



PARK
UNIVERSITYSM

2011
Commencement
Handbook

Commencement Details

Date: Saturday, December 10, 2011

Time: 11 a.m.

Location: Community of Christ Auditorium
1001 W. Walnut
Independence, MO 64050

Commencement Schedule of Events

9 – 10 a.m.

Lower Level Assembly Room

- Graduates check in with registrar, receive honor cords and complete name cards for stage reader.
- Individual photographs of graduates by Chappell Photography.

10:15 a.m.

Lower Level Assembly Room

- Graduates line up for processional. All graduates should be in caps and gowns and have a completed name card in-hand for the stage reader.

Note: While the Assembly Room will be secured during the ceremony, please note that the University is not liable for personal belongings left unattended in the room.

10:40 a.m.

Lower Level Assembly Room

- Graduates' processional line moves to auditorium.

11 a.m.

North Doors of Auditorium

- Processional of graduates, faculty, staff and platform party

General Information

Announcements

Announcements may be ordered online at www.herffjones.com/college/. Generic announcements are also available at \$12.99 for a pack of 10 through the Park University Bookstore. Other memorabilia is also available at the Bookstore.

Caps and Gowns

If you are unable to pick up your cap and gown during the Graduation Prep Fair, you may do so at the Park University Bookstore from now until Monday, Dec. 5, 2011. If you are not a Parkville Campus student and need to order your cap and gown, please call the Bookstore at (816) 584-6747 as soon as possible. There is a \$6.95 shipping and handling charge if you need your cap and gown shipped to you with a two-week turnaround.

Bookstore hours:

Monday-Thursday. 8:30 a.m. – 6 p.m.

Friday, 8:30 a.m. – 4 p.m.

Diplomas

Diplomas will be mailed to graduates approximately eight to 10 weeks after all coursework is completed. Please verify that the Registrar's Office has your correct address.

Handicap Assistance

The west entrance circle drive of the auditorium is handicap accessible. Please note that there is no parking in the drive. Seating is available on either side of the auditorium in the designated areas.

Hearing Impaired

Interpreters will be available for guests who are hearing impaired, and will be placed on the left side of the stage. Seating adjacent to the interpreters is first come, first served.

Honors Cords

Honors cords will be distributed to graduates who met the grade point average requirements *as of the previous term*. Please note that only cords distributed by the Registrar's Office may be worn during the Commencement ceremony.

The following statement is a quotation from the Park University Commencement Policy: "Honor students will be designated on their diplomas and on their transcripts as either 'summa cum laude,' 'magna cum laude,' 'cum laude' or 'with distinction,' depending on the final cumulative grade point average. Final grades for the current semester may be outstanding for many students. All honor students will have the same color honor cord, which will be distributed at Commencement."

Library Books, Fines and Charges

All library books must be returned. All fines and other charges must be paid prior to Commencement.

Name Cards

Each graduate will be given **TWO** name cards when they check in at the Registrar's table. **PRINT** your name, permanent address and phone number on **BOTH** cards. To assist the photographer, please check the descriptions on the bottom of the card and give it to the photographer when you have your photo taken. **Please remember to take one card with you to the Auditorium which you will hand to the stage reader just prior to receiving your diploma.**

Photographs

Chappell Graduation Images will photograph each graduate receiving his/her diploma as well as an individual photo. **(Individual photos will be taken from 8:45 to 9:45 a.m. in the Lower Assembly Room)**. Approximately one week after Commencement, Chappell will send a digital color photo to the address listed on the name card. Orders must be placed within 10 days of receipt and will arrive 1-2 weeks from the date Chappell receives your order. All photos are satisfaction guaranteed and may be returned for a full refund.

Videotaping

If you would like to purchase a DVD of the Commencement ceremony, please fill out the appropriate form (included in this document) with a check for \$15 per DVD and drop in DVD order box by the Registrar's table at the ceremony. **We are not set up to use debit or credit cards.**

Directions to Community of Christ Auditorium

VIA I-70 WESTBOUND

Take I-70 west to Independence, Mo. Take the Noland Road exit and turn right (north). Follow Noland Road to Walnut and turn left (west). Go approximately one mile on Walnut to River and turn left (south). The Auditorium, with a green dome, is on your right. Turn right (west) into the first parking lot entrance.

