2013 Graduation Ceremony

May 16
7:00 p.m.
Municipal Auditorium
301 West 13th Street
Kansas City, MO 64105
Your graduation ceremony is on May 16, 2013 at 7:00 p.m. Here's some information to help you prepare.

YOUR ATTIRE
- Your cap and gown are black. Make sure you wear complementary colors under your gown as there is a slight “V” neckline in the gowns and a portion of your shirt will show. Also, the bottom of your legs and feet are visible, so wear appropriate shoes (no tennis shoes).
- Caps are worn on the top of the head, not tilted off the back or side. Hairpins will help secure your cap in place.
- Your tassels should be worn on the right, front-side of the cap until you are told to move them to the other side. The color tassel you receive is based on the campus where you applied for graduation:
  - Blue River - dark blue and white
  - Business & Technology - teal
  - Longview - royal blue and gold
  - Maple Woods - green and white
  - Penn Valley - red and white
- The only accessories allowed over your gown are Phi Theta Kappa, honors or student leadership stoles/cords. See your campus life and leadership office for details.

ANNOUNCEMENTS
- You should have received live complimentary announcements with your cap and gown. If you would like to buy personalized announcements, you may order them at your campus’ graduation fair or on-line at www.jostens.com.
- Be sure to mail your announcements to guests at least ten days prior to graduation.
- Tickets are not required to attend the graduation ceremony. You may invite as many friends and family members as you wish.

PARKING
- Municipal Auditorium occupies the block bounded by 13th, 14th, Wyandotte and Central streets. It is adjacent to Bartle Hall.
- The main underground parking lot across the street from Municipal Auditorium has space for 1,000 vehicles ($7). There are 10 other public or private parking lots in the area, with prices ranging from $5 to $10 per car.
- ADA accessible parking is available in Barney Allis Plaza garage on level 2 at the south end. These parking spaces are near the tunnel that leads to Municipal Auditorium and the Convention Center.
- There will likely be other graduations occurring at or around the same time as yours, so let your guests know they should plan to arrive early.
BEFORE THE CEREMONY
• Doors open at 5:00 p.m.
• ADA accessible seating is located on the upper level to the right of the stage. Use elevator in the west hallway to access seating. These spaces will be clearly marked.
• Professional photographers will be available both inside and outside from 5:00 – 6:00 p.m.
• Commencement line-up begins at 6:00 p.m. on the Mezzanine Level of Municipal Auditorium. Assistants will organize the line-up.
• A ceremony program will be in your seat, so do not take one from the ushers. Programs for your guests will be available at the main entrance.
• You will not be allowed to carry anything with you during the processional except the Reader Card you received in your Graduation Information Packet. This card will be used to announce your name during the ceremony. Fill it out in advance. If you have a concern about the correct pronunciation of your name, speak with the Dean of Students on your campus before the ceremony.
• Make sure you silence your cell phone before the procession begins.

DURING THE CEREMONY
• We will begin the ceremony with a processional promptly at 7:00 p.m. Marshals will lead the processional and provide direction to you throughout the evening.
• Walk slowly down the aisle, one arm’s length behind the person in front of you. When you reach your seat, face the podium and remain standing until you are told to be seated.
• You will receive cues from the podium when it is time to “walk.” When it’s your turn, hand your Reader Card to the individual who will read your name, then walk (no dancing, running or other gestures) across the stage and shake hands with the president or chancellor. You will receive an empty diploma cover.
• Your picture will be taken three times: once before you go on stage, when you are shaking hands with the president or chancellor, and again as you exit the stage.
• After the conferring of degrees, you will be told when to stand for the recessional. Marshals will guide you out of the arena, through the main entrance, and out to a blocked off street area in front of Municipal where you will be able to re-connect with your guests.
• Do NOT wait inside the entrance of Municipal to find your guests, as it will be extremely congested.

If you have a disability and need special accommodations for the ceremony or entry to the venue, contact Ashley Fagan at Ashley.Fagan@mckc.edu or 816.604.1426 no later than April 19, 2013.
AFTER THE CEREMONY
- The photographer from Grad Images will contact you about proofs of the photos taken during the ceremony.
- Your diploma will be mailed to you six to eight weeks after you graduate to the address in our system. Log in to your “myMCCKC” account and make sure your mailing address is correct.

CODE OF CONDUCT
The MCC student code of conduct is in effect for the commencement ceremony, including the following:
Use, possession, or distribution of alcoholic beverages and/or illegal drugs and controlled substances on college premises or AT ANY COLLEGE SPONSORED ACTIVITY, including being under the influence of alcohol or drugs/controlled substances, is strictly prohibited.

For more information about MCC’s student code of conduct, go to mcckc.edu/codeofconduct

www.gradimages.com
Please print your permanent address clearly. All graduates must complete this card for accurate sequencing.

Mr.        Ms.
Name: ____________________________

          First                 Last
Permanent Email: ____________________________

Address: ____________________________
City: ____________________________ State: ________ Zip: __________

Mobile Phone: ________
We may send you a text message when your pictures are available for viewing online.

School: ____________________________

Email: ____________________________  (Share the moment! We will gladly send an additional email to a parent.)

To help you get the correct graduation photos, please fill out the following:

☐ Glasses    ☐ Hair Color: __________  ☐ Facial Hair

Graduate, please provide a valid permanent email address to receive your photo proof(s) online after the ceremony.
There is no obligation to purchase photos and your personal information will be used for delivery purposes only.
We will not provide the information above to any other entity except if required by law.

More info at: mcckc.edu/graduation

Congratuations
MCC Graduates!
Fill out, detach and BRING this card with you to the graduation ceremony.

**READER CARD**

This information is necessary so that your name can be read quickly and correctly.

**PLEASE PRINT CAREFULLY AND LEGIBLY.**

1. **YOUR NAME**

   FIRST                      LAST

2. **PHONETIC SPELLING**

   YOUR NAME THE WAY IT SOUNDS     Example: Nan-C Ro-barts

   (See Reverse Side)

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**MCC Metropolitan Community College**

**Congratulations MCC Graduates!**

The MCC Bookstores would like to thank all of the MCC graduates for shopping with us.

Stop by and receive an **EXTRA 10% OFF** all trade books and apparel.

This discount excludes all textbooks and software. **OFFER EXPIRES 5/31/2013**
JOIN MCC’S ALUMNI ASSOCIATION
You’re joining the ranks of thousands of others who have completed degree and certificate programs at MCC. Since 1915, we’ve been educating and training Kansas City’s workforce. People like Ewing Kauffman, Albert Pujols and Alvin Brooks all got their start here at MCC. Now, you join them as another elite alum of Kansas City’s premier educational institution.

We’re excited to see where your degree or certificate from MCC takes you from here. We hope that you’ll keep in touch with us.

To become an official member of our Alumni Association, go online to mcckc.edu/alumni and complete the registration form.

mcckc.edu/alumni