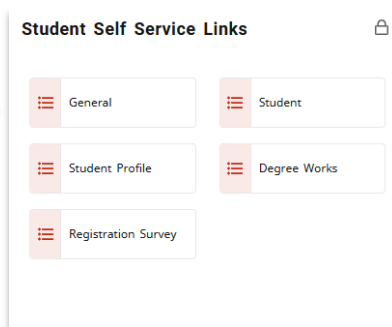


## STEP 2:

Login using your IVC Student Email and Password.

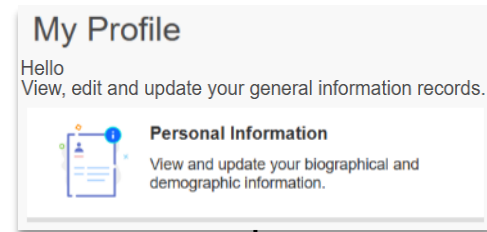
## STEP 3:

In the “Student Self Service Links” square, click on the “General” option.



## STEP 4:

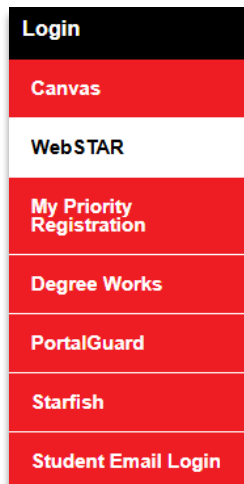
Click on the “Personal Information” option to view and update your information.



# HOW TO CHECK: FEES AND PAYMENTS

## STEP 1:

Go to [imperial.edu](http://imperial.edu) and click on “WebSTAR” in the “Login” option of the page.



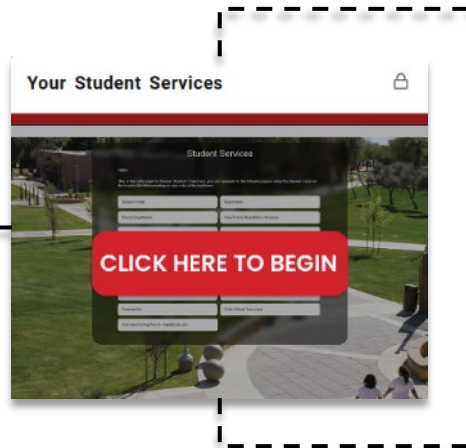
## STEP 2:

Login using your IVC Student Email and Password.

The login form for Imperial Valley College. It has a header "IMPERIAL VALLEY COLLEGE". Below it are fields for "IVC Email" (with the example "@students.imperial.edu") and "Password" (with the placeholder "Enter your password"). A red "Login" button is at the bottom. A dashed line connects the "Login" button to the "Your Student Services" page in Step 3.

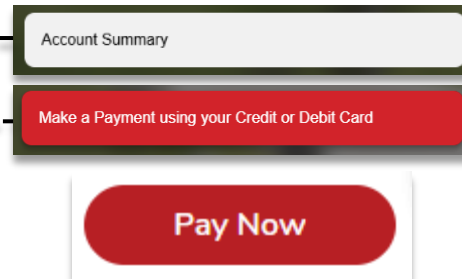
## STEP 3:

In the “Your Student Services” square, select the “Click here to begin.” option.



## STEP 4:

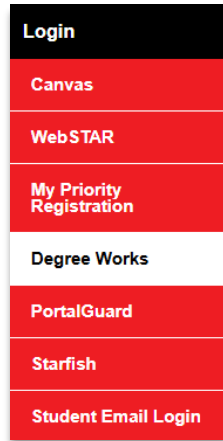
Click the “Account Summary” or “Make a Payment using your Credit or Debit Card” option to view your student fees. If you are making a payment, both options include a “Pay Now” button which is located on the top right corner of the page you select.



# HOW TO CHECK: DEGREE WORKS

## STEP 1:

Go to [imperial.edu](http://imperial.edu) and click on “Degree Works” in the “Login” option of the page.



## STEP 2:

Login using your IVC Student Email and Password.

The form is titled "IMPERIAL VALLEY COLLEGE". It has two input fields: "IVC Email" with the placeholder "@students.imperial.edu" and "Password" with the placeholder "Enter your password". Below the fields is a red "Login" button. Dashed lines connect the "Degree Works" button from Step 1 to this form, and the "Login" button to the Degree Works page in Step 3.

## STEP 3:

Check your progress. The GPA in the degree block for which you applied will used, NOT the overall GPA.

The page is titled "Degree in Associate of Science" with a blue "IN-PROGRESS" button. It shows summary statistics: "Units required: 60", "Units applied: 63", "Catalog year: 2025-2026", and "GPA: 3.53". Below is a list of requirements, each with a green checkmark: "In Residence Requirement", "GPA Requirement", "Institutional Requirements", "General Education Requirements", and "Major Requirements". A dashed line connects the "Login" button from Step 2 to this page.

## STEP 4:

Verify that your name is correct. The name displayed is what will be used for your Degree/Certificate.

A section titled "Name" with a light gray background. It displays the name "Sandoval, Daniel R". A dashed line connects this section to the "Name" field in the final form in Step 4.

