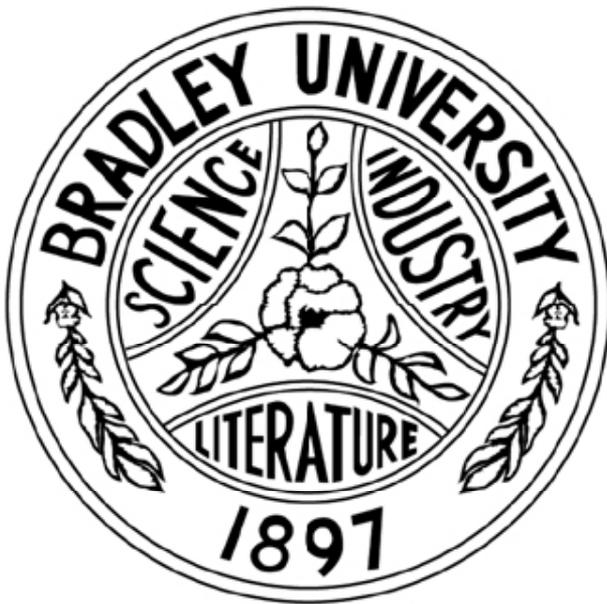


BRADLEY UNIVERSITY



MAY
COMMENCEMENT
2016

BRADLEY

U N I V E R S I T Y

COMMENCEMENT DAY ACTIVITIES May 14, 2016

7:15 a.m.

Doors open at Peoria Civic Center

7:15 - 8:15 a.m.

Undergraduate candidates assemble for processional in exhibit hall A.

8:00 a.m.

Carver Arena - doors open for guest seating.

8:30 a.m.

Guests should leave exhibit hall A for seating in the Peoria Civic Center - Carver Arena at this time.

9:00 a.m.

Processional begins.

12:00

Approximate conclusion.

To avoid confusion as you exit the arena, make arrangements to meet your parents and friends in the lobby or exhibit hall A after Commencement.

Share the information in this booklet with your parents and guests and consult this booklet before arriving at the Civic Center 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 herffjones.com/college/graduation by midnight on March 27. Bookstore Hours: Monday through Friday 8:30 a.m. to 5:00 p.m., Saturday 10:00 a.m. to 2:00 p.m.

Pickup dates, location and times are as follows:

May 5	9:30 a.m. to 5:30 p.m.
Peplow Pavilion in the Hayden-Clark Alumni Center	
May 6	To be announced
Peplow Pavilion in the Hayden-Clark Alumni Center	
May 7, 9-13	Normal hours of operation
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

Undergraduate students assemble into the line of march from areas designated for each college in exhibit hall A at approximately 8:30 a.m. College marshals will assist in establishing the correct line of march. Maintain your position in this line.

There are two routes to the arena floor planned for the candidates—one inside, one outside. The outside route takes the candidates out the rear of exhibit hall A and down the loading ramp to the floor level of the arena. In the event of inclement weather, the inside route will be used with candidates using the Bradley Club entrance to go downstairs to the arena. College marshals will lead candidates to the starting position. Proceed with care.

Candidates should keep a dignified bearing and pace as they enter the arena. The honorary and junior marshals will lead the procession. Students will be in four lines—one for the left aisle; two for the center aisle; and one for the right aisle. Follow the person in front of you. Keep a distance of four feet between you and the person ahead. Ushers in the arena will direct you to your seat. Remain standing until instructed from the podium to be seated.

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 proceed forward from the right or left side at the direction of the ushers. Have the NAME/PHOTO ADDRESS card in hand. As you come forward you will receive your diploma cover and your photo will be taken before you reach the stage. Present your name card to the reader and continue without pause to the dean and the president to receive their congratulations. Return to your seat down the center aisle and remain standing until the entire college has returned. Remain in your seat until the recessional.

During the recessional, those on the platform will leave first, followed by the faculty. The junior marshals will lead the graduates out of the arena. Colleges will exit in the same way they entered. Proceed up the ramp and back into exhibit hall A. Arrange to meet parents and friends at exhibit hall A or in the lobby.

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 May 2016 Commencement.

PHOTO SESSION

An area in the lower bowl seating area will be reserved on both sides of the stage to permit family and friends the opportunity to photograph their students. These areas are intended to provide guests the temporary opportunity to take photos and are not to be used as permanent seats. Guests are not permitted on the arena floor during the ceremony.

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 May 2016 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 by the Peoria Civic Center. Aisles in the arena must be kept free and open at all times. Bradley University and the Peoria Civic Center are not responsible for items left in exhibit hall A or the arena. Give all purses, coats, cameras and other valuables to friends or relatives before they leave exhibit hall A or do not bring them to commencement. For additional information, please visit the following websites:

www.bradley.edu/commencement

www.peoriaciviccenter.com

PROCESSION ASSEMBLY

Assembly for the Commencement procession will take place as indicated below. Doors open at Peoria Civic Center at 7:15 a.m.

May 2016 Commencement

Location	Exhibit Hall A
Students arrive	7:15 a.m. - 8:15 a.m.
Lineup begins	8:30 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 Administration
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

Locate and line up behind your college banner in Exhibit Hall A.

THANK YOU
FOR YOUR COOPERATION!

May 2016
DEANS AND COLLEGE MARSHALS

College/Dean	Marshal
Foster College of Business Administration Dean Radson, Baker Hall 151	Dr. Jason Garrett - 677-2995 Baker Hall 123
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 Interim Dean Clusky, Westlake Hall 204	Dr. Lori Russell-Chapin 677-3186 Westlake Hall 208
Caterpillar College of Engineering and Technology Dean Akers, Jobst Hall 124	Dr. Krishnanand Maillacheruvu 677-2733 Jobst Hall 232
College of Liberal Arts and Sciences Dean Jones, Bradley Hall 226	Dr. Robert Prescott - 677-2468 Bradley Hall 385
Graduate School Dean Bakken, Bradley Hall 21	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 Civic Center on time
- Fill out and take reader card to commencement

PEORIA CIVIC CENTER

