

GRADUATE DAY OF EVENT INSTRUCTIONS Spring 2024 Commencement Exercise

Student Robing Room: 332C

8:30 AM

Arrive in robing room 332C and follow signs to the student check-in tables. Locate your index card (alphabetized by last name) which has your name, phonetic spelling of your name and honors designation, if applicable. Confirm the phonetic spelling of your name.

Guest Hooder Information:

- Forward the following tutorial to your guest hooter:
 - <https://www.dropbox.com/s/6a9m4bj73ajtImf/guest%20hooder%20instructions%20video.MOV?dl=0>
 - **Note: When the Dropbox login pops up just X out of it and the video will display.**
- Have your guest hooter arrive with you, or between 8:30 am to 9:30 am. There will be a designated room – 342A for guest hooders.
- An STCL volunteer will escort your guest hooter to their designated seating area in the General Assembly. Guest hooders will be seated in the order of which they will come up on stage to hood their graduate.

9:30 AM

Line up in alphabetical order by last name – staff will be there to assist you.

- **You must be in full regalia.**
- **Place your tassel on the right side of your tam.**
- **Follow the video to drape your hood over your left arm:**
 - <https://www.dropbox.com/s/437une9qzymbj5f/hooding%20instructions%20video.MOV?dl=0>
 - **Note: When the Dropbox login pops up just X out of it and the video will display.**

9:50 AM

The processional will be led by a leadership representative and student marshals. The Director of Student Engagement, Kirk Guillory and student marshals will count off the proper number of students for each row. Please move quickly and stand directly in front of your seat. Do not leave any empty seats.

Presentation of Graduate Diplomas

Student marshals will indicate when each row should stand to approach the stage. Follow the student marshals to the stage.

When you access the stage, hand your index card to either presenter: Dean Ted Field, Dean Maxine Goodman, or Dr. Derek Fincham. Dean Field, Dean Goodman, or Dr. Fincham will read your name from the index card as you cross the stage.

- Once your name is read, proceed to Dean Barry to receive a faux diploma and handshake.
- Extend your right hand for the handshake.
- **Extend your left hand over your right hand to receive the certificate.**

You will then proceed across the stage to the hooding stations.

- Go to the first available professor or **your** guest hooter – **do not shake hands.**
- Hand your hood to the hooter and turn your back to them.
- Stoop down so your hooter does not have to lean or reach.
- They will place the doctoral hood around your neck and pat you on your shoulder to signal completion.

Once you have been “hooded”:

- Exit the stage.
- You will take the following pictures off stage:
 - One picture: Graduate and Guest Hooder
 - One picture: Graduate only
- Return to the graduate seating area and go to the next available seat.
- Remain standing until the student marshals advise you to sit.

At the conclusion of the ceremony, the bagpiper will begin to play and faculty will exit first. Student marshals will lead you towards the exit.

****Immediately following the ceremony, you must return your gown to Barnes & Noble personnel in Room 332C. You may keep the tam and tassel.****

POST COMMENCEMENT VIEWING: The commencement exercise **will be** livestreamed and recorded. The recording will be uploaded to the STCLH Facebook and LinkedIn when it becomes available.