

## Graduate Hooding Instructions

### Before the Ceremony:

- Designated hooders do not need to attend rehearsal prior to the Hooding Ceremony.
- Graduates may pick up their hooder's regalia (non-faculty only) at rehearsal, or they may leave it for the hooder to pick up when they arrive the morning of the ceremony.
- **Designated hooders should arrive 45 minutes before the start of the ceremony** (Entrance door for graduates and hooders will be marked).
- A sign will mark the room where hooders can pick up their regalia and have assistance pinning their hoods, etc. (UNE COM staff members will assist hooders during this process). Tassels should be worn on the left side.
- Shortly before the ceremony begins, hooders will assemble together in Rehearsal Hall and await instructions from the marshals (faculty volunteers).
- Hooders will be given an **index card** with their **line-up number** and **seat designation**.
- The marshals will perform a roll call to line up the hooders in marching order.
- Marshals will lead hooders to the seating area in the auditorium as part of the processional.

### During the Ceremony:

The Hooders will be seated in a separate section from the graduating students. When it is time for the students to receive their hoods:

- 1) Hooders will be dismissed either 1 row or ½ a row at a time and directed to the right side of the stage (facing the stage).
- 2) Hooders will stand beside their student.
- 3) The graduate will step onto the stage first, followed by their hooder.
- 4) Hooders will walk to the part of the stage marked by an "X" and stand behind the student (a wooden box is provided for hooders to stand on if necessary to hood their student).
- 5) Hooders will be handed the hood to place over the student's head so that it lays against the front of his/her neck and drapes over the back of shoulders (SATIN FINISH TOWARDS STUDENT, AND VELVET TOWARDS hooder).
- 6) Once the hood is on, the hooder should turn the satin out and let student know to turn around to be congratulated.
- 7) **Hooders should face the photographer** and pause for a photo with your graduate.
- 8) The graduate and hooder will cross the stage to the left, **walking behind the podium**, and stopping to shake hands with the Dean.
- 9) Both graduate and hooder will take the stairs down from the stage with the student going first in the place of honor.
- 10) If this is the only student to be hooded, the hooder will return to his/her seat (Faculty will remain on-stage). If the hooder is hooding another student, please wait in the wings of the auditorium instead of going back to your seat. If there is a considerable amount of time between hoodings, you may take a seat at the back of the VIP section, Section 1. Afterwards, please return to your original seat.

**Hooders should return their gown and other regalia to Rehearsal Hall by 6:00 PM\*\*** for repacking

*\*\*depending on time the ceremony starts/finishes*