GRADUATION CEREMONY INSTRUCTIONS

PARKING:
• Park in the downtown public parking lots by Municipal Auditorium, 301 West 13th Street, Kansas City, Missouri (see map on the Graduation Info website).
• All lots in the vicinity of Municipal Auditorium charge a parking fee. Many will only accept cash. Please do not leave valuables in your car.
• 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.

BEFORE THE CEREMONY:
• Doors open to the public at 5:00 pm.
• Accessible seating for the guests is located on the upper level to the right of the stage. Please use elevator in the west hallway to access this seating. These spaces will be clearly marked.
• Professional photographers will be available both inside and outside from 5:00 – 6:00 pm.
• Ceremony line-up begins at 6:00 pm on the Mezzanine Level of Municipal Auditorium. Assistants will help organize the line-up.
• Please dress appropriately (see Graduation Etiquette).
• Programs for MCC graduates will be in the seats of their chairs, so there's no need to take one from the ushers. Programs for families (please limit one per family until after the ceremony is over when you can help yourself) 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 the graduation information packet when you picked up your cap and gown. This card will be used to announce your name during the ceremony. Please give your personal items to a guest to hold during the ceremony.
• Bring your manila-colored Reader Card with you to the line-up area. Fill it out in advance. Print your name legibly. Then print your name the way it sounds and in large letters. If you have a concern about the correct pronunciation of your name, speak with the dean of students on your campus before the ceremony.
• If you have lost your Reader Card, a few will be available on the mezzanine level the day of the ceremony.
• Please refrain from chewing gum and turn off cell phones and pagers before the procession begins.

DURING THE CEREMONY:
• The ceremony procession will be led by marshals, who will provide direction throughout the evening.
• The procession will enter the arena promptly at 7:00 pm.
• Walk slowly down your aisle, an 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.
• During the graduation ceremony, you will receive cues from the podium. When your turn comes, proceed to the platform, hand your Reader Card to the individual who will read your name, then proceed across the platform and shake hands with the president or chancellor. You will receive an empty diploma cover with a congratulatory note inside, as you cross the platform.
• Your picture will be taken three times: once before you go on stage, once when you are shaking hands with the president or chancellor, and once as you exit the stage.
• The marshals will direct your return to your seat.
• Any graduate who already has a diploma cover should leave it on their chair following the ceremony.
• After the conferring of degrees, you will be told when to stand for the recessional. The marshals will cue you when it is time to move. The marshals will guide you out of the arena, through the main entrance out to the 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.

AFTER THE CEREMONY:
• The photographer will contact you about proofs of the photos taken during the ceremony, www.gradimages.com
• Your diploma will be mailed to you 6-8 weeks after you graduate to the address in our computer system. Log in to myMCCKC to change your address if necessary.