

Master's Hooding Ceremony Instructions for Faculty Hooders

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 side entrance (when facing the main entrance, the side 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 waiting room, "The Pavilion," behind the check-in tables.
- Please focus on locating the student(s) you will be hooding as quickly as possible. As soon as you have located **all** of your student(s), proceed to either of the two forming procession lines. Staff will be available to guide you. Your student(s) should line up behind you, and sit in the same row in 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, or first student if a group, hands their name card to **Dr. Latta** 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 such that 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, walk across the stage next to the last student you hood. **PLEASE DO NOT stop and shake hands with the Dean.** Walk behind them, down the steps, and back to your seat.

LEAVING THE CEREMONY

- After Dean 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.

