Hooding Ceremony Instructions
For Advisors of Doctoral Graduates

2013 Edition

The presence of the dissertation advisor is an important part of the graduation ceremony, and all advisors who plan to attend this year’s Commencement 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 Queen Watson at 7-6170 of the alternate’s name.

**Before Commencement Day**

Before Friday May 10, make sure that someone (usually you or the program administrator) picks up hoods for your participating doctoral graduates in 209 Administration Building. Hoods are a congratulatory gift from the Laney Graduate School. If you cannot pick up the hood before Friday May 11 by 4:00pm, contact Queen Watson at 7-6170, or call our main number, 7-6028.

**When and Where**

If you want to attend the All School Ceremony, assemble behind Bowden Hall by the Mizell Steps at 7:15am for an 8:00am start. At the end of the commencement ceremony, the recessional will lead the Laney Graduate School group to a position on the Mizell Bridge. *(See inclement weather instructions on last page.)*

The Laney Graduate School will have two Diploma Ceremonies: one for the master’s graduates, which will take place right after the all-Emory ceremony at 9:45 in the Boynton Auditorium and one for the doctoral graduates, which will take place right after the master’s ceremony at 10:30 in Emerson Hall at the Schwartz Center for Performing Arts.

To attend the master’s ceremony or the doctoral ceremony you must be at the Mizell Bridge by 9:15am.

**How it Happens**

Before the ceremony begins, please be sure that students are in possession of their hoods. When the student’s name is called, he/she moves forward onto the stage to a point immediately in front of Provost Sterck.

- All PhD graduates will carry their hoods.
- The advisor should be behind and slightly to the left of the candidate.
- Let Provost Sterck grasp the part of the hood, which will go over the right shoulder.
- You will hold the opposite side and the front, keeping the opening of the hood wide.
- Together, you and Provost Sterck place the hood over the student’s head.
- Make sure the student knows to secure the loop in front.
- Adjust the back of hood so that the lining is showing.
After hooding, Dean Tedesco shakes hands with the student and presents the diploma.

- As you and your advisee leave the stage, a University photographer will snap a photo of both of you.
- Faculty marshals will then 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, remain on the stage and return to your earlier position.
- If your advisee is farther down the line, go off the stage and circle back to the microphone.
- If you wish to attend another ceremony after hooding your advisee(s), please exit the Concert Hall quietly rather than returning to your seat.

**After the Ceremony**
A brunch/reception for graduates and their guests will be held on the Woodruff Library Plaza immediately following the ceremony. This will include cold beverages, a full buffet, and a live band. Please join us.

**Inclement Weather Instructions**
If the weather forecast calls for rain on Sunday night or Monday morning, please check the university website (www.emory.edu) or the weather hotline at 404-727-1234 after 7:00 p.m. on Sunday evening so that you will know when/where to arrive on Monday morning.

In the event of heavy rain or severe weather:

- The Master’s Diploma Ceremony will take place in Boynton Auditorium of the Goizueta Business School at 8:00 am. Masters’ graduates should proceed to the lobby of Boynton Auditorium and wait to be lined up for the Diploma Ceremony.

- The Doctoral Diploma Ceremony will take place in Emerson Concert Hall of the Schwartz Center at 9:00 am and will include a remnant of the all-schools ceremony - the commencement address and the awarding of the honorary. Doctoral graduates and their advisers will gather in the Tharp Rehearsal Hall of the Schwartz Center, room 202, by 8:30 am. Entrance to the rehearsal hall is from the courtyard of the Business School, behind the Schwartz Center. The ceremony will proceed exactly as set forth in the printed program.

**Questions?**
Information about commencement in general (including about parking and other things) is on the Emory commencement web page: [http://www.emory.edu/COMMENCEMENT/](http://www.emory.edu/COMMENCEMENT/)

If you have questions about the Laney Graduate School ceremony, please contact Queen Watson directly at 404-727-6170 or call our main number, 404-727-6028.