## 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.*



# DIPLOMAS & CERTIFICATES

All student who are currently enrolled at IVC and have intent to complete their course work at the end of the Spring semester or Summer session should receive their diploma by mail approximately 8 weeks after the completion of their final course. Students must pay any remaining fees and confirm their mailing address on WebSTAR as this is where your diploma will be sent.

## NOTE:

Admissions & Records will not review your graduation petition if you owe any fees.  
If you need to request a duplicate diploma/certificate, please visit [Parchment.com](https://www.parchment.com).



# TRANSCRIPTS

Official IVC Transcripts can be requested through WebSTAR or the Parchment website. There is a transcript fee when ordering any of the two following options below:



## **ELECTRONIC**

Delivered By Email

**\$5** per request

## **PRINT & MAILED**

Printed on Paper & Mailed

**\$7.75** per request

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

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

# TRANSCRIPTS CONTINUED

If you've earned credits at another college, please send us your **official** transcripts before a graduation application is processed.

This will cause a delay in processing your degree and may prevent you from graduating.

If you have questions, you may email your assigned Evaluator at **[admissionsevaluators@imperial.edu](mailto:admissionsevaluators@imperial.edu)**

## MAIL YOUR TRANSCRIPTS TO:

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

# NOT AWARDED? TAKE THESE 4 STEPS

- 1** Review the email notifying your awarded status that is sent to your IVC email.
- 2** Review your progress in DegreeWorks to view any missing requirements needed to be awarded.
- 3** Contact your academic counselor to apply for the next semester to complete your missing coursework.
- 4** Re-apply for graduation after meeting all requirements.

Please scan the QR code to view  
Important Dates and Deadlines:







# GRADUATION HONORS

## GRADUATION HONORS ARE BASED ON GPA

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

For students earning an AA-T or AS-T, GPA is calculated with all CSU transferable coursework from all colleges attended.

**WITH HONORS: 3.0 -3.49**

**WITH DISTINCTION: 3.5 – 4.0**

## SPRING OR SUMMER GRADUATES

Grades for students that are completing their coursework in the Spring or Summer 2025 semester AND participating in Commencement, will not be posted until after the ceremony. IVC will use the GPA from the last attended semester to determine your honors status (e.g. Fall 2024 or Winter 2025).

IMPERIAL VALLEY COLLEGE

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SPORTS  
COMPLEX



COMMENCENT INFORMATION

*Class of* 2025

# COMMENCEMENT TIMELINE

**GRADFEST (MAY 19, 2025):** Gradfest will be held in the College Center (Bldg. 600) from 11:30 a.m. to 1:00 p.m.

**REGALIA PICK UP (MAY 27/28/29/30, 2025):** Graduates may begin to pick up regalia packages in room 624, Tuesday-Thursday, 8:30 a.m. to 6:00 p.m. and Friday 8:30 a.m. to 12:30 p.m.

**COMMENCEMENT REHEARSAL (JUNE 6, 2025):** Commencement Rehearsal will be held in the Gym from 9:30 a.m. to 11:00 a.m.  
**NOTE:** The Regalia is NOT required to wear at the rehearsal.

**COMMENCEMENT CEREMONY (JUNE 8, 2025):** Graduates must report to the library in their regalia at the time below:  
**For the 9:00 a.m. Ceremony:** Report @ 8:00 a.m.  
**For the 2:00 p.m. Ceremony:** Report @ 1:00 p.m.

**ADDRESS CORRECTION (JUNE 14, 2025):** Verify that your mailing address is correct on WebSTAR as this is where your diploma will be mailed to.

**DIPLOMAS (JULY 26, 2025):** If you have completed all coursework for your degree, a diploma will be mailed to the address on file in WebSTAR.



# REGALIA PACKAGE

- **Cap**
- **Gown**
- **Tassel**
- **Academic Cord (if merited)**
- **Diploma cover**
- **Ceremony reception**

All graduates must wear their regalia to the ceremony and gowns must be fully zipped up.

Any stole or cap decoration that is deemed inappropriate or offensive will be removed by commencement staff or the graduate may be removed from the ceremony.







# RECEPTION

- Professional photographers will be stationed at the ceremony and will photograph you receiving your diploma.
- You will be emailed the proofs and the link to view and purchase your pictures to the email address provided on the card reader as well as your IVC student email account.
- Picture prices start at \$9.95 for a single photo. Packages are available for purchase through our third-party vendor.
- We ask that family members please not come down from their seats to take pictures as this will interfere with the procession.

# COMMENCEMENT QUESTIONS

For more Commencement information, please visit our website by scanning the QR code below:



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

**Yareli Rivera**  
**Director of Student Activities**  
**[studentaffairs@imperial.edu](mailto:studentaffairs@imperial.edu)**  
**(760) 355-6455**



# GENERAL QUESTIONS?

Visit Admissions & Records in  
Building 10 or call (760) 355-6101.  
You may also scan the QR code  
below to connect with us on Zoom:



Zoom Hours:  
Monday-Friday from 2-4PM.

