October 6, 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 your future endeavors.

As a candidate for graduation, you recently received a letter from Barbara Bichelmeyer, Provost and Executive Vice Chancellor, announcing the Mid-Year Commencement Exercises. The ceremony is scheduled for **5:00 p.m. on Saturday, December 19, 2015**, in Swinney Recreation Center, 5030 Holmes. This commencement ceremony will encompass multiple academic units and departments.

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

**CAPS AND GOWNS**
To purchase your graduation regalia, announcements, and other graduation related items please go to the UMKC Bookstore as soon as possible!

*Please try on your regalia. If either your mortarboard or gown does not fit correctly, contact the bookstore immediately for exchanges.*
You should look for the following colors of tassels and hoods by your degree program. The font color has been changed to help show the color of your tassel and hood (hood for graduate students only):

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Tassel</th>
<th>Hood</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td>Drab</td>
<td>N/A</td>
</tr>
<tr>
<td>BSA</td>
<td>Drab</td>
<td>N/A</td>
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<tr>
<td>MBA</td>
<td>Drab</td>
<td>Drab</td>
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<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</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 Saturday, December 19, for the graduation ceremony. Tickets will be issued if you park in a handicap space without authorization or block a driveway. **If you or your guests have special mobility needs, please contact the Bloch School Student Services Office so special arrangements can be made.**

SCHEDULE

**4:15 p.m.** Report to Pierson Auditorium for robing (located within the Atterbury Student Success Center). Bring only the academic regalia you will be wearing. Arrange to have your guests take your coat, valuables, etc. **There will not be security available to protect personal belongings in the auditorium, and you should not plan to carry anything with you into Swinney Recreation Center.** The doors at Swinney Recreation Center will open at 4:00 p.m. for guest seating.

Once you have robed, you will need to pick up your name card. Cards will be distributed from tables set up in Pierson and will be arranged in alphabetical order. The 3 x 5 inch 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 write it phonetically below the typed name. **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 when you pick up your name card. You will be notified if you qualify for Latin honors. If it is convenient, please feel free to stop by the Student Services Office, room 115 Bloch Heritage Hall, any time after November 17, 2015, to pick up your medal before the ceremony.
5:00 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 to know when to stand for recognition and 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 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 and the Curator(s), have your picture taken, descend the steps on the side of the stage, pose for another picture, and return to your seat as directed by the Marshal.

Once recognition has been made, 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.

Please keep this letter 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