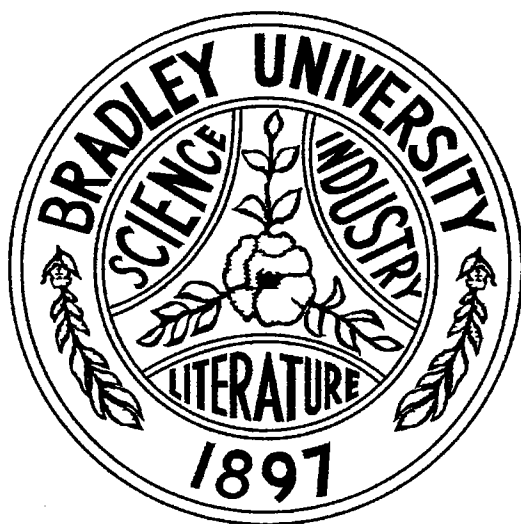


BRADLEY UNIVERSITY



MID-YEAR
COMMENCEMENT
2003

BRADLEY

U N I V E R S I T Y

COMMENCEMENT DAY ACTIVITIES DECEMBER 20, 2003

8:30 a.m.

A reception for you and your family will be held in the main gym of Haussler Hall.

9:15 a.m.

Candidates begin to assemble for processional in Haussler Hall. College Marshals will assist candidates. Look for your college banner and assemble there. Parents should leave the reception area for seating in the Field House at this time.

9:45 a.m.

Candidates begin the processional to the Field House.

10:00 a.m.

Convocation begins.

12:30 p.m.

Approximate conclusion.

To avoid confusion as you exit the Field House, please make arrangements to meet your parents and friends at Haussler Hall, in the quadrangle, or at the Michel Student center after Commencement.

Share the information in this booklet with your parents and guests and consult this booklet before arriving on campus 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 ordered by October 31, 2003. Pickup begins December 11, 2003.

INFORMATION PACKET

When you pick up your cap and gown you will receive a packet containing specific information about your Commencement. In addition to guest information, there will be 3 cards in the packet. 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 six to eight weeks after final grades are processed, if graduation requirements have been met. 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 Haussler Hall. 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 with you to Commencement. 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 your name to assist the readers. Please print legibly.

The reverse side of this card has spaces for mailing information required by the photo service to mail your complimentary color proof. A professional photographer will take your photograph when you receive your diploma cover.

There is no obligation to purchase the prints. Accompanying the free color sample print will be information you can use to order additional prints.

Please notify your parents of these services. These services provide you with a close up photograph, relieving your parents of trying to get that photograph during the ceremony.

3. GRADUATION/ALUMNI INFORMATION CARD

Please complete and mail the graduation/alumni information card in the postage-paid envelope provided. This card assists the Alumni Office in maintaining current address information for you. The office would also appreciate it if you would notify them when you change your address.

If you forget any of these three cards, blank cards will be available in Haussler Hall 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.
- No alcoholic beverages are permitted.
- No items are to be added to the cap and gown.

Only the academic apparel provided by the University 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 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.

PROCESSION ASSEMBLY

Assembly for the processional will take place in Haussler Hall - Main Gym at 9:15 a.m. with the march to the Field House beginning at 9:45 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. Please maintain your position in this line.

The student procession will exit the north side of Haussler Hall and enter the Field House at the south entrance. 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 lines and go to the front of the platform where ushers will direct you to your seats.

Please keep a dignified bearing and pace. Follow the person in front of you and keep a distance of four feet between you and the person ahead.

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. 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 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 by all. Remain in your seat until the recessional.

During the recession, members of the platform party will leave first, followed by the faculty. The Junior Marshals will lead the graduates out of the Field House. Wait for instructions from the ushers before moving and follow the Marshals out of the building and away from exit doors. Please arrange to meet parents and friends at Haussler Hall, in the quadrangle, or at 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 noised makers when your name is read, /ask your guests to be considerate of your classmates and their family and guests so that their name may also be heard.

TICKETS FOR COMMENCEMENT

Tickets are not required for Mid-Year Commencement.

SPECIAL SEATING

If any of your guests are disabled or require special seating arrangements, they must arrive at the Field House before 9:30 a.m. in order for our ushers to accommodate their needs. Please contact Ms. Gail Reynolds at (309) 677-2247, if you require assistance.

NEWS RELEASE

A news release announcing your graduation from Bradley University will be sent to your hometown paper. If a hometown newspaper is not listed in your student record, please give this information to the Office of Public Information in Swords Hall 14. 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 and alcoholic beverages are not permitted in the Field House or Haussler Hall.

Aisles in the Field House must be kept free and open at all times.

Bradley University is not responsible for items left in Haussler Hall or the Field House. Please give all purses, coats, cameras and other valuables to friends or relatives before they leave Haussler Hall or do not bring them to Commencement.

COLLEGE ASSEMBLY LOCATION

1. **Foster College of Business Administration**
- far south end of main gym
2. **Slane College of Communications and Fine Arts**
- south end of main gym
3. **College of Education and Health Sciences**
- south of center of main gym
4. **College of Engineering and Technology**
- north of center of main gym
5. **College of Liberal Arts and Sciences**
- north end of main gym
6. **Graduate School**
- far north end of main gym

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!

December 2003
DEANS AND COLLEGE MARSHALS

College/Dean	Marshal
Foster College of Business Administration Dean Baer, Baker Hall 151	Dr. Doug Crowe - 677-3806 Baker Hall 108
Slane College of Communications and Fine Arts Dean Huberman Caterpillar Global Communication Center 100	Dr. John Jost - 677-2600 Constance Hall 206
Education and Health Sciences Dean Sattler, Westlake Hall 219	Dr. Lori Russell-Chapin 677-3195 - Westlake Hall 210
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	Ms. 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 Alumni information card
- Go to the graduation reception
- Be at Haussler Hall on time
- Bring these cards to Commencement
 - diploma address
 - name/photo address