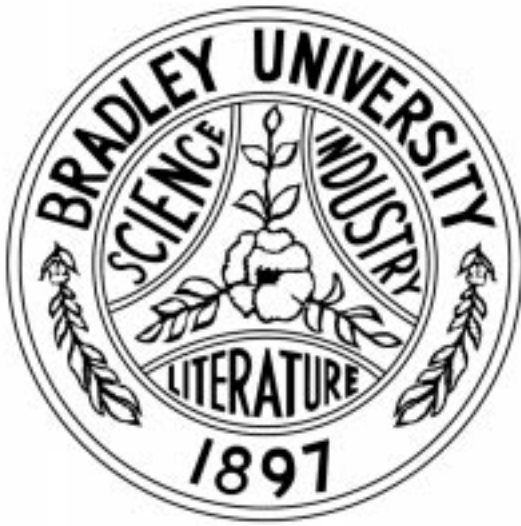


# **BRADLEY UNIVERSITY**



**MAY  
COMMENCEMENT  
2002**

# BRADLEY

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U N I V E R S I T Y

## COMMENCEMENT DAY ACTIVITIES MAY 18, 2002

**8:30 a.m.**

Doors open at Peoria Civic Center

**9:15 a.m.**

Candidates begin to assemble for processional in Exhibit Hall A. College Marshals will assist candidates. Students, be sure you are in the proper assembly area. Parents should leave the reception area for seating in the Peoria Civic Center - Carver Arena at this time.

**9:35 a.m.**

Candidates begin the processional to their seats.

**10:00 a.m.**

Convocation begins.

**12:30 p.m.**

Approximate conclusion.

In order to avoid confusion as you exit the arena, please 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 the day of Commencement.

## **GRADUATION IN ABSENTIA**

If you will not be attending the graduation ceremony, you must apply for graduation in absentia. A written request is required. This request must be sent to the Dean of your college and should contain the address to which your diploma will be mailed.

## **CAP AND GOWN INFORMATION**

Caps and gowns are worn at Commencement. Cap and gown measurements must be turned in by April 1, 2002 to the Bookstore. Pickup begins May 8, 2002.

## **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 for Commencement, there will be 3 cards for your graduation. A description of these three cards follows:

### **1. DIPLOMA ADDRESS CARD**

At the Commencement ceremony, you will receive the cover for your diploma. Your diploma will be mailed after final grades are processed. Final grades are due in the Registrar's Office at 10:00 a.m. on the day of Commencement; therefore, grades cannot be processed before Commencement. All **undergraduate** students must complete the diploma address card and bring it to Commencement. These cards will be collected before you leave the Exhibit Hall A. Diplomas will not be mailed to anyone failing to complete this card.

### **2. NAME / PHOTO ADDRESS CARD**

The packet also contains a yellow card with your full name printed on one side and address information for the photo service on the other. Please bring this card to Commencement with you. Your name will be read from this card as you receive your diploma cover. To aid with correct pronunciation, you may wish to phonetically write it to assist the readers. Please print legibly.

The reverse side of this card has spaces for mailing information the photo service needs to mail your complimentary proof. A professional photographer will take your photograph when you receive your diploma cover. There is no obligation. Accompanying the free color sample print will be information you can use to order additional prints.

### **3. GRADUATION/ALUMNI INFORMATION CARD**

Please complete and mail the graduation/alumni information card in the postage-paid envelope provided.

If you forget any of these three cards, blank cards will be available in Exhibit Hall A on Commencement morning.

### **INSTRUCTIONS FOR COMMENCEMENT**

Commencement is a solemn, formal occasion designed to provide recognition to those students who have successfully completed the necessary requirements for their degree. It is also an event in which family and friends take pride in the accomplishments of their graduate. To continue with the tradition and value of this ceremony, participating students are requested to observe the following:

- Wear suitable attire beneath your gown. Please refrain from wearing jeans, tennis shoes, or other informal clothing.
- Alcoholic beverages are not permitted.
- No other items are to be added to the cap and gown.

