



Commencement

HANDBOOK 2017



COMMENCEMENT WEEKEND SCHEDULE

▶ **6 P.M. | May 5**

Honors and Recognition Dinner
Muir Gym

▶ **10:30 A.M. | May 6**

Procession Formation
Second floor, Hall of the Pioneers

▶ **11 A.M.**

Baccalaureate Service
University United
Methodist Church

▶ **Noon**

Traditional Class Photo
Front steps, Hall of the Pioneers

▶ **2:15 P.M.**

Academic Procession Formation
Sams Chapel

▶ **3 P.M.**

Commencement Ceremony
Mabee Arena

▶ **4:30 P.M.**

Graduation Reception
Muir Gym

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.

ACADEMIC ATTIRE AND HONOR CORDS

Caps and gowns are ordered by the K-Dub Hub based on information submitted on the graduation information form. They are distributed at 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 at which time the tassel is moved to the left side. 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 should 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 & GRADUATION PACKET

Caps, gowns and information for all graduates will be distributed at the Salute to Graduates on April 5.

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.

SALUTE TO GRADUATES IS APRIL 5, 11 A.M.–1 P.M. IN THE STUDENT ACTIVITIES CENTER. CAPS, GOWNS AND IMPORTANT INFORMATION WILL BE DISTRIBUTED.





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 processional march. Please know which line you are in and who the line marshal is for your group.

The procession 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.

RECOGNITION OF CANDIDATES

The line marshals will direct each row to proceed to the stage area. Each candidate will hand the name card found on your seat 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, pause for photos at the bottom of stairs, and then return to their appropriate rows and seats, staying in the same order.

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.

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.

RECESSION/RECEPTION

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.

A reception will be held in Muir Gymnasium following Commencement.

GUEST INFORMATION

COMMENCEMENT VIDEOS

The university plans to live-stream video of the

Commencement ceremony. Videos of Baccalaureate and the Honors and Recognition Dinner will be available online within a week of the event. Check www.kwu.edu/graduation17 for more information.

SEATING

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

DISABILITY ACCESS

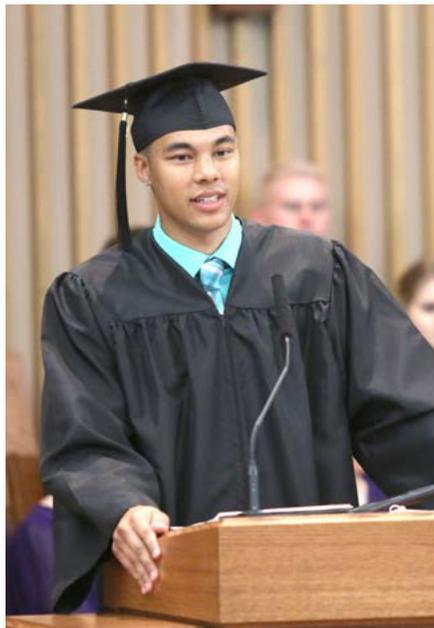
Commencement guests who are wheelchair-bound or who have physical limitations should use the elevator located at the south side of Hauptli Student Center. Ushers will be available to assist.

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 at the arena as they arrive for the ceremony. If guests are attending multiple events throughout the weekend, we ask that they take one program for the entire weekend.



Honors and Recognition Dinner

▶ **6 P.M.** | May 5
Honors and Recognition Dinner*
Muir Gym

NEW THIS YEAR! All students receiving academic awards during the year will be recognized at this special dinner during Commencement week. Students may invite two guests to join them at no charge.

Please RSVP by emailing kristan.hernandez@kwu.edu or calling (785) 833-4332 by Friday, April 28, 2017.

** This event replaces the Senior Picnic and Honors Convocation.*

ABOUT BACCALAUREATE

Baccalaureate is a service of worship for members of 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.

THE BACCALAUREATE SERVICE

The Baccalaureate service will be at 11 a.m. on Saturday, May 6, 2017, at the University United Methodist Church. The church is across the street from the KWU 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 preparing for the march to the church. You should wear your cap and gown.

Caps and gowns will be distributed at the Salute to Graduates on Wednesday, April 5. 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 and platform party.

CLASS PHOTO & MORE

A Class of 2017 photo will be taken on the front steps of the Hall of Pioneers immediately following the Baccalaureate service. **Graduates must be on the steps no later than 11:50 a.m.** Copies of the photo will be available for purchase from the university's online photo website shortly after Commencement. Guests will be allowed to take photographs or videotape 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. Check kwu.edu/graduation2017 for candid three weeks after graduation and for photo buying options.

ORDER YOUR ANNOUNCEMENTS

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

If you choose to make your own, official KWU logos are available from the Marketing Communications Office. Contact Amanda Colgrove by emailing amanda.colgrove@kwu.edu or calling (785) 833-4345.

Order your announcements at least six to eight weeks prior to Commencement.

Yotee's Bookstore
Steven Carrier
(785) 833-4350
yotee@kwu.edu