

Master's Hooding Ceremony Instructions for Faculty Hooders

Saturday, May 18, 2019 10:30 AM

ARRIVAL/CHECK-IN

- Arrive at the [Lied Center](#) promptly at **9:50 AM**. There is another ceremony preceding ours, so there will be people exiting the building. Enter through the pavilion entrance (when facing the main entrance, the pavilion entrance is located down the hill to the right).
- Faculty do not need to check in at the registration table. Please proceed directly to the pavilion.
- Please focus on locating the student(s) you will be hooding as quickly as possible. Line-up instructions will be given at approximately 10:05 AM. Be sure to stay with your entire group of students, line up together, and sit in the same row of seats in the auditorium. **We recommend practicing hooding one of your students prior to entering the auditorium.**
- By **10:15 AM** all faculty hooders and students must be located in one of the two procession lines.
- The Marshal will lead the procession into the auditorium and will seat you. Again, ensure all of the students you are hooding are seated in the same row. **Remain standing until all students and faculty have entered.** You may wear your cap during the ceremony or remove it if you wish.

HOODING YOUR STUDENT(S)

- When the hooding of the degree candidates begins, the Marshal will send you row by row up to the stage.
- **Walk ahead of your student(s) on to the stage.** When your student hands their name card to reader at the lectern, **step up on the riser just stage right of the lectern and face the audience.** While the student's name and degree is being read, they will step in front of you.
- **Remove the hood from the student's arm.** Open it with the colors facing you and place it over the student's head with the white velvet strip in front. Please adjust the hood so the red and blue satin lining is visible. **Please view the [hooding demonstration video](#)*
- **Shake the student's hand** and remember to smile for any pictures being taken at that moment. **Please stay where you are until you have hooded all of your students.** After you have finished hooding your last student, walk behind them, down the steps, and back to your seat.

LEAVING THE CEREMONY

- After Interim Provost Lejuez's closing remarks, the University Marshals will lead you out of the venue behind the stage party. There is another ceremony immediately following ours, so please assist the Lied Center staff by promptly exiting the building.

Thank you for agreeing to participate in this important recognition ceremony for your students!

PUTTING ON THE HOOD

1. Inspect the hood from the side, as in Fig. 1. The long side (A) is to be next to the back.
2. Place small end of the hood over head, with side A (Fig. 1) next to the back.
3. Fold over side B (now the center of the hood) to expose its satin lining. The hood will then appear as in Fig. 2.
4. Blouse or shirt collar and tie should be covered by velvet (Fig. 3).
5. Wrap cord (B) around button on center of gown (number of wraps adjusts hood opening width). Now attach looped end to button on opposite side of hood.
6. Students should remember to face the audience.