**Only the academic apparel provided by the University in the cap and gown package is to be worn during this Commencement ceremony.**

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 special honor designations will be issued honor cords to be worn with their cap and gowns. Honor cords are to be placed around the neck so they hang down the front of the gown.

Honors are computed on grades earned at Bradley prior to your last semester. The color cord indicates the honor designation as follows: gold for Summa Cum Laude; red for Magna Cum Laude; and white for Cum Laude. You may keep your cord as a memento of the occasion.

Students assemble into the line of march in the correct area of the exhibit hall at 9:15 a.m. Your College Marshal will assist in establishing the correct line of march. Please 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 of the rear of the Exhibit Hall A and down the loading ramp to the floor level of the arena. Should the weather be uncooperative, the inside route will be used with candidates using the Rivermen's entrance to go downstairs to the arena. Your College Marshal will lead you to your starting position. In either case, please proceed with care.

As you enter the arena at the beginning of Commencement, keep a dignified bearing and pace. The Honorary and Junior Marshals will lead all students in. 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 seats. Please remain standing.

At the time of degree presentation, your college will be asked to rise. Make a special effort to rise and be seated in unison. You will proceed forward at the direction of the ushers. Be sure to have the NAME/PHOTO ADDRESS card in hand. Give this card to the reader and continue without pause to your Dean to receive your diploma cover and on to the President to receive his congratulations. Return to your seat and remain standing until the entire College has returned. Each individual 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 applause when your name is read so the name of the person who follows is also heard. Remain in your seat until the Recessional.

During the Recessional, those on the platform will leave first, then 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. Please remember to arrange to meet parents and friends at Exhibit Hall A or in the main lobby.

## **TICKETS FOR COMMENCEMENT**

Tickets are not required for Commencement.

## **PHOTO SECTION**

An area in the lower bowl seating will be reserved on both sides of the stage to permit parents and friends the opportunity to take pictures of their graduates. These areas are intended to provide guests the temporary opportunity to take pictures 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 paper. Please check with the Office of Public Information in Swords Hall 14 to see that they have the correct newspaper information for you. You may call the office at (309) 677-3245. If you do not want a news release sent, please inform the Public Information Office, in writing, prior to graduation.

## **MISCELLANEOUS INFORMATION**

Smoking is permitted only in designated areas of the 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. Please 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.

## **PROCESSION ASSEMBLY**

Assembly for the processional takes place in Exhibit Hall A. Banners indicating locations for your college assembly will be in place in Exhibit Hall A. Students march by college. Please be in your designated location no later than 9:15 a.m. to assemble and complete all last minute details for Commencement.

**COLLEGE ASSEMBLY LOCATION**

- 1. Foster College of Business Administration**  
Far South End of Exhibit Hall A
- 2. Henry Pindell Slane**  
**College of Communications and Fine Arts**  
South End of Exhibit Hall A
- 3. College of Education and Health Sciences**  
South of Center of Exhibit Hall A
- 4. College of Engineering and Technology**  
North of Center of Exhibit Hall A
- 5. College of Liberal Arts and Sciences**  
North End of Exhibit Hall A
- 6. Graduate School**  
Far North End of Exhibit Hall A

