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.

9:30 a.m.
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 1. 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:

December 10
Peplow Pavilion in the Hayden-Clark Alumni Center
9:30 a.m. to 5:30 p.m.

December 11
Peplow Pavilion in the Hayden-Clark Alumni Center
12:00 noon to 4:00 p.m.

December 11-18
Normal Bookstore hours
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 9:20 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 2015 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 2015 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 2015 Commencement
Location Basketball practice facility in the Renaissance Coliseum
Students arrive 7:45 a.m. - 9:00 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 2015
DEANS AND COLLEGE MARSHALS

<table>
<thead>
<tr>
<th>College/Dean</th>
<th>Marshal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster College of Business</td>
<td>Dr. Jason Garrett - 677-2270</td>
</tr>
<tr>
<td>Dean Radson, Baker Hall 151</td>
<td>Baker Hall 407</td>
</tr>
<tr>
<td>Henry Pindell Slane College of Communications</td>
<td>Dr. Margaret Young - 677-2237</td>
</tr>
<tr>
<td>and Fine Arts</td>
<td>CGCC 330</td>
</tr>
<tr>
<td>Dean Huberman</td>
<td></td>
</tr>
<tr>
<td>Caterpillar Global Communications Center 100</td>
<td></td>
</tr>
<tr>
<td>College of Education and Health Sciences</td>
<td>Dr. Lori Russell-Chapin - 677-3186</td>
</tr>
<tr>
<td>Interim Dean Cluskey, Westlake Hall 204</td>
<td>Westlake Hall 208</td>
</tr>
<tr>
<td>Caterpillar College of Engineering and Technology</td>
<td>Dr. Prasad Shastry - 677-2733</td>
</tr>
<tr>
<td>Dean Akers, Jobst Hall 124</td>
<td>Jobst Hall 334</td>
</tr>
<tr>
<td>College of Liberal Arts and Sciences</td>
<td>Dr. Kelly McConnaughay - 677-2383</td>
</tr>
<tr>
<td>Dean Jones, Bradley Hall 226</td>
<td>Bradley Hall 226</td>
</tr>
<tr>
<td>Graduate School</td>
<td>Susan Tanner - 677-3487</td>
</tr>
<tr>
<td>Dean Bakken, Bradley Hall 215</td>
<td>Ashley Bauer - 677-2375</td>
</tr>
<tr>
<td></td>
<td>Bradley Hall 200</td>
</tr>
</tbody>
</table>

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