KU School of Business - Recognition Ceremony Information

Ceremony is on Friday, December 8, 2006, 4:00p.m. - 6:00 p.m. at the Lied Center
Students should arrive at 3:00 p.m. / Guests should arrive and be seated by 3:45 p.m.
Guests can pick up tickets starting at 3:00 p.m. on the day of the ceremony at the Lied Center.
The University Commencement is Sunday, May 20, 2007, 2:30 p.m. in Memorial Stadium

Go to http://www2.ku.edu/~grad/ to register to attend & complete grad. reporting form.

EVENTS- The School of Business Recognition Ceremony is a formal event that honors graduating seniors, masters, and doctoral students. Graduates wear cap and gown, and master students bring their hood for the hooding ceremony. After speakers and awards, students are directed to the stage where their names are announced individually. The University Commencement is an un-ticketed less formal all-university graduation event at Memorial Stadium each May. The “walk down the hill” is a fun KU tradition. See KU Commencement Web site for more information and to see map of where the School lines up on Campanile Dr.

GRADUATION- Students expecting to graduate must have completed an Application for Degree (AFD). If this has not been done, students must contact Student Advising for an appointment at (785) 864-7500 or 206 Summerfield.

INVITATIONS- No formal printed invitations will be mailed. Students will receive an email invitation to the Recognition Ceremony from the School of Business. If an email invitation is not received, and you are expecting to graduate, please contact bschoolgraduation@ku.edu.

ATTENDANCE- To attend, students register at http://www2.ku.edu/~grad/ by November 15 deadline.

TICKETS- No tickets are necessary for the fall ceremony.

ORDERS- Caps, gowns, hoods, tassels (drab for Seniors, black for Masters, and gold or black for PhD’s), honors cords, rings, and announcements from the Kansas Union (785) 864-4640, Edwards Campus bookstore (913-897-8580), or Jayhawk Bookstore (785) 843-3826. Rental deadline for the Kansas Union is November 15, 2006. Announcements should read: Bachelor of Science in Business majoring in “Accounting,” “Accounting & Business Administration,” “Business Administration,” “Finance,” “Information Systems,” “Management,” or “Marketing;” / Master of “Business Administration,” “Accounting & Information Systems,” or “Science in Business;” / “Doctor of Philosophy in Business.”

ATTIRE- Students should wear dark clothing (including dark shoes and socks) that will be visible below the robe. Guests may wear coat and tie and dresses or casual clothes.

LOCATION- Ceremony is held at the Lied Center, 1600 Stewart Drive, Lawrence, KS 66045 (785-864-3469) located on the KU Lawrence campus at the intersection of Constant Ave and Irving Hill Rd, which is accessible by turning west on 19th St from Iowa St or by turning south on Crestline Dr from 15th St. Click here for online map link or go to www.mapquest.com later.

ACCOMODATIONS- See an usher for: (a) elevator, (b) wheelchair accessible seating area, (c) aisle seating for guests who require assistance in walking, (d) listening aid equipment and seating (signing available at request), or (e) available seating closer to the stage for visually impaired. Guests needing accommodations should arrive early (one hour prior to the ceremony).

(see page 2)
CHECK-IN- Is required to register your attendance. Find check-in tables to get your name card (to be read when you cross the stage) and a ceremony information handout.

HONORS- Seniors expected to graduate with highest distinction (top 3%), with distinction (top 10%), and members of Beta Gamma Sigma honor society will be noted in the program. Students in the University or Business School honors program may wear honor cords. Members of Beta Gamma Sigma may wear honor stoles worn at both the School and University ceremonies.

PROGRAM (will take approximately 2 hrs)
- Procesional
- Welcome and Introductions
- Dean’s Remarks
- Distinguished Guest Speaker
- Senior & Masters Student Speakers
- Student Recognition & Awards
- Faculty Recognition & Awards
- Presentation of Senior Students
- Presentation of Masters & Ph.D. Students
- Alma Mater and Rock Chalk Chant
- Recessional

CEREMONY- (Guests can take photos/videos as students enter the auditorium on the left aisle or exit the auditorium on the right aisle.)
CAP & GOWN – Must be worn to participate.
TASSELS – Worn on the right (for photographer) when crossing the stage.
LINE UP- Seniors 1st, Masters 2nd, Ph.D. 3rd (line up is in random order, not alphabetical order)
ENTRANCE – Faculty will enter the auditorium first. Staff member will escort you into the auditorium on the left aisle to your seats in front center section. Face the audience and remain standing until directed to be seated. Removal of caps is optional for students.
LINE UP FOR STAGE – A staff person will signal your row when to stand up to precede to the stage stairs. File out to your right one row at a time and go to the right side of the stage. As you step onto the stage, do not hurry or crowd the person in front.
MASTER’S HOODING – Have your hoods folded over your arm and be ready to be hooded on stage prior to your name being announced.
NAME ANNOUNCEMENTS – Hand your name card to the faculty member at the podium. If your name might be mispronounced, you may tell the faculty member how to pronounce it.
SHAKE DEAN’S HAND – Cross the stage and pause for photo while shaking the Dean’s hand.
PHOTOS – One taken when you shake Dean’s hand and one by flags when you exit the stage.
RETURN TO YOUR SEAT – Return to the row in which you were sitting.
ALMA MATER & ROCK CHALK CHANT – Participate in singing both songs.
EXIT –Faculty will exit first on the right side of the stage. Wait for a staff member to signal your row to exit the auditorium on the right side aisle.

PHOTOS- Chappell Heart of America Photography will contact you by email or mail to provide color proofs of your photos, and you may purchase prints. For questions, call (800) 424-3686.

DIPLOMA- Available at the Registrar’s Office in 121 Strong Hall or it can be mailed for a fee starting in mid-July for Spring graduates, mid-October for Summer graduates, and mid-October for Fall graduates. Contact the Registrar at (785) 864-4422.

For more information or questions, contact bschoolgraduation@ku.edu