

December 2009 Commencement

Commencement Ceremony for Graduate Students

The Graduate School Commencement will be on Thursday, December 17, 2009 at 7:00 p.m. and will be held in The Markin Family Student Recreation Center on Bradley's campus.

Graduate students will meet upstairs in the Haussler Hall gymnasium starting at 6:00 p.m. Family and friends are welcome to come to Haussler Hall and visit with graduates and faculty until 6:30 p.m. They will then be encouraged to go next door to the Markin Center and take a seat for the ceremony.

After the Commencement, students, family, friends and faculty are invited to attend a dessert reception in the Performance Gym at the Markin Center.

The Markin Center is ADA accessible. If you have any family members who will require special seating arrangements please contact The Graduate School. If you have any questions concerning Commencement please contact Bonnie Price or Susan Tanner at 309-677-2375.

We are looking forward to having you join us.

Bradley University
Graduate School

Special points of interest:

- > Commencement Ceremony for Graduate Students
- > Low Cost for Cap, Gown and Hoods
- > Graduation Fair
- > Distribution Dates for Cap & Gown
- > Commencement Contact Listing

We hope that your experience at Bradley has been positive as well as rewarding.

Graduate School Commencement Activities

6:00 p.m. Check in for Graduate students for Commencement begins in the Haussler Hall gymnasium (upstairs). You must be checked in by 6:30 p.m. (Look for the Graduate School check-in tables). **Please be on time. If you are not in line when the processional begins you will not be able to participate in Commencement.**

6:30 p.m. Guests leave Haussler Hall to take their seats in The Markin Family Student Recreation Center. Remember you cannot carry anything into Commencement. Please give these items to your guests (including coats, umbrellas, purses, cell phones, etc). Bradley University is not responsible for any article left in Haussler Hall. If your guests need special seating arrangements, please ask one of the Ushers for assistance.

6:45 p.m. Students begin processional to their seats. There will be ushers to guide you into the correct row.

7:00 p.m. Commencement Ceremony Begins

8:30 p.m. Approximate conclusion of Commencement and dessert reception in the Performance Gym.

Prior to leaving the Markin Center, you must return your cap, gown and hood at the Bookstore tables located in the lobby. Graduate School staff will be on hand to assist you.

Inside this issue:

Alumni Registration	3
Commencement Ceremony for Graduate Students	1
Commencement Contacts	4
Distribution Dates for Cap & Gown Orders	2
FERPA Block Release	2
Graduate School Commencement Activities Activities	1
Graduation Fair - For All Your Graduation Needs	3
Name/Reader/Photo Card	3
Newspaper Release Information	3
Receiving Your Diploma FAQ	4
Renting Your Cap, Gown & Hood	2
Smith Career Center Registration	3

Renting Your Cap, Gown & Hood

All graduate students will rent their academic regalia. You will not be able to use a cap, gown or hood used by friends in previous Commencements. All students who are participating in the Commencement must rent the appropriate cap, gown, and hood.

To insure a proper fit, you must order the exact cap size you need. There is a tape measure and instructions included with the cap, gown and hood rental information to help you make this selection.

Candidates have two options to rent these items:

- 1) Return the enclosed order form in the envelope provided (please do not seal the envelope) along with your check to the Bradley Bookstore (**checks payable to the Bradley Bookstore**) by October 31, 2009. The cost is \$65.86 for the Masters candidates. All prices quoted include all applicable sales tax. The Masters candidates' tassel attached to the cap is a keepsake tassel.
- 2) Submit your order on line at www.herff-jones.com/college. Orders will be accepted through November 1, 2009.

All orders received after the deadlines will be assessed an additional fee of \$15.00 and must be submitted to the Bookstore.

If you would like to purchase a hood to keep, you can place a special order with the Bookstore. You can not order a hood on line. You will not be able to keep the hood you use on December 17, 2009. The cost is for a Masters hood is \$117.00 plus tax.

The Bradley Bookstore also has invitations, diploma frames and many other graduation accessories available. Stop in and see their selection. The Bradley Bookstore will also be at the Graduation Fair.



The gown for the Master and Doctorate degrees are different from the Bachelor degree.

Distribution Dates for Cap & Gown Orders

You may pick up your cap & gown orders and the graduation information packets during the following dates and times:

Michel Student Center Ballroom	December 10-11, 2009	10:00 a.m. to 4:00 p.m.
Bradley Bookstore	December 12, 2009	11:00 a.m. to 3:00 p.m.
The Graduate School 200 Bradley Hall	December 14, 2009	7:00 a.m. - 5:00 p.m.
	December 15, 2009	7:00 a.m. - 7:00 p.m.

You will receive your hood during Commencement.

After Commencement, you must come to the Bookstore area and return your cap, gown and hood. If you do not return these items a hold will be placed on your diploma. You will be able to keep your tassel.

If you have questions, or are unable to pick up your cap and gown during these distribution dates and times, please contact Bonnie Price at 309-677-2375.

FERPA Block Release

If you have made a request to the Registrar to have your information blocked (FERPA Block), then you must complete the *FERPA Block Release* form included in this packet. We cannot print your name, past degree(s) and the degree you are earning in the Commencement Program or release your name and the degree you are earning to the newspapers if you don't complete this form. This release is for the reasons stated above and does not permanently remove the FERPA block. You would have to contact the Registrar's office to remove the block.

