



**TO:** GRADUATION CANDIDATES  
**FROM:** DEVIN GRAVES, REGISTRAR  
**SUBJECT:** COMMENCEMENT  
**DATE:** April 4, 2024

**The following important information is for those graduates who are participating in Commencement Exercises on Saturday, May 4<sup>th</sup>.** If you have decided that you are **NOT** able to participate, please notify the Bookstore at 620-441-5277 or the Registrar's Office at 620.441.5595 or 800.593.2222 ext. 5595 or registrar@cowley.edu immediately.

### Commencement Apparel Distribution

**April 22<sup>nd</sup> - May 3<sup>rd</sup> | Cowley Bookstore | 207 W. Fifth Ave | Arkansas City, KS**

Commencement apparel will be available for pickup at the Cowley Bookstore on the Arkansas City Campus beginning Monday, April 22<sup>nd</sup> through Friday, May 3<sup>rd</sup>. Payment of \$35 for the cap, gown, and tassel is due at the time of pickup. Late applicants will be charged an additional processing fee of \$3.95. For students graduating with honors, honor cords will be in the packet with your commencement apparel.

Graduates who wish to have their commencement apparel shipped to a home address, can pay an additional \$14.95 for UPS Ground Shipping. Delivery to any of Cowley's outreach locations (Mulvane Campus, Sumner Campus, Wichita Center) is also available for an additional \$4.95. Graduates should contact the [Cowley Bookstore](#) in advance to make payment and delivery arrangements.

If you have decided that you will be unable to participate in Commencement Exercises on Saturday, May 4<sup>th</sup>, please contact the [Bookstore](#) immediately so that your name can be removed from the list of Commencement Participants.

### Commencement Ceremony

**Saturday, May 4<sup>th</sup> | 10:00 am | W.S. Scott Auditorium | 216 W. Fifth Ave | Arkansas City, KS**

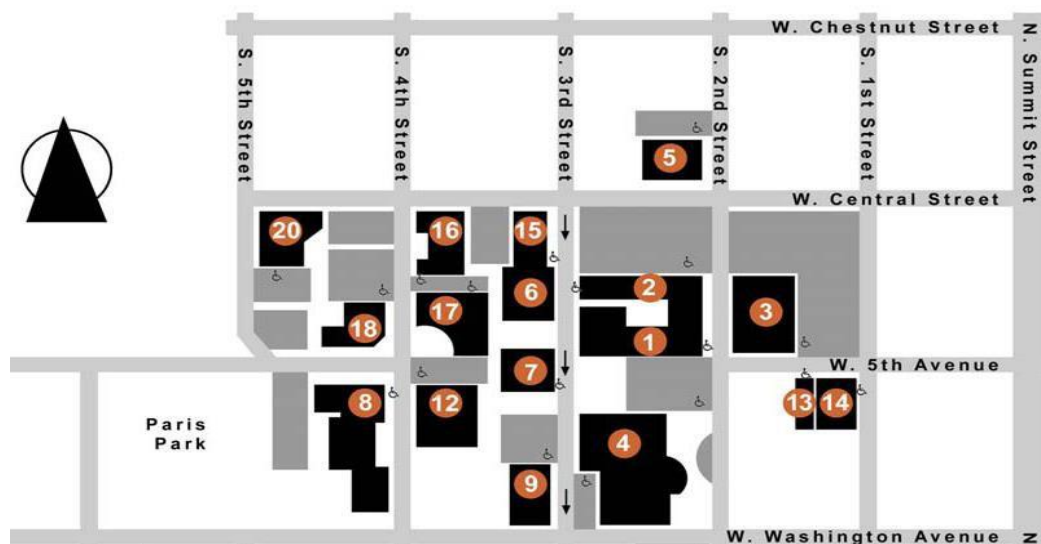
**9:10 am:** Arrive at the Brown Center Theatre and check in at the tables. Family and guests will not be permitted in the Brown Center Theatre.

**9:30 am:** Enter the theatre and be seated in the lower level for announcements. **ONLY** graduates will be allowed in the theatre. You will verify your name for the reader and complete information for Grad Images on the card you receive at check in.

**9:55 am:** Graduates will be led to the W. S. Scott Auditorium for Commencement Exercises.

## Additional Information

- Your family is to report to the W.S. Scott Auditorium/Gymnasium located at 216 West Fifth Avenue in Arkansas City (see map). **Please note that if you have family needing handicap seating they should arrive by 9:40 am at the Auditorium/Gym for the best seating.**
- If you need special accommodations, please contact Dawn Simpson, ADA Coordinator, on the Arkansas City campus (800.593.2222, ext. 5557).
- You need not press the gowns with a hot iron. Gowns should be ironed on a cool steam setting or using a steamer.
- There will not be a place to lock up personal items. Bring only your cap & gown to the theatre. Have family members keep your personal items for you.
- Please do not dispense spray string or other type of confetti in the Auditorium/Gymnasium.
- Wear the tassel on the **RIGHT** side as you enter the commencement exercises. After all graduates are individually recognized, you will be instructed to move your tassel to the left.
- Upon receiving the diploma cover, shake the hand of the presenter with your right hand. Please note that all diplomas will be mailed approximately 6-8 weeks after degree completion.
- You will have your picture taken with President, Dr. Michelle Schoon. STOP, face the camera off stage and again use your right hand to shake her hand.
- When you exit out of the Auditorium/Gymnasium during the recessional **DO NOT STOP** until you are outside the building.
- **ALL ACCOUNTS MUST BE SETTLED IN FULL BEFORE TRANSCRIPTS AND DIPLOMAS CAN BE RELEASED. PLEASE TAKE CARE OF YOUR ACCOUNTS AS TO NOT DELAY RECEIVING YOUR DIPLOMA.**
- Graduation announcements can be ordered by calling (800) 433-0296 or online at [www.CBgrad.balfour.com](http://www.CBgrad.balfour.com)



3- W.S. Scott Auditorium

4- Brown Center

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