

# THE GRADUATE SCHOOL

# HOODING INSTRUCTIONS



1. The graduate will approach the stage with the hood draped over their left arm and the name card in their right hand. Leave the cap/tam on your seat.
2. The graduate will hand the name card to Reader of Names at the podium.
3. As the name is read, the graduate will approach center stage to meet their faculty hooder.
4. At center stage, the graduate will hand the small black cord that extends from the top front of the neck of the hood to the faculty member. This will make it easier for your hooder to find the top of the hood.
5. The graduate will turn to face the audience.
6. The faculty member will place the hood over the graduate's head with the small black cord and satin finish toward the graduate and the velvet side toward the faculty member. **(See backside for detailed hooding pictures.)**
7. Once the hood is in place, the faculty member should turn the satin out and tap the graduate on the shoulder when complete.
8. The faculty member will then step to the side and nod to congratulate the graduate on their achievement.
9. Graduates will proceed to stage right, toward the dean, who also will nod to congratulate each graduate.
10. The graduate will return to their seat. Once seated, the graduate can adjust the hood as needed and put the cap/tam back on their head.

# How to Properly Hood a Graduate



1



2



3



4

## Regalia Reminders

### Draping the Hood on Your Arm

*For graduates*



Correct



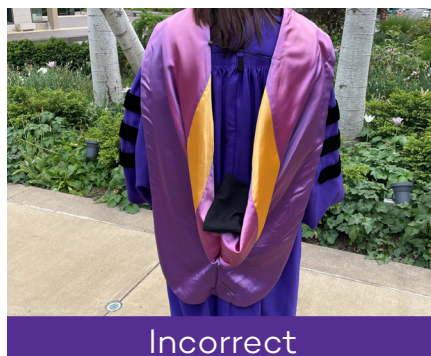
Incorrect

### Wearing the Hood

*For faculty and graduates*



Correct



Incorrect

## Additional Tips

- Graduates should make sure the black cord on the back of their hood is unbuttoned prior to draping the hood over their arm and handing it to their faculty hooder. This can be buttoned after the graduate has returned to their seat so the hood does not fall off the graduate's shoulders.
- There also is a small cord at the front of the hood to affix it to the regalia or a shirt button.
- If you are a graduate who is taller than your hooder, please remember to crouch down. Hooders should also be mindful of glasses.
- Graduates and faculty will wear the tassel on the left side of the cap/tam during the entire ceremony. Flipping the tassel is only for undergraduate degrees.
- For more helpful tips, please watch this older instructional video found on YouTube: [youtu.be/aH-q99JvjUo](https://youtu.be/aH-q99JvjUo).

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