Graduation Fair—For all Your Graduation Needs

This year a new event has been added to the graduation experience at Bradley University. A Graduation Fair will be held on Thursday, December 10th from 10:00 a.m. – 4:00 p.m. in the Michel Student Center Ballroom.



At the Fair you can pick up your cap and gown and have the opportunity to view other mementos for the occasion, such as graduation announcements, class rings and customized frames for your diploma. There will be a photographer on hand to take graduation portraits and a florist with whom you can place orders to be picked up at Commencement.

There will be several on-campus organizations available to help you with your transition to an alumnus, including Alumni Relations, the Bradley Bookstore, the Bradley Fund, the Graduate School, Hilltopics, and the Smith Career Center.

We look forward to seeing you at this festive event on Thursday, December 10th from 10:00 a.m. – 4:00 p.m. in the Michel Student Center Ballroom.

Smith Career Center

Bradley University alumni may submit a registration request to the Smith Career Center to obtain an eRecruiting web account.

Having an eRecruiting account allows registered users to review Web job listings. Registration is restricted to alumni.



For more information contact the Smith Career Center at 309-677-2510 or look for them at the Graduation Fair.

Newspaper Release Information

If you would like your name to appear in a newspaper besides the Peoria Journal Star, please complete the enclosed form and return it to the Office of Public Relations in the enclosed postage-paid envelope.

Forms must be returned no later than December 1, 2009. If you don't want a news release sent, inform the Public Relations Office, in writing, prior to graduation.



Alumni Registration

Be sure to visit the Alumni Office website (<http://www.bradley.edu/alumni/>) to register as an alumnus with Bradley University. This assists the Alumni Office in maintaining current address information for you.

Be sure to check out the website for more information on alumni activities and the variety of services available to you as an alumnus of Bradley University.

Representatives for the Alumni Office will be available at the Graduation Fair to answer any questions about services and you can register at that time.

Name/Reader/Photo Address Card

One yellow card with your full name and diploma address will be given to you when you pick up your cap, hood and gown order.

If you have ever had anyone mispronounce your name you may wish to write it phonetically in the space provided to assist the readers. **Please print legibly.**

Please review the address and make any changes. The photographer will use this address to send you information regarding your Commencement photos.

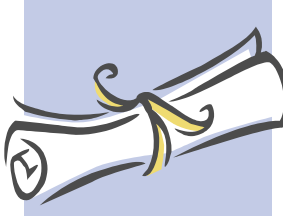
If your diploma address is incorrect you must notify the Graduate School by January 4, 2010. You can send an email to Bonnie Price (bonnie@bradley.edu) with the corrections. We cannot accept address corrections or changes made via a phone call.



Receiving Your Diploma FAQ

- Q. When will I receive my diploma?
- A. Your diploma will be available approximately 6-8 weeks after Commencement. If you requested your diploma to be mailed we will use the address appearing in Webster. If you requested to pick up or have someone else pick up your diploma we will contact you via the email appearing in Webster. **Please check your mailing and email addresses in Webster and update if necessary before January 4, 2010.**
- Q. When will my degree be posted to my Bradley University transcript?
- A. Your degree will be posted to the Bradley University transcript by January 18, 2010.
- Q. I don't know where I will be after graduation, what should I do?
- A. When you know your address you must email Bonnie Price at bonnie@bradley.edu and give your new address.
- Q. Can I have someone else pick up my diploma?
- A. Yes, on your Application for Graduation just fill in the individual's name. We will send you an email when your diploma is ready. The individual named must show a picture ID before he/she can pick up your diploma.
- Q. Can I have my diploma mailed to my address overseas?
- A. Yes, you must make arrangements ahead of time with Bonnie Price in The Graduate School. You are responsible for all associated costs.
- Q. I applied for graduation on line through Webster. How will I get my diploma?
- A. If you registered for graduation through Webster, your diploma will automatically be mailed to you. If you would prefer to pick it up or have someone else pick it up, contact Bonnie Price by January 4, 2010, to make arrangements or complete the *Graduate Web Graduation Application Additional Information* form.

Please remember that final approval for graduation will depend on satisfactory completion of **all** requirements at the end of the current semester.



Commencement Contacts

Commencement Websites

The Graduate School

<http://www.bradley.edu/academics/grad/current/commencement.shtml>

Bradley University

<http://www.bradley.edu/commencement/>

The Graduate School Commencement Marshal

Bonnie Price

Phone: 309/677-2375

Email: bonnie@bradley.edu

The Graduate School

200 Bradley Hall

Monday 7:00 a.m. to 5:00 p.m.

Tuesday & Wednesday 7:00 a.m. to 7:00 p.m.

Thursday & Friday 7:00 a.m. to 5:00 p.m.

Closed on Saturday & Sunday

Contact for information about graduation, Commencement & Hooding Ceremonies, and receiving your diploma.

Bradley University Bookstore

Brian Murphy

Phone: 309/677-2320

Herff-Jones Website:

<http://www1.herffjones.com/college/graduation/index.cfm>

Contact for information on ordering your academic regalia and accessories.

Bradley University Alumni Office

Phone: 309/677-2240

Contact for information on Alumni services.

Bradley University Office of Public Information

Phone: 309/677-3245

Contact for information about release of graduate's name to local papers.

