8:00 a.m.  
Candidates begin to assemble for procession in the basketball practice facility. Assemble at your college banner.

9:15 a.m.  
Parents should leave the assembly area at this time for the Coliseum seating area. Please be seated by 9:30 a.m.

9:45 a.m.  
Candidates processional.

10:00 a.m.  
Convocation

12:00 Noon  
Approximate conclusion.

To avoid confusion as you exit the ceremony, make arrangements to meet 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 for 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 November 11, 2012. 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 6 9:30 a.m. to 5:30 p.m.
  Peplow Pavilion in the Hayden-Clark Alumni Center
- December 7 10:00 a.m. to 4:30 p.m.
  Peplow Pavilion in the Hayden-Clark Alumni Center
- December 8 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.

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 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.
- 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, please refer to the honors section of your undergraduate catalog.
PROCESSION ASSEMBLY
Assembly for the procession will take place in the Men’s Basketball Practice Facility at the Renaissance Coliseum at 8:00 a.m. with the march to the Coliseum seating area beginning approximately 9:30 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 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 her 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 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 Mid-Year 2012 commencement.

PHOTOS
An area within the guest seating will be reserved on both sides of the stage to permit family and friends 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 Coliseum main floor during the ceremony.

NEWS RELEASE
A news release announcing your graduation from Bradley University will be sent to your hometown newspaper. You may provide hometown newspaper information to the Office of Public Relations by calling (309) 677-3245. 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 2012 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 in the Renaissance Coliseum.

Bradley University is not responsible for items left in the practice facility. Give all purses, coats, cameras and other valuables to friends or relatives before leaving for the ceremony or do not bring them to Commencement.

COMMENCEMENT WEBSITE
www.bradley.edu/commencement
PROCESSION ASSEMBLY
Assembly for the commencement processional will take place as indicated below.

December 2012 Commencement
Location Basketball practice facility in Renaissance Coliseum
Doors open 8:00 a.m.
Lineup begins 9:20 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

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

THANK YOU FOR YOUR COOPERATION!
## December 2012
### DEANS AND COLLEGE MARSHALS

<table>
<thead>
<tr>
<th>College/Dean</th>
<th>Marshal</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster College of Business Administration</td>
<td>Dr. Vince Showers</td>
<td>677-2995</td>
<td>Baker Hall 122</td>
</tr>
<tr>
<td>Dean Radson, Baker Hall 151</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henry Pindell Slane College of Communications and Fine Arts</td>
<td>Dr. Margaret Young</td>
<td>677-2237</td>
<td>CGCC 330</td>
</tr>
<tr>
<td>Dean Huberman</td>
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<td></td>
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<tr>
<td>Caterpillar Global Communications Center 100</td>
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<td></td>
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</tr>
<tr>
<td>College of Education and Health Sciences</td>
<td>Dr. Lori Russell-Chapin</td>
<td>677-3186</td>
<td>Westlake Hall 208</td>
</tr>
<tr>
<td>Dean Sattler, Westlake 205</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Caterpillar College of Engineering and Technology</td>
<td>Dr. Brian Huggins</td>
<td>677-2732</td>
<td>Jobst Hall 335</td>
</tr>
<tr>
<td>Dean Akers, Jobst Hall 124</td>
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<td></td>
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</tr>
<tr>
<td>College of Liberal Arts and Sciences</td>
<td>Dr. Kelly McConnaughay</td>
<td>677-2383</td>
<td>Bradley Hall 226</td>
</tr>
<tr>
<td>Interim Dean Robertson, Bradley Hall 226</td>
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</tr>
<tr>
<td>Graduate School</td>
<td>Susan Tanner</td>
<td>677-3487</td>
<td>Bradley Hall 200</td>
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<tr>
<td>Dean Bakken, Bradley Hall 215</td>
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</table>

### Commencement Checklist
- Invite parents and guests
- Measure yourself for cap and gown
- Submit cap and gown order at the bookstore or online
- Pick up cap and gown
- Complete alumni information on line
- Fill out reader cards
- Go to the graduation fair and reception
- Be at the Renaissance Coliseum on time
- Take name/photo address card to commencement