BELLEVUE UNIVERSITY

THE COMPLETE GUIDE

WINTER COMMENCEMENT EXERCISES
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INFORMATION FOR GRADUATES

Degree Conferral

Participating in the commencement ceremony is not a requirement for the conferral of your degree. Degree conferral is the official awarding of your academic degree. Degrees are conferred upon verification that all graduation requirements have been met. Degrees are conferred on the last day of each month. After your degree has been conferred and you have completed a diploma order form found on BRUIN, your diploma will be mailed in two to three weeks. All financial and academic obligations to the University must be satisfied prior to receiving your diploma.

Graduation Announcements

While Bellevue University does not supply announcements for your graduation, we welcome our graduates to order announcements and/or class rings if they wish. We are proud to partner with Balfour for all of your graduation announcement and keepsake needs. Balfour will be in the area on the below dates to meet in person or you can order online at www.cbgrad.com/school/BELLE.

<table>
<thead>
<tr>
<th>Bellevue University Main Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 5:</td>
</tr>
<tr>
<td>11 a.m. - 1 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lozier Professional Center</th>
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</thead>
<tbody>
<tr>
<td>Wednesday, November 6:</td>
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<tr>
<td>4:30 - 6:30 p.m.</td>
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</tbody>
</table>

Honors - Undergraduate only

If you are a bachelor’s candidate and have completed a minimum of 60 credit hours in residence at the University, you may be eligible for honors at graduation. Credit hours earned with grades of pass/fail, CLEP/DSST, PLA, New York University Foreign Language Proficiency Exams, and other transfer credits do not count toward graduation honors. Honors will be estimated December 1, 2019. You will receive a degree with honors if your cumulative grade point average in courses taken at Bellevue University falls within the following limits:

<table>
<thead>
<tr>
<th>Cord</th>
<th>Grade</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Cord</td>
<td>Summa Cum Laude</td>
<td>3.95 to 4.00</td>
</tr>
<tr>
<td>Gold Cord</td>
<td>Magna Cum Laude</td>
<td>3.88 to 3.94</td>
</tr>
<tr>
<td>Green Cord</td>
<td>Cum Laude</td>
<td>3.76 to 3.87</td>
</tr>
<tr>
<td>White Cord</td>
<td>With Distinction</td>
<td>3.60 to 3.75</td>
</tr>
</tbody>
</table>
Graduate

Graduation honors are not awarded for master’s or doctoral degrees. Rigorous academic standards must be maintained in all graduate programs. In the academic tradition, there is no higher honor than to be admitted as a graduate student and ultimately receive a graduate degree.

Commencement Regalia

Regalia is rented from Balfour Cap and Gown for graduates participating in the commencement ceremony only. The approved regalia consists of a black cap, a black gown for both men and women, and a tassel. Ph.D. students will wear a doctoral hood and regalia and there will be a formal hooding during the ceremony. Graduates receiving a master’s degree wear a master’s hood. Undergraduate participants meeting the criteria wear cords designating honors, if applicable. Student-athletes wear purple recognition cords. All ceremony participants who have served or are currently serving in the United States Armed Forces wear red, white, and blue military recognition cords in addition to their commencement regalia. If you wish to wear items other than the approved regalia, you will need to submit a written request to the Chief Academic Officer 60 days prior to the commencement ceremony. If you fail to comply with standards for regalia, you will not be allowed to participate in the commencement ceremony.

Nominate a Student Speaker

Faculty, staff, and students have the opportunity to nominate the student speaker for the Winter Commencement Ceremony. Candidates may be nominated from the graduating undergraduate and graduate classes. Nominations will be accepted until November 15, 2019, at 5 p.m. All nominees must have a cumulative GPA of 3.0 or higher. The nomination form can be accessed by logging into Bruin and following: Resources & Forms > Forms > Student Forms > Student Speaker Nomination Form

Nominees

Nominees must submit brief answers to the questions on the nomination form. If nominated by someone other than themselves, the questions will be sent to the nominee to complete and return by the deadline date of November 15, 2019.

Semi-finalists will be asked to deliver a 2-3 minute “preview” speech before the Student Speaker Selection Committee.

The speech will be judged on the content (unique perspective, motivational
aspects, relevant quotations, and anecdotes), presentation style, and delivery. The selection committee chooses three to four finalists to present their preview speeches during the All Faculty Meeting on December 6, 2019. Full-time faculty members vote by ballot and the Winter Commencement Speaker is chosen. The student speaker is announced on the website and social media, interviewed, and photographed for the commencement program and alumni publications.

