Diploma and Hooding Ceremony Instructions
For Advisors of Master’s and Doctoral Graduates

2009 Edition

The presence of the dissertation advisor is an important part of the graduation ceremony. All advisors who plan to attend this year’s doctoral diploma ceremony should be prepared to participate in the hooding ceremony.

Before Commencement Day
Between May 1 and May 8, make sure someone (usually you or the program administrator) picks up hoods for your participating doctoral graduates, in 200 Administration Building. Hoods are a gift from the Graduate School. If you cannot pick up the hood before Friday May 8, at 4:00 pm, please contact Queen Watson at 7-6170, or call our main number, 7-6028.

When and Where
If you want to attend the general University commencement ceremony, assemble on the Quadrangle at 7:00 am for an 8:00 am start. At the end of that ceremony, the recessional will lead the Graduate School group to a position near the Mizell Bridge.

This year, the Graduate School will have two Diploma Ceremonies: one for doctoral graduates, which will take place right after the all-Emory ceremony as usual, and one for master’s graduates, which will take place after the doctoral diploma ceremony.

To attend the doctoral ceremony, you must be at the Mizell Bridge by 9:15 am. Graduating students and faculty line up in two parallel lines; students in alphabetical order and faculty in order of the position of the first advisee they will hood. Advisors carry that student’s hood, and any subsequent advisees carry their own hoods. (Graduate School staff will help you line up.)

Faculty marshals will lead the procession into the Emerson Concert Hall in the Schwartz Center for the Performing Arts. The doctoral ceremony will start at 10:15 am, and will move along quickly. This ceremony offers the traditional bagpiping and ceremonial hooding of the graduates. It is expected to last about one hour. Instructions for the hooding ceremony are on the next page.

To attend the master’s ceremony, you must be at the Mizell Bridge by 11:30 am. Graduating students and faculty line up in two parallel lines; students in alphabetical order. (Graduate School staff will help you line up.)

Faculty marshals will lead the procession into the Emerson Concert Hall in the Schwartz Center for the Performing Arts. The master’s ceremony will start at 12 noon, includes the traditional bagpiping, and will move along quickly. It is expected to last about 45 minutes.

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.

Questions?
Information about commencement in general (including about parking) is on the Emory commencement web page: http://www.emory.edu/COMMENCEMENT/. You can also visit http://www.graduateschool.emory.edu/resources/progress.php?entity_id=9.
**Hooding Ceremony Instructions**

Graduates sit on the stage; faculty members sit immediately in front of the stage. At each side of the stage is a faculty marshal (1 and 2).

Graduates are ushered to faculty marshal 1. Meet your advisee there.

When the faculty marshal calls the student’s name, he/she and you move forward to a point immediately in front of Provost Lewis.

- The advisor, carrying the hood, should be behind and slightly to the left of the candidate.
- Let Provost Lewis 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 the Provost 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, you and the student move to Dean Tedesco. She shakes hands with the student and presents the diploma.

As you approach faculty marshal 2, a photographer will snap a photo of both of you.

After the photo, your advisee circles back to his or her seat, and you leave the stage and return 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 join your advisee at #1.
  - If your advisee is farther down the line, go off the stage and circle back to a spot in front of #1, where you can wait for your advisee.
- If you wish to attend another ceremony after hooding your advisee(s), please exit the Concert Hall quietly rather than returning to your seat.