

Graduate School of Arts & Sciences
Hooding and Commencement Ceremony
Information for Hooding Faculty

DATE: Saturday, May 17, 2025
ARRIVAL TIME: 3:15 pm
PLACE: Wait Chapel, Reynolda Campus

Arrival:

Faculty should arrive on Hearn Plaza by 3:15 wearing academic regalia. You will need to check in at the table located on the right side of the plaza facing the chapel where you will receive a line placement card. Assemble numerically behind the “Hooding Faculty” sign.

Parking and Campus Navigation:

Please enter campus through the Reynolda and Polo Road entrances. Please do not use the University Parkway entrance. [Lots Q](#) and [Lot W1](#) will be open for general parking and are centrally located for those attending events in Wait Chapel. [Campus Map](#)

Security:

New safety measures in place; all students, faculty, staff, and guests will be screened via metal detectors. A clear bag policy will also be in place.

Processional:

You will enter the Chapel following the platform party. There will be a faculty marshal to direct you to your seat. Do not leave any empty seats between you and the next person. There will be a run-of-show card on your seat.

Hooding:

When your student's name is called, come to the front of the stage. There will be a large “F” taped to the floor where you should stand. The student, standing on the step below you, will hold up their right arm for you to take their hood. Watch this [Hooding video](#) to see how to take the hood and place it over the graduate's head.

Place the hood on the student (reaching up and out is a good idea). Photos WILL BE captured as you hood the student. For those that have done this before, however, there will NOT be a posed hand-shake picture after you have hooded the student. After the student is hooded, invite the student to come up the remaining stair and direct them across the stage to receive their diploma cover from Dean Krasas. When the last student in your group is hooded, please return to your seat.

Recessional:

Following the closing remarks and the music begins, please stand. The Platform Party will be led out. Please wait for the faculty marshal to direct you.

Once outside, please walk far enough away from the doors to avoid crowding and join us for the reception in the Green Room on the main floor of Reynolda Hall.