Commencement Instructions for the Class of 2016
Dear Degree Candidates,

Commencement exercises for 2016 will be held Saturday, May 7, 2016. The Baccalaureate service will be held at University United Methodist Church at 11 a.m., and the Commencement ceremony will be in Mabee Arena at 3 p.m.

The information in this guide is intended to answer all of your questions about graduation. Careful attention to these instructions will ensure a memorable conclusion to your graduate or undergraduate career.

Graduation is a joyous time and a special occasion. It is a time for celebration and merriment. You are reminded, however, that Commencement is a formal University function. You are requested to maintain the order and solemnity of the proceedings; it is a courtesy we owe to each other and our guests.

If you have any questions concerning Commencement, please call the K-Dub Hub at (785) 833-4320.

Congratulations!

Ms. Krista Lough
Registrar
THE BACCALAUREATE SERVICE

The Baccalaureate service will be at 11 a.m. on Saturday, May 7, 2016, at the University United Methodist Church. The church is across the street from Kansas Wesleyan University’s Memorial Library on the corner of Santa Fe Avenue and Claflin Avenue. Degree candidates, faculty, administration, and trustees should meet in the second floor hallway of The Hall of the Pioneers by 10:30 a.m. for robing and formation of the lines of march. Degree candidates, faculty, trustees, and administration will march from there to the church.

The final marching order will be posted online by May 4. Caps and gowns will be distributed at the Salute to Graduates on Wednesday, April 6. At the Baccalaureate service, you will not have a numbered seat, but will be seated in the reserved pews.

The degree candidates will march in first and remain standing at their seats. The marshals will then lead in the faculty, administration, trustees, and platform party.

ORDER YOUR ANNOUNCEMENTS

If you wish to purchase graduation announcements, you may order them from Yotee’s Bookstore, or another company of your choice, or you can make your own!

If you choose to make your own, official KWU logos are available from the Marketing Communications Office. Be sure to tell the Director of Communications what type of file you need (tif, jpg, eps).

Marketing Comunications is located in the Advancement suite of offices, Room 125 on the first floor of The Hall of the Pioneers. You can also send your logo request to the Director of Communications via email at john.elmore@kwu.edu.

Yotee’s Bookstore contact:
Steven Carrier
Yotee’s Bookstore
Kansas Wesleyan University 785.833-4350
yotee@kwu.edu

YOU WILL NEED TO ORDER YOUR ANNOUNCEMENTS AT LEAST SIX TO EIGHT WEEKS PRIOR TO COMMENCEMENT.

ABOUT

BACCALAUREATE

Baccalaureate is a service of worship for the graduating class, their families, faculty, administration, staff, trustees, and friends. It is a traditional time of seeding the presence and power of God at a unique moment in the graduate’s life.

The term “baccalaureate” also is the name of the degree colleges and universities confer as a bachelor’s degree. Sometimes a degree is referenced as being at the “baccalaureate” level.
ACADEMIC ATTIRE AND HONOR CORDS

Caps and gowns are ordered by the K-Dub Hub based on information submitted on the graduation information form and distributed at the Salute to Graduates on April 6.

Please try on your cap and gown to ensure a proper fit. Undergraduate candidates should wear their tassels on the RIGHT side until the President of the University confers the degree and on the left side afterward. The mortar board on the cap should be parallel to the ground (FLAT), not sitting on the back of the head (Bobby pins will be available in the second floor hallway of The Hall of the Pioneers and at Mabee Arena. Faculty will be glad to help you position your cap appropriately).

Your cap MUST be worn during the academic procession, ceremony, and recession. Men MAY remove caps during prayer, National Anthem, or other specified times as noted by the President.

MBA candidates will be “hooded” at Commencement and may not wear their hood until presented with it during the Commencement ceremony.

Undergraduate candidates with tentative graduation honors (based on residence and cumulative grade point averages after the fall semester) will wear an honor cord over their gowns. Honor cords will be awarded at the Commencement Ceremony.

Undergraduate candidates may keep their caps and gowns as well as honor cords. Graduate candidates may keep their caps, gowns, and hoods.

HONOR CORD COLORS

Summa Cum Laude (3.90-4.00 GPA) candidates wear a purple and gold braided honor cord.

Magna Cum Laude (3.75-3.89 GPA) candidates wear a purple honor cord.

Cum Laude (3.50-3.74 GPA) candidates wear a gold honor cord.
Caps, gowns and information for all graduates will be distributed at the Salute to Graduates on April 6. (After that, they can be picked up in the K-Dub Hub along with the graduation packet by May 4.) A marching order will be distributed at graduation.

DISABILITY ACCESS

Commencement guests who are wheelchair-bound or who have physical limitations should use the elevator located at the south side of Hauptli Student Center.

