2019 Hooding Ceremony Instructions  
For Advisors of Doctoral Graduates

The presence of the dissertation advisor is an important part of the graduation ceremony, and all advisors who plan to attend this year’s Diploma Ceremony should be prepared to participate in the hooding ceremony.

Please pass these instructions on to all faculty members in your program who might attend Commencement. If you are unable to attend, please arrange for an alternate. Be sure that person receives a copy of these instructions, and notify Renee Webb at renee.webb@emory.edu or 7-4870 of the alternate’s name.

Before Commencement Day
Prior to Friday May 10, make sure that someone (usually the advisor or the program administrator) picks up hoods for your participating doctoral graduates in 209 Administration Building. Hoods are a congratulatory gift from the graduate school. If you cannot pick up the hood before Friday May 10 at 4:00 pm, contact Renee Webb at renee.webb@emory.edu or 7-4870, or call our main number, 7-6028.

When and Where

- Advisors should plan on arriving at WoodPEC, bringing their regalia, by 10 am. We will be lining up on the lower level, either outside by the track or inside in the hallway, depending on the weather.

- There is no storage available, so you are advised not to bring large purses, changes or shoes, or backpacks. Whatever you bring to the line-up you will need to keep with you into your seat, and after you walk across the stage you may return to a different seat.

- No food or drink of any kind is permitted in the gymnasium.

- All graduates and faculty must be present and lined up at 10:30 am. Graduates line up by degree and then in alphabetical order. Doctoral graduates will form a line adjacent to the faculty line, and faculty will line up in the order of the graduates they are hooding. Faculty who are not hooding anyone will line up at the end. LGS staff will be there to assist. It gets a little messy, so it is important to be on time.

- At 10:45, the procession into the gymnasium begins. We will proceed in two lines: one line of doctoral graduates and one line with first master’s graduates and then faculty (first those who are hooding someone, in order, and then the remaining faculty members). Each line will be led by a marshal.

- Master’s graduates will walk across the stage to receive their diploma covers and shake hands with Dean Tedesco.
- **Doctoral graduates** will walk across the stage with their advisor. They will first have the hood placed over their gown, and then receive their diploma covers and shake hands with Dean Tedesco.

- **Photographers** will be stationed in front of and on the side of the stage. They will take pictures of both the graduate and the advisor. Photos will be available for purchase.

- **Maps** of the gymnasium and the walking paths are provided on pages below. During the ceremony, marshals and LGS staff will guide the process of walking across the stage.

- At the end of the ceremony, **graduates and faculty will recess as they entered**: in two lines, via two exits, led by Marshals.

- **Guests** will leave via different exits. At the end of the ceremony, a lot of people will be in a small space, and the best strategy might be to meet up at the reception at the Emory Conference Center and Hotel. Shuttle buses will leave from in front of WoodPEC – from Asbury Circle, close to where the DUCling is.

### How the Hooding Happens

- The student’s moves forward onto the stage to a point in front of Dean Tedesco.

- Graduates will carry their hoods.

- The adviser should be behind and slightly to the left of the candidate; Senior Associate Dean Cathryn Johnson will be on the other side.

- Dean Johnson will grasp the part of the hood that will go over the right shoulder. The advisor will hold the opposite side and the front, keeping the opening of the hood wide. Together, the advisor and Dean Johnson place the hood over the student’s head.

- The student secures the loop in front. The advisor adjusts the back of hood so that the lining is showing.

- After hooding, Dean Tedesco shakes hands with the student and presents the diploma cover. A University photographer will snap a photo.

- As the graduate and the advisor leave the stage, a University photographer will snap a photo.

Faculty marshals will direct you back to your original seat for the remainder of the ceremony, unless you have more advisees to hood or want to attend another graduation ceremony.

### If you have more advisees to hood:

- If your advisee is next in line, return to your earlier position by the microphone stand where your next graduate is lined up.

- If your advisee is farther down the line, either circle back to the microphone to stand and wait for your next graduate, or take a seat in the empty row at the back of the faculty section to sit and wait for your next graduate.
• If you need to attend another ceremony after hooding your advisee(s), please exit the WoodPEC quietly rather than returning to your seat.

Questions?
Information about the LGS ceremony and reception, including about parking, shuttle buses, and more, is available on our commencement page.

Information about commencement in general (including about parking and other things) is on the Emory commencement page.

If you have questions about the Graduate School ceremony, please call/email Renee Webb at renee.webb@emory.edu or 7-4870, Tamika Hairston at tamika.hairston@emory.edu or 7-6033, or call our main number, 7-6028.
How Graduates and Faculty Enter
The red arrows are Master’s graduates and then Faculty. The yellow arrows are Doctoral graduates.
How Master’s Graduates Walk to and Across the Stage

Red arrows represent Master’s graduates. The purple circle represents the marshal who reads the graduates’ names before they cross the stage. Green triangles represent the location of official photographers. Photos will be available for purchase.
How Doctoral Graduates and Faculty Walk to and Across the Stage

Red arrows are faculty. Yellow arrows are Doctoral graduates. The purple circle represents the marshal who reads the graduates’ names before they cross the stage. Green triangles represent the location of official photographers. Photos will be available for purchase.
How Graduates and Faculty Leave
The red arrows are Master’s graduates and then Faculty. Yellow arrows are Doctoral graduates.