Commencement DVD

Commencement ceremony DVDs will be available for purchase and shipped approximately three to five weeks after the ceremony. Each DVD costs $8 plus shipping and handling. To order a DVD, please log into BRUIN and follow Resources & Forms > Academic Support Services > Commencement & Diploma > Commencement Video Order Form.

Graduation Photography

Lifetouch Special Events Photography is pleased to take a complimentary photo for each graduate. Portraits will be taken immediately after exiting the stage. Photos will be available 2 - 3 weeks after the ceremony. Please visit http://events.lifetouch.com/bellevue to view the photos. There is no obligation to purchase. If you have questions, please email specialevents@lifetouch.com or call 800-505-9496.

Graduation Open House

The Graduation Open House will take place January 24, 2020, from 5 - 7 p.m. in the Margre H. Durham Student Center on the main campus. You and your guests are invited to attend this fun opportunity to connect with your instructors, classmates, and academic advisor. The event will include hors d’oeuvres and guided campus tours. The Bellevue University Bookstore will also be open until 7 p.m. Please RSVP to these events by going to: bellevue.edu/student-support/graduation/graduation-open-house.

Alumni Benefits

As a graduate from Bellevue University, you are entitled to the following programs and services:

- BRUIN email account
- Subscription to the alumni publication, The View
- Monthly issues of the alumni e-newsletter, the AlumniLink
• Access to the extensive, state-of-the-art library resources, both on-site and online
• Job search or career transition assistance through the Career Services Center
• Admission to regular season home athletic events
• Tuition discount on selected undergraduate classes - up to six credit hours per academic year
• Waived application fee for master’s degree programs

Stay Connected and Involved
Communicate with other Bellevue University alumni and students worldwide on LinkedIn, Facebook, Instagram and Twitter. More information is available at www.bellevue.edu/connected.

The University’s Alumni Office is dedicated to staying connected with you as you move forward through life and encourages you to:

• Complete an online interest survey
• Tell us about your educational experience at the University
• Refer a friend, co-worker, or family member who is interested in learning more about earning a Bellevue University degree
• Purchase Bellevue University alumni apparel, accessories, gifts, or collectibles
• Support the University with a tax-deductible donation

The Alumni Achievement Award, granted periodically by the University president, recognizes those who distinguish themselves in their chosen fields of endeavor, by active participation in community service, volunteer organizations, by generous and selfless giving of time, efforts, talents, and financial support to further the mission of Bellevue University.

For more information, contact the Alumni Office at 402-557-7293, toll-free at 1-800-756-7920, ext. 557-7293, or visit www.bellevue.edu/alumni-and-friends.
INFORMATION REGARDING COMMENCEMENT CEREMONY

Ceremony Deadline Date

Participating in commencement is a memorable event for all students. We’ve made reserving your space and ordering your gown for commencement quick and easy! To ensure you are registered, log into your My BRUIN main page, click on Resources and Forms > Academic Support Services > Commencement and Diploma > Commencement Ceremony Form. Please submit your form either in person or online, by December 1, 2019. Failure to adhere to this deadline may result in your name being omitted from the commencement ceremony program.

Cap and Gown Information

A cap, gown, tassel, honor and/or military cords and hood (if applicable) will be provided to all students who participate in the commencement ceremony. The gown and hood must be returned immediately following the ceremony. Graduating students may keep their cap, tassel and any awarded cords free of charge. The cap and gown order is included on your commencement ceremony entry form.

Cap and Gown Pick Up

Please pick up your cap and gown during the following dates and times. Our graduates who have served or are currently serving in the United States Armed Forces will be recognized during the commencement ceremony. Please bring proof of military service when picking up your cap and gown to receive your military service recognition cord.

Bellevue University Main Campus - Hitchcock Humanities Auditorium

- Tuesday, January 21 | 4:30 - 6:30 p.m.
- Wednesday, January 22 | 11 a.m. - 1:30 p.m. & 4:30 - 6:30 p.m.
- Thursday, January 23 | 11 a.m. - 1:30 p.m. & 4:30 - 6:30 p.m.
- Friday, January 24 | 5 - 7 p.m. During Open House

All caps and gowns not picked up by 7 p.m., Friday, January 24, 2020, will be available at the Mid-America Center when you arrive at 8 a.m. on January 25, 2020.

If you pick up your cap and gown and are unable to attend the commencement ceremony, please return the gown, and hood (if applicable) to OneStop in the John B. Muller Administrative Services Building on Monday, January 27, 2020, so you will not be charged and your diploma can be released. The cap, tassel and any awarded cords are yours to keep.
Shout Outs and Social Media

You will have opportunities during both cap and gown pick-up and Graduation Open House to record a video Shout Out. Shout Outs are brief video clips of graduating students sending out messages to family and friends thanking them for their love and support. All Shout Outs will also be included on the commencement ceremony DVD.

