



Marshall B. KETCHUM UNIVERSITY

Office of the President

Dear SPAS Graduate-To-Be,

Congratulations as you complete your final year at MBKU!

The following information pertains to your Commencement Ceremony:

DATES & TIMES

- SPAS Class of 2023 Photo on campus – *Report to the Amphitheater with your full regalia*
 - Thursday, November 9, 2023 at 9:50AM
- Rehearsal – *Report to the Worship Center (refer to attached map)*
 - Thursday, November 9, 2023 at 10:30AM
- Ceremony – *Report to the Graduate Ready Room in the Chapel (refer to attached map)*
 - Friday, November 10, 2023 at 10:00AM
 - **Arrive by 9:00AM – DO NOT BE LATE!**

COMMENCEMENT LOCATION

- Fullerton Free Church, 2801 N Brea Boulevard, Fullerton, CA 92835

REGALIA

1. Regalia includes a gown, cap, tassel, and hood.
2. You will need to purchase your regalia for the Commencement Ceremony. The SPAS regalia package will be available for purchase online in the next month. More information will be provided then.

GUESTS

1. Graduates are welcome to invite family and friends to enjoy the Ceremony. No tickets are required and there is no limit to how many people you can invite.
2. Guests should park in the Fullerton Free Church parking structure.
3. The Worship Center auditorium will open at 9:00AM for guests to be seated. All guests should be in their seats by 9:45AM as the Ceremony will begin promptly at 10:00AM. The auditorium doors will close at 9:55AM and anyone arriving at or after that time will have to wait in the Lobby to be seated after the Processional.
4. During the Diploma portion of the Ceremony, guests are asked to remain seated. If a guest must leave their seat, they will not be permitted to reenter the auditorium until that portion of the Ceremony is completed.
5. Please have your family and friends leave balloons, poppers/noisemakers, posters, and signs in their vehicles as not to disturb the Ceremony for photography and/or other attendees. Fullerton Free Church will not permit balloons into their auditorium.
6. Please save leis and/or corsages for after the Ceremony as they interfere with the hooding process. Enjoy and have fun with them at the Reception!

GRADUATION ANNOUNCEMENTS AND DIPLOMA FRAMES

Graduation announcements and diploma frames are the student's responsibility. Students should not have these mailed to the University. Orders should be sent to the student's home or a family member's home.

1. For a reliable source for Graduation Announcements, you might consider Balfour CB Graduation Announcements - <https://www.cbgrad.com/>
2. Diploma Frames can be ordered through the following link:
<https://marshallbketchum.universityframes.com/>

MISCELLANEOUS

1. The Graduation Fee is \$115 and will be charged to your account.
2. For the Ceremony, please wear clothing that is professional and comfortable. If slacks are preferred, please wear a dark color.
3. Pictures will be taken of each graduate with President Schornack during the Commencement Ceremony. A link to view and print photos will be sent to your University email after Commencement.
4. The Commencement Ceremony will be live streamed as well. Here is the link you may provide to family and friends who are unable to attend: ketchum.edu/commencement.

I am looking forward to your Commencement Ceremony! If you have any questions, feel free to contact me at skim@ketchum.edu or 714-449-7451.

Sincerely,

Sarah Kim
Commencement Event Lead
Project Manager & Executive Assistant to the President

Map of Fullerton Free Church

