TO: Candidates for Graduation

FROM: Jean Klosterman
       Commencement Coordinator

RE: Commencement

The School of Law Commencement will take place on Saturday, May 9, 2009 at 4:00 p.m. in the Swinney Recreation Center on the UMKC campus. The doors to Swinney will open one hour before the ceremony (3:00 PM). Commencement will take approximately 1-1 1/2 hours. No tickets will be needed for your guests.

Please advise your guests that parking will be available in the metered lot outside the University Center and in the lot and parking structure on Cherry Street. If your guests arrive late, my suggestion is that they forget the U-Center lot, which fills up early, and head for the parking structure. There will be special seating and parking for the handicapped. Those needing special assistance should go to the U-Center lot and the campus police will direct you to parking spaces or drop-off points. Please stop by to see me if you have questions regarding the special seating or parking.

Composite pictures will be available after April 8th. You may pick them up from Marcia in the Administrative Suite. If you sat for a picture and paid your sitting fee, you are entitled to a composite picture. Composite pictures cannot be mailed. If you think you will be unable to get the law school to pick it up, you might ask a friend to get it for you.

Immediately following Commencement, a reception (sponsored by the Law Foundation) will be held for the new graduates and their guests outside of Swinney Recreation on the lawn beside the Old Playhouse. Complimentary hors d'oeuvres, wine, beer and soft drinks will be provided. No tickets are required.
Graduates will robe in Pierson Hall in the University Center and process into Swinney through the covered walkway between Swinney and the west end of the University Center. Please arrive at Pierson Hall no earlier than 3:00 but no later than 3:15 pm to allow time to robe and get organized for the procession. (Remember that you may have to park a long way from the U-Center and walk if you are late).

To ensure that every graduate has a hood, you will be given your hood at the Bookstore when you pick up your regalia. YOU MUST BRING IT WITH YOU TO COMMENCEMENT. PLEASE CHECK YOUR REGALIA BOX BEFORE YOU LEAVE THE BOOKSTORE TO MAKE SURE THAT EVERYTHING YOU NEED IS INCLUDED (ROBE, TASSEL, CAP AND HOOD). THE DEADLINE FOR ORDERING REGALIA IS APRIL 1st.

YOU ARE RESPONSIBLE FOR BRINGING YOUR HOOD TO COMMENCEMENT WHERE YOU WILL CARRY IT ON STAGE TO HAND TO DEAN BERMAN. IF YOU DO NOT HAVE YOUR REGALIA AND HOOD WITH YOU, YOU WILL NOT BE ALLOWED TO PARTICIPATE IN COMMENCEMENT.

Someone from the University Administration will be reading the graduates’ names. YOU WILL NEED TO STOP BY THE MARCIA PINKMAN’S DESK IN THE ADMINISTRATIVE SUITE SOMETIME BETWEEN APRIL 20th AND MAY 8th TO MAKE SURE YOUR NAME WILL BE READ THE WAY YOU WANT IT READ. You may write it phonetically on the name card if you have had problems with pronunciation in the past. The only honors announced at Commencement will be those students who are graduating with Latin Honors. Those being awarded Latin Honors will receive a medal when you arrive at Pierson; also, any student graduating with an emphasis (Business/Entrepreneurial, Urban, Family Law or Litigation) will receive a cord to wear when they arrive at Pierson. While reviewing your name card, we ask that you put your permanent email on the card. This information is for the photographer.

Diplomas will be available for pick-up from Carol Pegues or Marcia Pinkman in the Administrative Suite after June 23rd. Any diplomas not claimed after August 1st will be mailed to the address you listed on your Application for Graduation. To insure safe delivery, any changes of address necessary for mailing of diplomas should be mailed to the UMKC Registrar’s Office, 5100 Rockhill Road, Kansas City, Missouri 64110-2499 or call 235-1121.

Below is a list of Commencement instructions. If you have any questions, feel free to call me at 235-5739 or stop by my office in the administrative suite. Congratulations!

COMMENCEMENT INSTRUCTIONS

1. When you arrive at Pierson Hall, get your name card from the law school staff sitting at the table. They will make sure that you have your hood with you before they give the card to you. They will also give those receiving Latin Honors their medals and those graduating with an emphasis, their cords. Please hold on to this card so that you can give it to the faculty member reading the names when you reach the stage. Also, please add your permanent email to the card so that the photography studio may reach you after May 9th. I believe your UMKC email will still be available to you throughout the summer so if you would like to use that, that’s fine.

2. Hang your tassel to the right.

3. Do not carry anything in the procession except your hood, which will be draped across your right arm. Purses or anything of value should not be left in Pierson during the ceremony.

4. Line up behind the two faculty members who will act as student marshals. Follow them into Swinney and they will lead you to sit in the two middle sections of blue chairs in the front rows which have been roped off for you.
5. Someone from the faculty will be announcing your names. When he/she moves to the podium, the student marshals (2 faculty members) will lead the first row of the right section to the ramp to the right of the stage. **MAKE SURE THAT YOUR HOOD IS STILL DRAPE OVER YOUR RIGHT ARM.** When only two people are left in line, the first row of the left section will stand and get in line behind them, followed by the second row of the right section when only two are left, etc…

6. On stage, hand your name card to the name reader when your turn comes and cross to Dean Berman, holding out your right arm so that he can take your hood. Move on to Dean Suni as your name is announced. Turn your back to Dean Suni and lower your head, so that she can put on your hood. Then move on to receive your diploma from Chancellor Morton or Provost Hackett (not sure who will be attending ours) and shake hands before returning to your seat. As SBA President, Matt Cologna will be hooded first, so if you watch him and follow suit, you will be just fine. Chappell Photography will be there to take pictures of you being hooded and after you walk off of the stage. They will also contact you after the ceremony (via email) so that you may order pictures.

7. Remain in your seat at the end of the ceremony until the student marshals signal your row to stand and march out. **DO NOT TRY TO JOIN YOUR GUESTS BEFORE OR DURING THE RECESSIONAL.** Please tell your guests to remain seated until all students leave. Arrange to meet your guests after the recessional outside Swinney or in the lobby of the University Center to avoid congestion in the lobby of Swinney that will delay your arrival at the reception.

8. **FOLLOWING THE CEREMONY, RETURN YOUR REGALIA TO ROOM 106 (WESTPORT ROOM - ACROSS FROM PIERSON HALL).** Bookstore personnel will have tables set up for this purpose. Please be sure to fill out a "regalia return verification card" as proof that your regalia were turned into the bookstore. They strongly suggest you consider having your picture taken in your cap and gown prior to the ceremony so that you can get your regalia back to the Bookstore personnel immediately after Commencement and join the reception.

9. The reception will be held on the grounds east of Swinney on the lawn beside the Old Playhouse rain or shine.

10. Most importantly -- **ENJOY YOURSELVES AND CONGRATULATIONS!**