CONFERRING OF DEGREES

At the direction of the provost, the candidates rise, face the platform, and remain standing at attention. The provost presents the class to the president of the University. The president confers the degrees (all at the same time) and the candidates move their tassel from the right to the left side of their cap.

The Provost will signal when to be seated.

RECOGNITION OF CANDIDATES

The line marshals will direct each row to proceed to the stage area. Each candidate will state his/her name to the graduation assistant. After their names are called, candidates will walk across the stage, receive their diploma covers from the president, shake the president’s hand, please pause for photo at the bottom of stairs, then return to their appropriate rows and seats, staying in the same order.

SEATING

Open seating in the area designated for guests will be on a first-come, first served basis. The doors will open at 1:30 p.m. for the graduates’ family members and friends. Guests should not leave until the entire ceremony is completed and all candidates have been recognized.

PARKING

Parking is available within walking distance of the arena. Please do not park in the parking spaces reserved for disabled persons unless you have the proper tag.

PROGRAMS

Commencement programs will be distributed to guests as they arrive for the ceremony.
ACADEMIC PROCESSION

Assembly for the academic procession will begin at 2:15 p.m. according to the published “marching order” for candidates, faculty, administration, trustees, and platform party. There will be two lines of march. Please know which line you are in and who the line marshal is for your group.

The lines of march will form in Sams Chapel, second floor of the Hall of Pioneers. **BE ON TIME.** If an emergency causes you to arrive after the start of the procession, **DO NOT ENTER THE PROCESSION LINE.** Instead, report to an usher who will seat you. Please leave all purses, cell phones, and valuables with family or friends.

RECESSIONAL

Following the benediction, the marshals will direct the participants in the recessional into Muir Gymnasium. Prior to the ceremony, candidates should arrange with their family members a location where they will meet outside the arena once the ceremony has ended and the participants have recessed from the arena. Please advise family and friends to keep the arena entrances clear to allow room for graduates to recess out of the arena and into the reception area in Muir Gymnasium.

CLASS PHOTO & MORE

A Class of 2016 photo will be taken on the front steps of the Hall of Pioneers immediately following the Baccalaureate service. Copies of the photo will be available for purchase from the University’s online photo website shortly after Commencement. Go to [http://kwu.smugmug.com](http://kwu.smugmug.com) and use the password: coyote. Commencement guests will be allowed to take photographs or videotape only in the designated photo area next to the stage. **Guests should return to their seats as soon as they have photographed their graduates to allow others the same opportunity.**
GRADUATION REQUIREMENTS

Each degree candidate is PERSONALLY RESPONSIBLE for completing all steps (exams, exit interviews, etc.) as required for graduation from Kansas Wesleyan University. All outstanding debts to the University must be paid in the Business Office prior to graduation. Stop by the Business Office and ask for a “Refund Request Form.” Refunds of your general deposit will be made after deduction of any unpaid charges. Please refer to the official university catalog for additional information.

RECEPTION

A reception will be held in Muir Gymnasium immediately following commencement.

DIPLOMAS

At Commencement, you will receive a diploma cover. The diploma inserts will be mailed after the Registrar has verified that all requirements have been met (approximately June 1). They will be mailed to your “permanent” address on file in the Office of Student Financial Planning.

COMMENCEMENT DAY SCHEDULE

10:30 a.m.  Robing and Line of March Formation  
Second floor in the Hall of the Pioneers

11:00 a.m.  Baccalaureate Service  
University United Methodist Church

12:00 p.m.  Degree candidates are asked to report to the front steps of The Hall of the Pioneers for the traditional, formal class photo.

2:15 p.m.  Robing and Line of March Formation  
Sams Chapel

3:00 p.m.  Commencement Ceremony  
Mabee Arena

4:30 p.m.  Graduation Reception  
Muir Gym

COMMENCEMENT VIDEO

The University plans to shoot video of the Commencement ceremony. A link to a downloadable, DVD-quality video should be on the University’s website (www.kwu.edu) later in May.

Kansas Wesleyan University has planned this Baccalaureate and Commencement especially for you, the graduate, and for your family. We sincerely hope that it will be a meaningful and happy occasion for each of you.
ANNUAL SENIOR PICNIC

Degree candidates and their families are invited to join us for the Annual Senior Picnic with faculty, staff, and trustees. The Senior Picnic will be held on Friday, May 6, from 5-6:30 p.m. at the Hauptli Student Center/Patio. Please RSVP below.

Please return this reservation form to the President’s Office by April 30, 2016. You can also make reservations on the Kansas Wesleyan University website. Please go to www.kwu.edu and click on the Graduation 2016 link under “Current Students”.

2016 ANNUAL SENIOR PICNIC RESERVATION FORM

[ ] We plan to attend the Senior Picnic on May 6, 2016.

There will be _____ in our party.

Graduate’s Name (please print clearly)