



Hooding Ceremony Instructions For Advisors of Doctoral Graduates

2017 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 Renee Webb at renee.webb@emory.edu or 7-4870 of the alternate's name.

Before Commencement Day

Prior to Friday May 5, 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 5 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

If you want to attend the general University commencement ceremony, assemble behind Carlos Museum and Bowden Hall by the Mizell Steps at 8:15 am for a 9:00 am start. At the end of the commencement ceremony, the recessional will lead the Graduate School group to a position on the Mizell Bridge.

The Laney Graduate School will have two Diploma Ceremonies: one for the master's graduates, which will take place Sunday May 7 at 3:30 pm. and one for the doctoral graduates which will take place on Monday May 8 at 11:30 am, following the all school ceremony

To attend the doctoral ceremony you must be at the Mizell Bridge by 10:15 am. Faculty line up on the left, graduates line up on the right. Graduates line up in alphabetical order by last name, and faculty line up in the order of their advisees. We will have information about this at the line-up.

How it Happens

When the student's name is called, he/she moves forward onto the stage to a point immediately in front of Dean Tedesco.

- All Ph.D. graduates will carry their hoods.

- The adviser should be behind and slightly to the left of the candidate.
- Let Provost Zola 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 Zola 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 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 Schwartz Center quietly rather than returning to your seat.

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 pm 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 Doctoral Diploma Ceremony will take place in Emerson Concert Hall of the Schwartz Center at 9:00 am. 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/>

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.hairsont@emory.edu or 7-6033, or call our main number, 7-6028.