



Marshall B. KETCHUM UNIVERSITY

Office of the President

Dear COP Class of 2024,

Congratulations as you complete your final year at MBKU!

The following information pertains to your Commencement Ceremony:

DATES & TIMES

- Rehearsal – *Report to the Worship Center (refer to attached map)*
 - Thursday, May 16, 2024 at 3:00PM
- Ceremony – *Report to the Graduate Ready Room in the Chapel (refer to attached map)*
 - Friday, May 17, 2024 at 10:00AM
 - **Arrive by 9:00AM – DO NOT BE LATE!**

COMMENCEMENT LOCATION

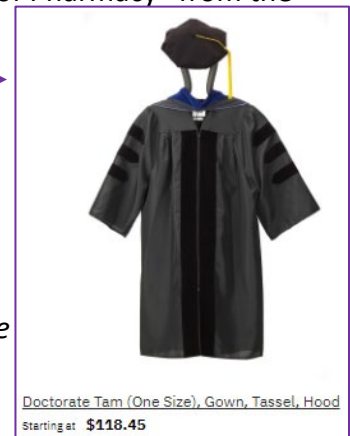
- Fullerton Free Church, 2801 N Brea Boulevard, Fullerton, CA 92835

REGALIA

1. Regalia includes a gown, cap, tassel, and hood.
2. You will need to purchase your regalia for the Commencement Ceremony. The COP regalia package is available for purchase online. Please see instructions below.
3. There is a lead time of about 5 weeks. Please **place your order by March 29** to make sure you receive your regalia in time.

HOW TO ORDER REGALIA

1. Go to <http://tinyurl.com/COPCO2024> and select “Student Doctor of Pharmacy” from the dropdown menu
2. Then select “Doctorate Tam (One Size), Gown, Tassel, Hood” →
3. Select your height and input your weight (in pounds)
4. Click “Add to Cart”
5. Input your First Name and Last Name and click “Checkout”
6. Click “Continue as Guest”
7. Input your Billing Information and Shipping Information
 - a. *NOTE: Input shipping information where you can make sure regalia package about 5 weeks after ordering.*
8. Click “Continue”
9. Select Shipping Method and input Payment Information
10. Review all the details and click “Submit Order”



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 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 your responsibility. Do not have these mailed to the University. Orders should be sent to your 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

