



2023 Diploma Ceremony Participant Information

Friday, May 5, 2023

- **Graduates and faculty should plan on arriving at WoodPEC, bringing their regalia, between 12:30 and 1:15 pm.**
 - Masters graduates will be lining up on the 1st floor (the same level that the ceremony takes place).
 - Doctoral graduates and faculty will be lining up on the 3rd floor (follow signs).
 - There are no restrooms on the 3rd floor. (The main ones are on the 1st floor, where the ceremony will take place.)
 - **Note:** doctoral graduates and faculty will **walk down two flights of stairs** to reach the ceremony space. We can accommodate graduates and faculty who are unable to do this.
- **There is no storage available**, so you are advised **not** to bring large purses, changes of shoes, or backpacks; or, if you bring them, to leave them with your guests. Whatever you bring to the line-up you will need to keep with you into your seat, and after you walk across the stage you may return to a different seat.
- **No food or drink of any kind** is permitted in the gymnasium.
- Each graduate will be provided a **name card** with their name and email address printed.
 - The graduate will give this card to an announcer right before crossing the stage, so the announcer can read the name.
 - If it will be helpful, graduates may add a phonetic version of their name on the card.
 - **Note:** the information on the name card is used by Grad Images to identify your photos, so please correct any errors.
- **All graduates and faculty must be present and lined up at 1:30 pm.**
 - There is no single space to line everyone up, so
 - masters graduates will line up on the 1st floor, and
 - doctoral graduates and faculty will line up on the 3rd floor. There are no restrooms on the 3rd floor. (The main ones are on the 1st floor, where the ceremony will take place.)
 - Graduates line up in alphabetical order. Faculty line up in the order of the first graduate they are hooding.
 - LGS staff will be there to assist. It gets a little messy, so it is important to be on time.
- **At 1:45 pm, the procession into the gymnasium begins.**
 - The doctoral graduates and faculty will be coming down two flights of stairs to join the master's graduates. The lines will join at the bottom of the stairs, and then proceed into the gymnasium.

- We will proceed in two lines: (1) one line of doctoral graduates and (2) one line with first master's graduates and then faculty (first those who are hooding someone, in order, and then the remaining faculty members). Each line will be led by a marshal.
- **Maps** of the gymnasium and the walking paths are provided on pages below. During the ceremony, marshals and LGS staff will guide the process of walking across the stage.
- **Master's graduates** will walk across the stage to receive their diploma covers and shake hands with Dean Arriola.
- **Doctoral graduates** will walk across the stage with their advisor. They will first have the hood placed over their gown, and then receive their diploma covers and shake hands with Dean Arriola.
 - Hoods will be provided as you walk up to the stage, right before you reach the announcer (see maps below).
- **Photographers** will be stationed in front of and on the side of the stage. They will take pictures of both the graduate and the advisor. Photos will be available for purchase.
- At the end of the ceremony, **graduates and faculty will recess as they entered**: in two lines, led by marshals.
- **Guests** will leave after the graduates.
- At the end of the ceremony, a lot of people will be in a small space. The best strategy for graduates to meet up with their guests might be to meet outside WoodPEC or on McDonough Field.

How the Hooding Happens

- Graduates will receive their hoods on the way to the stage.
- The graduate and the advisor move onto the stage to a point in front of Dean Arriola.
- The advisor should be behind and slightly to the left of the graduate; Senior Associate Dean Jeff Staton will be on the other side. (If co-advisors are hooding, Dean Staton will step aside.)
- Dean Staton will grasp the part of the hood that will go over the right shoulder. The advisor will hold the opposite side and the front, keeping the opening of the hood wide. Together, the advisor and Dean Staton place the hood over the graduate's head.
- The graduate secures the loop in front. The advisor adjusts the back of hood so that the lining is showing.
- After hooding, Dean Arriola shakes hands with the graduate and presents the diploma cover. A Grad Images photographer will snap a photo.
- As the graduate and the advisor leave the stage, a Grad Images photographer will snap a photo.

- Colleagues at Duke University produced a helpful video some years ago; enjoy!
<https://www.youtube.com/watch?v=wZplhymySFM>

Faculty marshals will direct graduates and advisors back to their seats for the remainder of the ceremony.

If a faculty member has more advisees to hood:

- If your advisee is very close in line, return to your earlier position by the microphone stand where your next graduate will soon line up.
- If your advisee is farther down the line, either circle back to the microphone to stand and wait for your next graduate there, or take a seat in the empty row at the back of the faculty section to sit and wait for your next graduate.

