



May 2020
Kansas City Area
Commencement
Handbook

Commencement Details

Date/Time: Saturday, May 9, 2020 / 10 a.m.

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

Commencement Schedule of Events

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

7:30 – 9 a.m. Lower Level Hallway

- Graduates arrive and gather in the lower level. The following items are available for pick up in the Lower Level Hallway, outside the Assembly Room:
 - Honor cords — Bachelor's degree recipients who have a minimum 3.5 cumulative grade point average (based on previous semester).
 - Military cords — All current and former military service members.
- 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).

8 a.m. Doors Open for General Public, Family and Friends

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.
 - *For security purposes, the Lower Level Assembly Room is locked during the ceremony and cannot be accessed until the end of the ceremony.*
 - *Please note: Park University and Community of Christ Auditorium are not liable for any lost or stolen items.*

9:45 a.m. Auditorium

- Guests should be seated. Guests arriving after the processional begins will be ushered to 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 have generic announcements and diploma frames available for purchase in-store and during the Graduation Prep Fairs in the bookstore on Tuesday, March 3, noon to 5 p.m., or Wednesday, April 8, 4 to 7 p.m. 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 Fairs in the Park University Bookstore on Tuesday, March 3, noon to 5 p.m., or Wednesday, April 8, 4 to 7 p.m., or in the bookstore during regular store hours after March 3 (8:30 a.m. to 5 p.m. Monday through Thursday; 8:30 a.m. to 4 p.m. Friday), or contact the bookstore at (816) 584-6747 / bookstore@park.edu before Friday, April 17, to have them shipped to you (for a shipping fee).

Diplomas

Diplomas will be mailed to graduates approximately six-to-eight 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. Wheelchair accessible 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 associate provost, at kelsey.ruoff@park.edu or (816) 584-6219, to make arrangements in advance. Only those guests who make prior arrangements will have reserved wheelchair seating (at the west entrance); otherwise, there will be open wheelchair seating at the east entrance.

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 associate 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*' or '*cum laude*' depending on the final cumulative grade point average and with 30 hours minimum earned at Park University. 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

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 reader when approaching the stage to receive your diploma cover. Graduates will not be seated in alphabetical order, but will be organized by degree, making it important to have your reader card with you until you reach the stage. Since the card is used to inform the reader of your name and pronunciation, it is important to write legibly. (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 7:30 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 Crysler and turn left (north). Follow Crysler 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 Crysler and turn left (north). Follow Crysler 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 Crysler and turn left (north). Follow Crysler 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 Crysler and turn left (north). Follow Crysler 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 and the National Anthem, 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).
- Comfortable shoes are recommended.

Frequently Asked Questions

- What side should your tassel hang from your cap?
 - Undergraduates should wear their tassel on the right side of their cap. After the degrees are conferred, the president will instruct graduates to move the tassel from the right to the left.
 - Graduate students should wear their tassel on the left side of their cap.
- Can I decorate my cap?
 - You are welcome to decorate caps as long as it is tasteful, contains no inappropriate language and does not obstruct the view of those behind you (decorations should be higher than one inch on the cap)
- What should you do with your hood if you are graduating with a master's degree?
 - Graduate students should drape their hood over their arm as they proceed into the auditorium. Once called to the stage, the graduate will hand the hood to the dean of their respective college to have it placed over their head and worn as they exit the stage to return to their seat.
- How long does the ceremony last?
 - The ceremony typically lasts about two hours. We ask that all graduates and guests stay through the entire ceremony to support fellow graduates. Guests are encouraged to keep aisles clear by remaining seated until the end of the ceremony.
- Where is wheelchair seating available?
 - There are two designated wheelchair areas in the auditorium — at the west doors and the east doors. The west wheelchair area is reserved only for those who make arrangements in advance with Kelsey Ruoff, administrative assistant to the associate provost, at kelsey.ruoff@park.edu or (816) 584-6219. The east wheelchair area is open for those without advance reservations.
- Do my guests need tickets to the ceremony?
 - No, and there is no limit to the amount of guests you may bring. Please keep in mind, though, that large groups planning to sit together should plan to arrive early to find seats as the lower level of the auditorium fills up fast.
- Should I receive a stole or cord?
 - If you are eligible for honors cords or military cords, you will pick those up at the registrar's table the morning of the ceremony (they will be located in the lower level where graduates will gather. Eligibility requirements are:
 - Military cords: All current and former military service members.
 - Honors cords: Bachelor's degree recipients who have a minimum 3.5 cumulative grade point average (based on the previous semester).
 - Undergraduate students are welcome to wear any stoles that are associated with Park University; graduate students are not eligible to wear any stoles other than their international sash.
- Where should I park?
 - There are parking lots at each side of the building. However, we recommend that graduates enter at the west doors as it is the main entrance and easiest to direct to the lower level where graduates gather before the ceremony. The west entrance includes a circle drive and a ramp inside the doors for guests needing handicap assistance.
- Is there somewhere to keep personal belongings?
 - For security, the Lower Level Assembly Room is locked during the ceremony and items can be left there if needed; however, we do not recommend leaving personal belongings of value during the ceremony. The room cannot be accessed until the end of the ceremony when the doors are unlocked. Park University and the Community of Christ Auditorium are not liable for any lost or stolen items.
- What if I need special seating (for graduates)?
 - If you are a graduating student and need to make special seating accommodations, please contact Kelsey Ruoff, administrative assistant to the associate provost, at kelsey.ruoff@park.edu or (816) 584-6219.