If you can’t make it to campus to record a Shout Out, you can still join the party on social media!

- Follow @BellevueU on Twitter, and Bellevue University on Instagram
- Use the hashtag #BUGrads in your post
- All Video Shout Outs will play on the big screens before the commencement ceremony and live, online beginning at 8 a.m.

Schedule of Events for January 25, 2020:

The commencement ceremony is held at the Mid-America Center in Council Bluffs, Iowa.

8:00 a.m. | Doors open | Graduates arrive for check in and formation at the Mid-America Center south entrance; Video Shout Outs begin on screen in the arena and live online

8:30 a.m. | Final count of participants (please be in your seat by this time as this will determine whether or not your name is read while crossing the stage)

9:10 a.m. | Ceremony begins with the procession of graduates

Late arrivals WILL NOT be admitted into the ceremony.

Travel Information

The following hotels are located close to the Bellevue University campus.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candlewood Suites Bellevue:</strong></td>
<td>10902 S. 15th St., Bellevue, NE 68123</td>
<td>402-932-8144</td>
</tr>
<tr>
<td><strong>Best Western White House Inn:</strong></td>
<td>305 Ft. Crook Rd. N., Bellevue, NE 68005</td>
<td>402-293-1600</td>
</tr>
<tr>
<td><strong>Courtyard by Marriott:</strong></td>
<td>3730 Raynor Parkway, Bellevue, NE 68123</td>
<td>402-408-5300</td>
</tr>
</tbody>
</table>
The following metro-area hotels are located close to the Mid-America Center, where the commencement ceremony is held, and within 20 minutes of the University.

**Springhill Suites:**
3216 Plaza View Drive, Council Bluffs, Iowa 51501
712-256-6500

**Country Inn & Suites by Carlson:**
17 Arena Way, Council Bluffs, Iowa 51501
712-322-8282
*(Connected to the Mid-America Center via Skywalk)*

**Hilton Garden Inn:**
2702 Mid America Drive, Council Bluffs, Iowa 51501
712-309-9000

**Holiday Inn Express:**
2211 South 32nd Street, Council Bluffs, Iowa 51501
712-352-1300

**Directions to the Mid-America Center**
1 Arena Way, Council Bluffs, IA 51501

From I-80 East

- Traveling east on I-80, merge onto I-29 North via Exit 1A on the right toward Sioux City.
- Take the Nebraska Ave exit, Exit 52, toward Riverboat Casino/Dog Track Casino/Mid-America.
- Turn left onto Nebraska Ave and take the first right onto S 35th St., which becomes 23rd Ave.
- Turn right onto Bass Pro Drive and take the first left onto 24th Ave.
- Stay straight to go onto Arena Way.

**Guests**

We do not limit the number of guests you can invite. Seating is on a first come, first served basis. Your guests should enter the Mid-America Center from the main entrance on the south side. Your guests will not be allowed into the Exhibition Hall as the area is reserved for graduates. Seating for guests is accessible by stairs, escalator, or elevator, which will be available when doors open at 8 a.m.
Meeting Your Guests After

Once graduates have exited the arena following the commencement ceremony, family and friends can proceed to the first floor. Please make arrangements or designate a location to meet your friends and family after the ceremony. Alphabetical banners hanging in the Exhibition Hall make a convenient meet-up place for you and your family.

Personal Items

Please take care of all personal business before going to the dressing area. Please give your valuables to your family or friends before you go to the Exhibition Hall for formation. If you would like to take your belongings with you to the dressing area, make sure to keep them with you at all times. Once you are dressed, counted, seated by the Registrar’s Office, and given instructions for the ceremony, you will not be able to leave the Exhibition Hall to visit with family and friends.

Disability Access

We strive to make the ceremony comfortable and accessible for all graduates and guests. An early arrival is recommended for guests with a disability, as accessible seating is available on a first come, first served basis. The south entrance of the Mid-America Center is an optimum location to drop-off individuals who have mobility limitations. All guest entrances to the convention center are fully accessible, featuring power assist doors. Guests with mobility limitations are welcome to utilize the elevator or escalator to the general seating areas on the second floor.

Services for Guests who are Deaf or Hearing Impaired

The University’s commencement exercises will include American Sign Language (ASL) Interpretation.

Services for Guests with Visual Disabilities

All commencement programs are printed in large print.

Online Viewing

Our commencement ceremony is available for live viewing via the web for those unable to attend at www.bellevue.edu/graduation. Live viewing begins at 8 a.m. on Saturday, January 25, 2020.