

HOW TO WEAR YOUR CAP and CARRY YOUR HOOD



Wear your cap tassel on the left side.

Please unbutton your hood in advance.

Folded lengthwise, drape the hood over your left arm so the top fold of the hood (the narrowest part) is outside, hanging away from your body. The velvet section and button should be closest to the bend of your arm – not your wrist. (See photo.)

Carry your WHITE card (with the QR code) and PINK or YELLOW card in your right hand. Hand your WHITE card to the staff person at the top of the stairs. You will hand your PINK or YELLOW card to the reader at the podium and proceed across the stage to the hooding marshals.

Then take a step or two so that you are in front of the 2nd hooder; turn and face the audience. Your hood will be placed over your head with the satin visible. *NOTE: If you are taller than the hooder, please bend your knees slightly so that the hooder can get the hood over your head.*

DETAILS ABOUT THE CEREMONY

The Processional: Candidates will be led into the auditorium by two pre-designated student marshals. Professional graduates (Ed.D., D.Env., D.M.A., D.N.P., and Ph.D) should line up at the end of the procession so the last reader can correctly identify their degrees.

Faculty: Faculty participants will be seated on stage behind the official party. Once the presentation and hooding commence, chairs, co-chairs, and members of a dissertation committee will be instructed to stand when their respective candidate(s) cross(es) the stage to be hooded.

Going on Stage: At the appropriate time, you will be directed by event staff to stand up row by row and proceed to the left side of the auditorium below the stage. Once you are instructed to ascend the short staircase up to the stage, please STOP and give your WHITE card (with the QR code) to the staff person at the top of the stairs. Once you are directed to proceed, give your PINK or YELLOW card to the faculty reader at the podium before proceeding across the stage to be hooded.

After being hooded: Walk to Dean Susan Ettner and pose for a photo. Continue across the stage for one final photograph before you descend the stairs. (Your individual photos are taken by [GradImages](#) and options for purchase will be sent to your email approximately a week after the ceremony)

Once you descend the stage: Return to your seat.

Recessional: The official party, led by Dean Susan Ettner, will file out of the auditorium first, followed by the faculty, and then by the graduates, who will be led by the two student marshals.