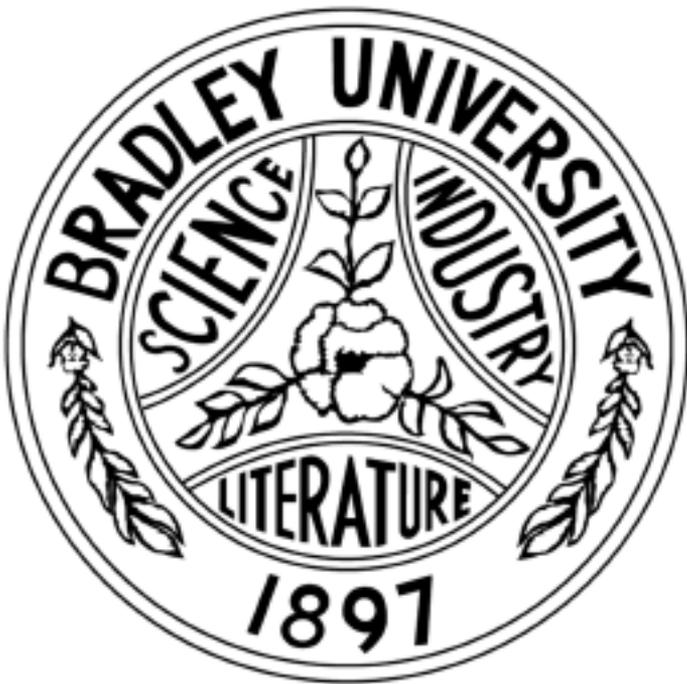


BRADLEY UNIVERSITY



DECEMBER
COMMENCEMENT
2014

BRADLEY

U N I V E R S I T Y

COMMENCEMENT DAY ACTIVITIES December 20, 2014

7:45 a.m.

Doors open.

7:45 - 8:45 a.m.

Undergraduate candidates assemble for processional in the basketball practice facility. Assemble at your college banner.

8:45 a.m.

Guests should leave the reception area for seating in the Renaissance Coliseum at this time. Please be seated by 9:00 a.m.

9:15 a.m.

Candidates processional.

Convocation begins.

12:00 Noon

Approximate conclusion.

To avoid confusion as you exit the coliseum, make arrangements to meet your parents and friends in the basketball practice facility, Hayden-Clark Alumni Center or the Michel Student Center after Commencement.

Share the information in this booklet with your parents and guests and consult this booklet before arriving at the Renaissance Coliseum on the day of Commencement.

CAP AND GOWN INFORMATION

Caps and gowns are worn at Commencement. Cap and gown orders must be submitted at the Bookstore or online at www.herffjones.com/college/graduation by midnight November 2. Bookstore Hours: Monday through Friday 8:30 a.m. to 5:00 p.m., Saturday 10:00 a.m. to 5:00 p.m., Sunday Noon to 5:00 p.m.

Pickup dates, location and times are as follows:

December 11	9:30 a.m. to 5:30 p.m.
Peplow Pavilion in the Hayden-Clark Alumni Center	
December 12	10:00 a.m. to 4:30 p.m.
Peplow Pavilion in the Hayden-Clark Alumni Center	
December 13-19	10:00 a.m. to 5:00 p.m.
Bookstore	

INFORMATION PACKET

When you pick up your cap and gown you will receive an information packet containing specific information about your commencement. In addition to guest information, you will receive the following:

1. NAME / PHOTO ADDRESS CARD

This card contains your full name and address information. **BRING THIS CARD WITH YOU TO COMMENCEMENT.** Your name will be read from this card as you receive your diploma cover. **WRITE YOUR NAME PHONETICALLY IN THE SPACE PROVIDED AND PRINT LEGIBLY.**

This will aid with correct pronunciation of your name. In addition, you will have the opportunity to record your name when you pick up your cap and gown.

2. ADDRESS UPDATE REMINDER

During the Commencement ceremony, you will receive the cover for your diploma. Your diploma will be mailed 6-8 weeks after Commencement. Check your diploma address in Webster, and update it if necessary.

A professional photographer will take your photograph when you receive your diploma cover on stage. They will use the address on the card to mail your complimentary proof. There is no obligation to purchase the prints. Accompanying the free color sample print will be information to order additional prints.

INSTRUCTIONS FOR COMMENCEMENT

Commencement is a solemn, formal ceremony designed to provide recognition to students who are completing the necessary requirements for a degree. It is also an event in which family and friends take pride in the accomplishments of their graduate. To continue the tradition and dignity of this ceremony, participating students are asked to observe the following:

- Wear suitable attire beneath your gown. Refrain from wearing jeans, tennis shoes, or other informal clothing.
- Alcoholic beverages are not permitted.
- Academic apparel is worn as follows:
 - a. The mortarboard is kept level with tassel at the middle of the left side. (Note there is a front and back to the mortarboard.) Men should remove their mortarboards during the invocation, benediction, singing of the national anthem and the alma mater. At all other times, the mortarboard should be worn by all graduates.
 - b. Students who are to graduate with honors will be issued honor regalia to be worn at the ceremony.

