



May 2018
Kansas City Area
Commencement
Handbook

Commencement Details

Date: Saturday, May 12, 2018

Time: 10 a.m.

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

Commencement Schedule of Events

7:45 – 9 a.m. Lower Level Hallway

- Graduates must check in at the registrar's table
 - *Honor cords are distributed only to bachelor's degree graduates who have met the grade point average requirements as of the previous term; military cords will also be distributed to all military students*

*****STUDENTS SHOULD ARRIVE NO LATER THAN 9 AM!*****

7:45 – 9:15 a.m. Lower Level Assembly Room

- Complete name card and contact information (keep the card to hand to the name reader on stage)
- Individual professional photographs of graduates taken by GradImages (enter through Assembly Room)

9:15 – 9:45 a.m. Lower Level Assembly Room

- Graduates receive instructions for the ceremony and are staged in preparation for the processional. All graduates should be in caps and gowns and have a completed name card in-hand for the stage reader.

9:45 a.m. Lower Level Assembly Room/Lower Level Hallway

- Graduates' processional line moves to auditorium.
 - *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.*

9:45 a.m. Auditorium

- Guests should be seated. Guests who arrive after the processional begins will need to enter via the west or east doors, or sit in the balcony. Please enter quietly and yield to any processional traffic.

10 a.m. North Doors of Auditorium

- Procession of graduates, faculty, staff and platform party begins

Once the ceremony starts, please be respectful and courteous to those around you and to all graduates by remaining in your seat until the close of the ceremony.

General Information

Announcements

Announcements, diploma frames and class rings may be ordered online at www.herffjones.com/college/. The Park University Bookstore on the Parkville Campus will also have generic announcements and diploma frames available for purchase in-store and during the Graduation Prep Fair on Thursday, March 29. Students who purchase diploma frames at the Graduation Prep Fair will receive a 10 percent discount.

Caps and Gowns

Caps and gowns are ordered when you complete the Application for Diploma. Pick up your cap and gown during the Graduation Prep Fair on Thursday, March 29, in the Park University Bookstore during regular store hours (after March 29) or contact the Bookstore at bookstore@park.edu / (816) 584-6747 before Friday, April 27, to have them shipped to you (for a shipping fee). For more information, contact Kelsey Ruoff, administrative assistant to the vice provost, at kelsey.ruoff@park.edu or (816) 584-6219.

Diplomas

Diplomas will be mailed to graduates approximately two-to-four weeks after all coursework is completed to the address listed on the Application for Diploma. Please verify that the Registrar's Office has your correct address at registrar@park.edu.

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 designated areas.

Graduates or guests needing special seating or assistance to their seat and/or across the stage should contact Kelsey Ruoff, administrative assistant to the vice provost, at kelsey.ruoff@park.edu or (816) 584-6219, to make arrangements in advance.

Hearing Impaired

Interpreters are available for hearing impaired guests. They will be placed on the left side of the stage (when facing the stage). Seating in this area is first come, first served.

If a graduate needs an interpreter for the instructional meeting and processional preparation prior to the ceremony, contact Kelsey Ruoff, administrative assistant to the vice provost, at kelsey.ruoff@park.edu or (816) 584-6219, to make arrangements in advance.

Honors Cords

Honors cords are distributed to bachelor's degree graduates who meet the grade point average requirements *as of the previous term*. 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 at the registrar's table. Fill out the front and back of the card, and take it with you to the auditorium. If you are having a portrait taken (prior to the ceremony), please present the card to the photographer and he/she will record your information, but make sure to retain the card as you will hand this to the stage reader prior to you receiving your diploma. (Note: Graduates receiving a master's degree and a graduate certificate should get two cards for each time you cross the stage.)

Photographs

GradImages will photograph each graduate receiving his/her diploma, as well as an optional individual photo. Individual photos will be taken from 7:45 to 9:15 a.m. in the Lower Assembly Room.

Approximately one week after Commencement, GradImages will send a digital color photo proof to the address listed on the name card. Orders must be placed within 10 days of receipt of the color proof and will arrive 1-2 weeks from the date GradImages receives your order. All photos are satisfaction guaranteed and may be returned for a full refund. For more information, visit www.gradimages.com.

Live Broadcast

Family and friends from around the world who can't attend Commencement will be able to watch graduates walk across the stage as Park University will provide a live broadcast of the ceremony via Park's video portal.

The video will begin streaming moments prior to the start of the ceremony at <https://portal.stretchinternet.com/parkadmin/>. In the days following the ceremony, the video will be available in the "on demand" section of the video portal.

Directions to Community of Christ Auditorium

NOTE: The Commencement ceremony is held at the Community of Christ Auditorium (dome building) and not the chapel (spiral tower) across the street.

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.



Community of Christ Auditorium

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 attire is 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; low heel shoes are recommended.