



**2009**

**Commencement**

**Handbook**

## Commencement Details

**Date:** Saturday, December 12, 2009

**Time:** 11:00 A.M.

**Location:** Community of Christ Auditorium  
1001 West Walnut  
Independence, MO 64050

## Commencement Schedule of Events

**9:00 – 10:00 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.*

**10:50 a.m.**

### Lower Level Assembly Room

- Graduates' processional line moves to Auditorium.

**11:00 a.m.**

### North Doors of Auditorium

- Processional of Graduate, Faculty, Staff, and Platform Party

## General Information

### Announcements

Announcements may be ordered online [www.herffjones.com/college/](http://www.herffjones.com/college/). Generic announcements are also available at \$12.99 for a pack of 10 through the Bookstore. Other memorabilia is available at the Bookstore, as well.

### Caps and Gowns

If you are unable to pick up your cap and gown during Graduation Prep Fair, you may do so at the Park University Bookstore from now until December 3, 2009. If you are not a home 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. – 6:00 p.m.

Friday, 8:30 a.m. – 4:00 p.m.

### Diplomas

Diplomas will be mailed to Graduates 6-8 weeks after all coursework is completed. Please verify that the Registrar's Office has your correct address.

### Directions to Community of Christ Auditorium

#### VIA I-70 WESTBOUND

Take I-70 west to Independence, Missouri. Take the Noland Road exit. Turn right (north) on Noland Road to Walnut. Turn left (west) onto Walnut and go 1 mile to River. Turn left (south) onto River (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 23<sup>rd</sup> Street (first exit). Turn right (east) onto 23<sup>rd</sup> Street and drive toward Independence. Go a few miles to Chrysler. Turn left (north) onto 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 23<sup>rd</sup> Street (first exit past I-70). Turn right (east) onto 23<sup>rd</sup> Street and drive toward Independence. Go a few miles to Chrysler. Turn left (north) onto 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 23<sup>rd</sup> Street. Turn left (east) onto 23<sup>rd</sup> Street and drive toward Independence. Go a few miles to Chrysler. Turn left (north) onto 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. Take I-35 south to Hwy. 210. Go east on Hwy. 210 to I-435. Take I-435 south to 23<sup>rd</sup> Street. Turn left (east) onto 23<sup>rd</sup> Street and drive toward Independence. Go a few miles to Chrysler. Turn left (north) onto Chrysler and go up the hill just past the first stop light. Turn right (east) into the Auditorium (green dome) parking lot.

## **Handicap Assistance**

The West Entrance Circle Drive 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.

## **Honors Cords**

Honor cords will be distributed to graduates who met the GPA requirements *as of the previous term*. Please note that only cords distributed by the Registrar 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 a name card when they check in with the Registrar. There is also one below. **PRINT** your name, permanent address, and phone number on **TWO** cards. To assist the photographer, please check the descriptions on the bottom of the card. **Please remember to take the cards with you to the Auditorium. The graduates will hand a card to the stage reader just prior to receiving their diploma.**

# Please print information & bring both cards to commencement.

## READER CARD

Please print your address clearly and completely.  
All graduates must complete this card for accurate sequencing.

**YOUR PERMANENT ADDRESS:**

Mr.  Ms.

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_

Permanent E-mail: \_\_\_\_\_

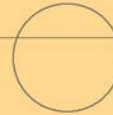
Street Address: \_\_\_\_\_

City & St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

School \_\_\_\_\_

**\* Watch for an email from [www.gradimages.com](http://www.gradimages.com)**



Share the moment! We will gladly send an additional email to a parent.

E-mail: \_\_\_\_\_

To help you get the correct graduation photos, please fill out the following:

Glasses       Hair Color: \_\_\_\_\_       Facial Hair

Graduate, please provide a valid permanent email address to receive your photo proof(s) online after the ceremony. There is no obligation to purchase photos and your personal information will be used for the delivery of proofs only.  
We will not sell or provide the information above to any other entity, except if required by law.

## READER CARD

Please print your address clearly and completely.  
All graduates must complete this card for accurate sequencing.

**YOUR PERMANENT ADDRESS:**

Mr.  Ms.

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_

Permanent E-mail: \_\_\_\_\_

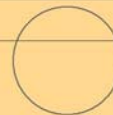
Street Address: \_\_\_\_\_

City & St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

School \_\_\_\_\_

**\* Watch for an email from [www.gradimages.com](http://www.gradimages.com)**



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We will not sell or provide the information above to any other entity, except if required by law.

### Photographs

Chappell Graduation Images will photograph each graduate receiving his/her diploma as well as an individual photo. **(Individual photos will be taken from 9:00-10:00 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 received 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 appropriate form (included in this e-mail) with a check for \$15.00 per DVD and drop in DVD order box by the registrars table at the ceremony. We are not set up to use Debit or Credit Cards.



## December 12, 2009 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**

CMB 5 – Marcia Naher  
8700 NW River Park Dr.  
Parkville, MO 64152

**Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Shipping  
Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State & Zip:** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Quantity:** \_\_\_\_\_ **@ \$15.00 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.