

**GRADUATE SCHOOL OF ARTS AND SCIENCES  
HOODING AND AWARDS CEREMONY  
INFORMATION FOR HOODING FACULTY**

**DATE:** Saturday, May 13, 2017  
**ARRIVAL TIME:** 2:30 pm  
**PLACE:** Wait Chapel, Reynolda Campus

Faculty should arrive by 2:30 wearing academic regalia. There will be signs on the RIGHT side of the Plaza as you face Wait Chapel (next to the Post Office). Faculty should assemble behind the "Hooding Faculty" sign.

**Processional:**

You will enter the Chapel following the last of the platform party. Walk up on the stage on the LEFT side (as you face the stage). There will be a faculty marshal to direct you. Do not leave any empty seats between you and the next person. There will be a program on your seat.

**Hooding:**

Pay close attention to the order of hooding the doctoral candidates so you will know when it is getting close to your turn. When your student's name is called, rise and come to the front of the stage on the LEFT hand side (as you face the audience). There will be a large "F" taped to the floor which you should stand on. A hood will be handed to you. **DO NOT TURN IT AROUND.**

The student will be standing to the right of you. Place the hood on the student (reaching up and out is a good idea). The student will turn to his/her left toward you, shake your hand, and the photographer will take a photo - smile. After your picture is taken, the student will return to his/her seat and you may return to your seat.

**Recessional:**

Once the benediction has been given and the music begins, please stand. At this point the Deans will rise and lead the platform party out. Wait for the faculty marshal to direct you.

You will be leaving in the same order you entered by the LEFT hand side of the stage (as you face the audience).

**To avoid crowding please do not stop right outside the Chapel doors.**

Please join us for the reception in the Green Room, Reynolda Hall.