COMMENCEMENT INSTRUCTIONS – May 9, 2015

Commencement will be held at the Community of Christ Auditorium, 1001 W. Walnut, Independence MO 64050-3562. Ceremony starts promptly at 6:00 p.m. Allow about 2 hours for the ceremony.

NOTES TO ALL PARTICIPANTS AND GUESTS: The Auditorium (and adjacent temple) serve as world headquarters of the Community of Christ Church. These buildings are designed primarily for religious purposes and certain rules apply when used by other organizations. Therefore, we ask that all participants and their guests take care of the facility and respect the religious significance of the building. Our goal is to establish a favorable relationship with Community of Christ, allowing us to hold future Commencement ceremonies at this venue.

The Church prohibits the following in the buildings or grounds:
Disorderly conduct (no drums or air horns in the building)
Profanity or offensive language on the property
Use of tobacco products, illegal drugs, or alcoholic beverages on the property including the parking lot
Possession of any weapon on the property
Food, drink or balloons within the auditorium
Parking in the circle drive (for emergency vehicles, pick-up and drop-off of guests only)
Access to areas other than lobbies, auditorium and student gathering room

Individuals violating these rules may be asked to leave.

INSTRUCTIONS FOR GUESTS:
- Make plans in advance to meet your guests after the ceremony outside either the West or South Entrance. The lobbies are not large enough to serve as a meeting place for all the graduates and their guests.
- Doors open for guests at 5:00 p.m. There are no tickets or guest limits.
- Parking is free and provides convenient access to the West and South Entrances. (see attached maps)
- All guests should enter the West or South Entrances. The North and East Entrances will be locked.
- Guests unable to walk long distances or ascend/descend stairs: There is accessible parking near the West Entrance, and there are no stairs at the West Entrance. There is also a circle drive for dropping off passengers at the West Entrance, but there is NO PARKING in the circle drive. There are wheelchair accessible areas on both sides of the lower level of the auditorium. One other person may join them in the accessible seating section.

ARRIVAL INSTRUCTIONS FOR GRADUATES:
ALL GRADUATES SHOULD ALLOW TIME TO PARK, CHECK-IN, DRESS IN REGALIA AND BE SEATED IN GATHERING ROOM NO LATER THAN 5:20 P.M. Graduates not seated in the gathering room by 5:20 p.m. may not be allowed to walk.
- Purses and other valuables should be left with a family member or friend, not in the gathering room. The gathering area will be locked during the ceremony, but we cannot guarantee their safety in the gathering room.
- Graduates enter the West Entrance. Turn right inside the West Lobby and proceed down the ramp to the graduate gathering room.
- Stop by the Check-in Table to pick up your name card. Don’t lose your card!
- Put on your regalia.
- Find your row in the graduate gathering room and have a seat. Graduates will be seated in identical formation during the ceremony in the auditorium.
- Listen for further instructions.

MISCELLANEOUS NOTES REGARDING REGALIA:
- Honor cords are for Bachelor candidates only. If you are graduating with Graduation Honors (cum laude, magna cum laude, summa cum laude), an honor cord was included with your cap/gown order. Please wear your Honor Cord with your gown. Your Academic Honor will be announced as you walk across the stage. Students who receive a departmental honor cord and also an academic honor cord may wear both cords.
- Please bring your robe on a hanger that you don’t want back. Please place your hanger in one of the boxes in the check-in area or gathering room, not on the floor or in the seats.
- Attach your tassel to your cap at home; they tend to slip out of the plastic bags if loose.
- Caps, gowns and hoods are to be donned at this time except for Master’s candidates, who will be hooded during the ceremony. Master’s candidates carry their hoods draped over the left forearm. Tassels should be black and worn on the right at the start of the ceremony. Purple/gold tassels are souvenirs only, not to be worn at the ceremony.
- Appropriate dress is encouraged under gowns.
- As you choose your shoes, remember that you will be going up and down stairs as you access the stage
ORDER OF PROCESSION:

Master's candidates will line up in this order:
College of Liberal Arts & Social Sciences (Psych, General Psych and Counseling Psych)
School of Business (MBA)
School of Education
School of Professional Studies (Avila Advantage)
College of Liberal Arts & Social Sciences (BACHELOR’S, this school only lines up behind Master’s to make lines even.)

Bachelor’s Candidates will line up in this order:
School of Business
School of Education
School of Nursing
School of Professional Studies (Avila Advantage)
School of Science and Health
School of Visual and Communication Arts

The lead person for each School/College will be given a card to indicate the beginning of the School/College.
- At exactly 6:00 p.m. the procession will begin. Each line will be directed into appropriate seating sections.
- The seating formation in the auditorium will be identical to how graduates are seated in the gathering room. If you are first in the row downstairs, you will be starting a new row upstairs.
- Remain standing during the National Anthem. GENTLEMEN: REMOVE YOUR CAP DURING THE NATIONAL ANTHEM.

DURING THE CEREMONY:
- At the time of the presentation of the diplomas, an usher will release one row at a time to approach the steps on the right side of the platform. Be sure to bring your name card to the stage. The Dean of each School/College will announce the School/College. You will be directed to move onto the platform. Master’s Candidates will be hooded before approaching the podium.
- Hand your card to the reader (Sr. Marie and Dr. King will alternate schools.) Wait until she reads your name. Proceed across the stage.
- Receive the diploma with your left hand and shake hands with your right hand.
- DO NOT change the tassel on your cap to the left side at this time. This will be done at the end of the presentation of all of the diplomas.
- A professional photographer will be present to take pictures of all graduates. An e-mail will be sent to your Avila e-mail address and your private email address if you have provided this, notifying you when the proofs will be ready. The photographer will mail proofs to you at no obligation.
- After receiving your diploma, return to your seat and be seated.

RECESSIONAL:
The Platform Guests, Trustees and Vice Presidents will leave first. Faculty and Staff will then leave and form a reception line behind the graduate seating area. Each row of graduates will be released and directed through the faculty reception line and out the exit. Do not exit your row until released by the usher.

YOU MAY KEEP YOUR GOWN, HOOD, CAP AND TASSEL

You will find information regarding availability of your diploma inside your diploma cover, according to the completion date of your academic requirements. Please contact the Student Records and Registration Office (816-501-2410) if you have any questions.

CONGRATULATIONS! We wish you every happiness and success in your future.

Sister Marie Joan Harris, Ph.D.
Provost and Vice President for Academic Affairs
COMMUNITY OF CHRIST

AUDITORIUM DIRECTIONS

VIA I-70 WESTBOUND
Take I-70 west to Independence, Missouri. Take the Noland Road exit. Turn right (north) on Noland Road to Walnut (approximately 9 stoplights). 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 23rd Street (first exit). Turn right (east) onto 23rd 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 23rd Street. Turn left (east) onto 23rd 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.

1001 W. Walnut
Independence, MO 64050

Please park only in the grayed-out lots. No other lots are Community of Christ property.

**West Entrance**
- All Graduates should enter here
- Faculty/Staff/Trustees should enter here
- Accessible Entrance for Guests (no stairs)
- Other Guests may enter also

**South Entrance:**
- Guests only (there are stairs)
West Entrance
All Graduates should enter here
Faculty/Staff/Trustees should enter here
Accessible Entrance for Guests (no stairs)
Other Guests may enter also

Community Drive

South Entrance:
Guests only (there are stairs)

North & East Entrances Locked