A student must have earned or be registered for a minimum of 60 hours in residence at Bradley, and have obtained a minimum cumulative GPA of 3.40 to be eligible for honors. For more information, refer to the honors section of the undergraduate catalog.

PROCESSION ASSEMBLY

Assembly for the procession will take place in the Men's Basketball Practice Facility at the Renaissance Coliseum beginning at 7:45 a.m. with the march to the Coliseum seating area beginning at 9:10 a.m. **Please be on time.** Your college marshal will assist in establishing the correct line of march. Students will form two lines and march by college. If you want to sit next to your friends, you must be in the same line—not across from each other. Maintain your position in this line.

At the beginning of the Commencement ceremony, the honorary and junior marshals will lead the procession into the seating area followed by college banner bearers. The student procession will enter in double line and go to the ushers where they will direct you to your seats.

At the time of degree presentation, each college will be asked to rise. Make a special effort to rise and be seated in unison. You will move forward at the direction of the ushers. Proceed to receive your diploma cover and on to have a formal picture taken. Have the NAME/PHOTO ADDRESS card in hand. Give this card to the reader and continue without pause to your dean and the president to receive their congratulations. Return to your seat and remain standing until the entire college has returned.

During the recessional, those on the platform party will leave first, followed by the faculty. The junior marshals will lead the graduates out of the seating area. Wait for instructions from the ushers before moving and follow the marshals. Arrange to meet parents and friends after the ceremony at the practice facility, Hayden-Clark Alumni Center or the Michel Student Center.

GUEST BEHAVIOR

Each graduate has earned the honor of having his/her name read and heard during the presentation of degrees. For this reason we ask that you instruct your guests to refrain from using air horns or other noisemakers when your name is read. Ask your guests to be considerate of your classmates, their families and guests so that all names may be heard.

TICKETS FOR COMMENCEMENT

Tickets are not required for December 2014 Commencement.

PHOTO SESSION

An area within the guest seating area will be reserved on both sides of the stage to permit family and friends to photograph. These areas are intended to provide guests the temporary opportunity to take photos and are not to be used as permanent seats. As a safety precaution guests are not permitted in the candidates seating area or on the stage during or after the ceremony. A photo backdrop will be provided in the Men's Basketball Practice Facility.

NEWS RELEASE

A news release announcing your graduation from Bradley University will be sent to your hometown newspaper. If a hometown newspaper is not listed in your student record, give this information to the Office of Public Relations. You may call the office at (309) 677-2242. If you do not want a news release sent, please inform the Office of Public Relations, in writing, prior to graduation.

LIVE STREAMING

Guests who are unable to attend the December 2014 Commencement may view the ceremony in its entirety by going to www.bradley.edu and clicking on the commencement link.

MISCELLANEOUS INFORMATION

Smoking and alcoholic beverages are not permitted at the Renaissance Coliseum. Aisles in the coliseum must be kept free and open at all times. Bradley University is not responsible for items left in the basketball practice facility or the coliseum. Give all purses, coats, cameras and other valuables to friends or relatives before they leave the basketball practice facility or do not bring them to commencement. For additional information, please visit the following website:

www.bradley.edu/commencement

PROCESSION ASSEMBLY

Assembly for the Commencement procession will take place as indicated below. Doors open at the Renaissance Coliseum at 7:45 a.m.

December 2014 Commencement

Location	Basketball practice facility in the Renaissance Coliseum
Students arrive	7:45 a.m. - 8:45 a.m.

Banners indicating locations for college assembly will be in place. Students march by college. Be in your designated location no later than the stated lineup time to assemble and complete last minute details for commencement.

COLLEGE ASSEMBLY LOCATION

1. Foster College of Business
2. Henry Pindell Slane College of Communications and Fine Arts
3. College of Education and Health Sciences
4. Caterpillar College of Engineering and Technology
5. College of Liberal Arts and Sciences
6. Graduate School

Locate and line up behind your college banner in the basketball practice facility.

**THANK YOU
FOR YOUR COOPERATION!**

December 2014
DEANS AND COLLEGE MARSHALS

College/Dean	Marshal
Foster College of Business Dean Radson, Baker Hall 151	Dr. Jason Garrett - 677-2270 Baker Hall 407
Henry Pindell Slane College of Communications and Fine Arts Dean Huberman Caterpillar Global Communications Center 100	Dr. Margaret Young - 677-2237 CGCC 330
College of Education and Health Sciences Dean Sattler, Westlake Hall 205	Dr. Lori Russell-Chapin - 677-3186 Westlake Hall 208
Caterpillar College of Engineering and Technology Dean Akers, Jobst Hall 124	Dr. Prasad Shastry - 677-2733 Jobst Hall 334
College of Liberal Arts and Sciences Dean Jones, Bradley Hall 226	Dr. Kelly McConnaughay - 677-2383 Bradley Hall 226
Graduate School Dean Bakken, Bradley Hall 215	Susan Tanner - 677-3487 Ashley Bauer - 677-2375 Bradley Hall 200

Commencement Checklist

- Invite parents and guests
- Submit cap and gown order at the bookstore or online
- Go to Grad Fair
 - Pick up cap and gown
 - Complete alumni information
 - Record name
- Go to the graduation reception
- Be at the Renaissance Coliseum on time
- Fill out and take reader card to commencement