

Master's Hooding Ceremony Instructions for Students

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).
- Check in at the registration table to pick up your name card. **Hold on to your name card.** You will need to hand it to the person reading the names as you walk across the stage.
- After checking in, **locate your faculty hooder as quickly as possible** and proceed to either of the two forming procession lines. Staff will be available to guide you. You will walk behind your faculty hooder in the procession line.
- If your faculty hooder is hooding more than one student, you will need to wait until all of the hooder's students have arrived before taking your place in one of the lines. All students being hooded by the same person should line up behind the faculty hooder.
- Some faculty hooders may be members of the stage party. You will be notified at registration if this applies to you, and you will be asked to stand in a separate line.
- **If your faculty hooder is unable to attend or has not arrived by 10:10 AM, please notify a staff member at the registration table.** There will be a designated faculty hooder available to hood you, and you will be directed to a separate line.
- By **10:15 AM** all graduates and hooders must be located in one of the two procession lines.

ENTERING THE CEREMONY

- Wear your cap with the **tassel on the left side**. Carry your hood **folded over your right arm with the top toward your body and the white velvet strip toward your hand**.
- The Marshal will lead the procession into the auditorium and will seat you. Be sure to stay in the same row as your faculty hooder. **Remain standing until all students and faculty have entered.**
- Dean Lejuez will notify you when it is appropriate to sit. **Remove your cap as soon as you are seated.**
- Undergraduate Distinction/Highest Distinction students will be corded first.
- When the hooding of the master's degree candidates begins, the Marshal will send you row by row up to the stage. **Please leave your cap in your seat.**

GETTING HOODED

- Your hood should be draped over your **right arm** as you follow your hooder on to the stage.
- Give your name card to the person at the lectern at the top of the stairs.
- Hand your hood to your hooder with the **hood colors facing away from you**. Your faculty hooder will be standing behind you. **Step in front of your faculty hooder, standing on the floor close to the front of the riser, facing the audience**. The hood will be placed over your head as your name is read. Taller students may need to bend at the knee slightly to allow the hooder to reach without straining. **Please view the [hooding demonstration video](#)*
- Shake your hooder's hand after they hood you, then proceed across the stage. You will be led immediately to a green screen where your photo will be taken.
- Head back to your original seat and be seated.

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.