B	C	E	E	L	G
U	F	H	N	A	R
S	A	S	G	S	A
D					

NORTH

**THANK YOU  
FOR YOUR COOPERATION!**

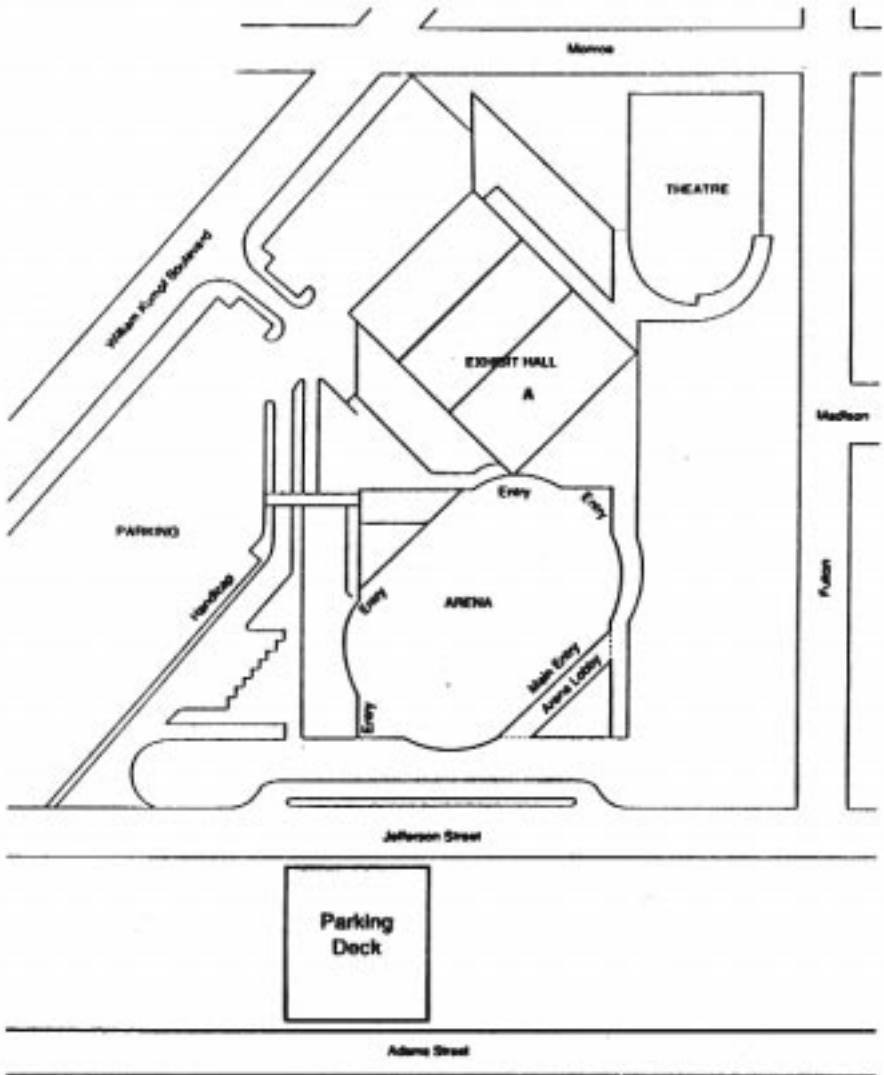
**May 2002**  
**DEANS AND COLLEGE MARSHALS**

<b>College/Dean</b>	<b>Marshal</b>
Foster College of Business Administration Dean Baer, Baker Hall 151	Dr. Joyce Shotick - 677-3806 Baker Hall 108
Henry Pindell Slane College of Communications and Fine Arts Dean Huberman Global Communication Center 100	Dr. John Jost - 677-2600 Constance Hall 206
Education and Health Sciences Dean Sattler, Westlake Hall 219 Westlake Hall 21	Dr. Lori Russell-Chapin 677-3195
Engineering and Technology Dean Johnson, Jobst Hall 124	Dr. Richard Deller - 677-2726 Jobst Hall 111
Liberal Arts and Sciences Dean Etaugh, Bradley Hall 115	Dr. Jerome Hahn - 677-2384 Bradley Hall 115
Graduate School Interim Dean Stutz, Bradley Hall 118	Susan Tanner - 677-3487 Bradley Hall 118

**Commencement Checklist**

- Invite parents and guests
- Measure yourself for Cap and Gown
- Turn in Cap and Gown order at Bookstore
- Pick up Cap and Gown
- Fill out cards
- Mail back Alumni information card
- Go to the "Thank You" party
- Be at Civic Center on time
- Bring these cards to Commencement
  - Diploma Address
  - Name/Photo Address

# Peoria Civic Center



**BRADLEY**  

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