March 9, 2015

Dear Prospective Graduate:

Congratulations on your upcoming graduation! The faculty and staff of the Bloch School are proud of you and wish you the best in the coming years.

As a candidate for graduation, you recently received an email from Interim Provost Cynthia Pemberton announcing the May Commencement Ceremony. The ceremony is scheduled for **4:00 p.m. on Friday, May 15, 2015,** in Swinney Recreation Center, 5030 Holmes.

**Please note: Tickets will not be required.**

As we approach this exciting and momentous day, there are several details that should be kept in mind. **On Tuesday, March 10 from 10:00 a.m. - 7:00 p.m. and Wednesday, March 11 from 8:00 a.m. - 5:00 p.m. the Graduation Fair will be held in the UMKC Bookstore at the Student Union.** The Graduation Fair is your opportunity to purchase regalia, announcements and other graduation related items at a discounted price (this includes web orders placed on www.umkcbookstore.com during the fair).

Please go to [www.umkc.edu/commencement](http://www.umkc.edu/commencement) to RSVP for the ceremony. You may also request any special accommodations your guests may require (wheelchair access, etc.). Phone inquiries should be made to the Student Services Office, 816-235-2215.

CAPS AND GOWNS
If you are unable to attend the Graduation Fair to order your regalia, please go to the UMKC Bookstore in person as soon as possible!

Please try on your regalia. If either your mortarboard or gown does not fit correctly, contact the UMKC Bookstore immediately for exchanges. You should look for the following colors of tassels and hoods by your degree program:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Tassel</th>
<th>Hood</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td>Drab (roughly this color)</td>
<td>n/a</td>
</tr>
<tr>
<td>BSA</td>
<td>Drab</td>
<td>n/a</td>
</tr>
<tr>
<td>MBA</td>
<td>Drab</td>
<td>Drab</td>
</tr>
<tr>
<td>MSA</td>
<td>Drab</td>
<td>Drab</td>
</tr>
<tr>
<td>MSF</td>
<td>Drab</td>
<td>Drab</td>
</tr>
<tr>
<td>MPA</td>
<td>Peacock (roughly this color)</td>
<td>Peacock</td>
</tr>
<tr>
<td>MERE</td>
<td>Red</td>
<td>Red</td>
</tr>
</tbody>
</table>

PARKING

Students and guests may park in any campus lot on Friday, May 15, for the graduation ceremony. Tickets will be issued if you park in a handicap space without authorization or block a driveway. If you have guests with special mobility needs, please make a notation on the RSVP website at www.umkc.edu/commencement/.

SCHEDULE

3:15 p.m. Report to the Bloch Executive Hall for robing. Bring only the academic regalia you will be wearing. Arrange to have your guests take any excess baggage (purses, bags, etc.). There will not be security available to protect personal belongings in the Bloch School, and you should not plan to carry anything with you into Swinney Recreation Center.

Once you have robed, you will need to pick up your name card. Cards will be distributed from tables set up in the student lounge and will be arranged by program in alphabetical order. The 3” by 5” card gives your name and a number designating your position in the procession. Please check the spelling of your name. If your name is difficult to pronounce, please provide it phonetically on the RSVP website. Keep this card with you to hand to the announcer at commencement!

Undergraduates Only: If you are graduating with Latin honors you will receive a medallion to wear with your regalia. You will be notified if you qualify for Latin honors toward the end of March.

3:55 p.m. Processional begins at 3:55 p.m. sharp from the Bloch School into
Swinney Recreation Center. Please line up by 3:45 p.m.

4:00 p.m.  Procession enters Swinney Recreation Center. The procession begins with the degree candidates and ends with members of the Board of Curators. Seating is a complicated process, so watch your Marshal as he/she will lead you to the correct area. There should be no gaps in seating arrangements.

Remain standing at your seat until the Chief Marshal tells you to be seated. Listen to the speaker's instructions to know when to stand for recognition and watch your Marshal to know when to follow him/her to the stage.

When directed, you will process by row to the right side of the stage, ascend the ramp and hand your 3" by 5" name card to the announcer.

As your name is announced, you will cross the stage, shake hands with the Dean, shake hands with the Chancellor/Provost and the Curator(s), have your picture taken, descend the steps on the side of the stage, pose for a second picture, and return to your seat as directed by the Marshal.

At the end of the ceremony, all graduates and participants will leave Swinney Recreation Center in a formal recessional. All participants exit in reverse order (Curators, Deans and Faculty, followed by degree recipients.) To avoid congestion please do not stop in the Swinney lobby or immediately outside the doors. Make arrangements to meet your family and friends away from the building’s entrance.

Please keep this email as a reference. There will be no formal rehearsal and we want things to go as smoothly as possible for you on this important day. This will be the only correspondence, please direct questions to Bloch Student Services, Bloch Heritage Hall room 115 – 816-235-2215.

My congratulations and best wishes to you!

Sincerely,

David P. Donnelly, Ph.D., CPA
Dean