VIA I-70 EASTBOUND

Take I-70 east to I-435. Go north on I-435 to 23rd Street (first exit). Turn right (east) onto 23rd Street and drive toward Independence. Go a few miles to Chrysler and turn left (north). Follow Chrysler and go up the hill just past the first stop light. Turn right (east) into the Auditorium (green dome) parking lot.

VIA I-435 NORTHBOUND

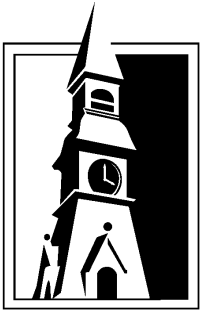
Take I-435 north to 23rd Street (first exit past I -70). Turn right (east) onto 23rd Street and drive toward Independence. Go a few miles to Chrysler and turn left (north). Follow Chrysler and go up the hill just past the first stop light. Turn right (east) into the Auditorium (green dome) parking lot.

VIA I-435 SOUTHBOUND OR KCI AIRPORT

Take I-435 south to 23rd Street. Turn left (east) onto 23rd Street and drive toward Independence. Go a few miles to Chrysler and turn left (north). Follow Chrysler and go up the hill just past the first stop light. Turn right (east) into the Auditorium (green dome) parking lot.

VIA I-29 SOUTHBOUND

Take I-29 south to I-35 south. Follow I-35 south to 210 Highway. Go east on 210 Highway to I-435. Take I-435 south to 23rd Street. Turn left (east) onto 23rd Street and drive toward Independence. Go a few miles to Chrysler and turn left (north). Follow Chrysler and go up the hill just past the first stop light. Turn right (east) into the Auditorium (green dome) parking lot.



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December 10, 2011 Commencement DVD Order Form

Please place this form and your check in the
DVD order box by the registration table at Commencement
or mail to:

Park University
Attn: Marcia Naher
Office of Academic Affairs, CMB 5
8700 NW River Park Dr.
Parkville, MO 64152

***PLEASE NOTE: WE ARE NOT ABLE TO USE DEBIT/CREDIT CARDS OR
PROVIDE CHANGE. THANK YOU FOR YOUR UNDERSTANDING.***

Name: _____

Phone #: _____

**Shipping
Address:** _____

City: _____

State & Zip: _____

Quantity: _____ **@ \$15 each**

Check # _____ **Check Amount:** _____

Academic Dress and The Procession

Academic dress and the academic procession are two of the few remaining traditions we inherited from early universities and colleges. Even these traditions have evolved over the years to meet the present academic needs and our society's methods of recognizing academic achievement.

We still recognize the three basic types of academic robes: The straight sleeve of the bachelor's gown, the shortened sleeve of the master's gown with its extended blind pouch and the doctor's gown with its three velvet stripes on each sleeve and velvet facing on the front.

Various traditional colors are used to represent different universities and disciplines. Someone who knows the coloring system can tell the granting university, the degree and the discipline of the wearer simply by looking at his or her academic attire.

Park honors these and other traditions. We have added a few traditions of our own, particularly in how the academic costumes are worn and the ceremonies are carried out.

Conventions Observed by Park University

- Traditional master's and bachelor's gowns and academic caps (as provided) are worn in the traditional manner.
- The mortar boards are worn level on the head (parallel to the floor), not stuck to the back of the head.
- The tassels, worn on the caps, are to be worn on the right side of the cap. After the degree is conferred, the tassel should be moved right to left.
- Women wear their caps at all times.
- Men's caps are removed during prayers, but are worn at all other times.
- Flowers are not worn on the academic gown or carried by the graduate.
- Business attire is commonly worn with academic regalia (gowns).
- Black shoes are preferred.