If a faculty member needs to attend another ceremony after hooding their advisee(s), please exit the WoodPEC quietly rather than returning to your seat.

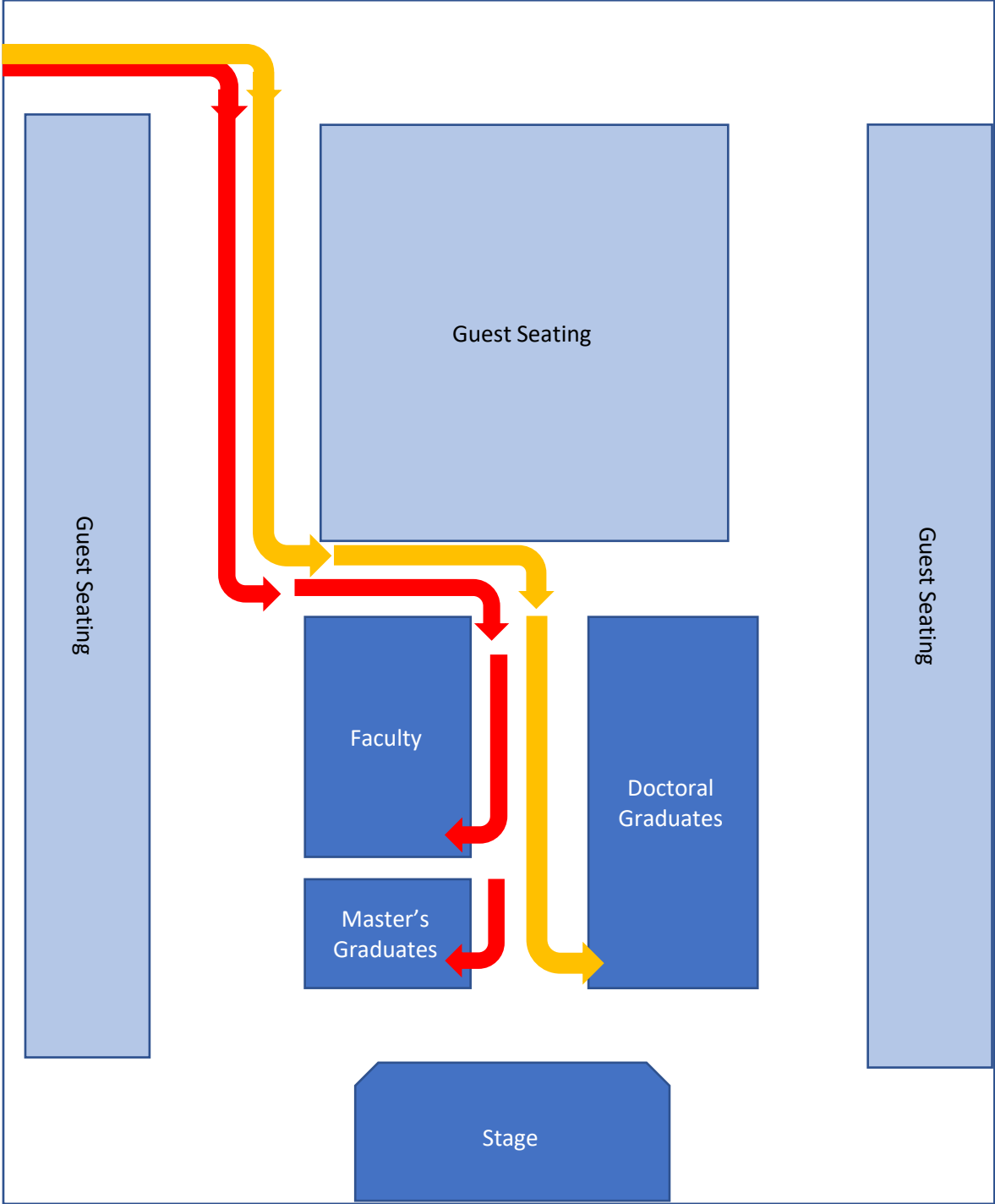
Questions?

Information about the LGS ceremony and reception, including about parking and more, is available on [our commencement page](#).

If you have questions about the Graduate School ceremony, please call/email Renee Webb at renee.webb@emory.edu or 7-4870, Tamika Hairston at tamika.hairston@emory.edu or 7-6033.

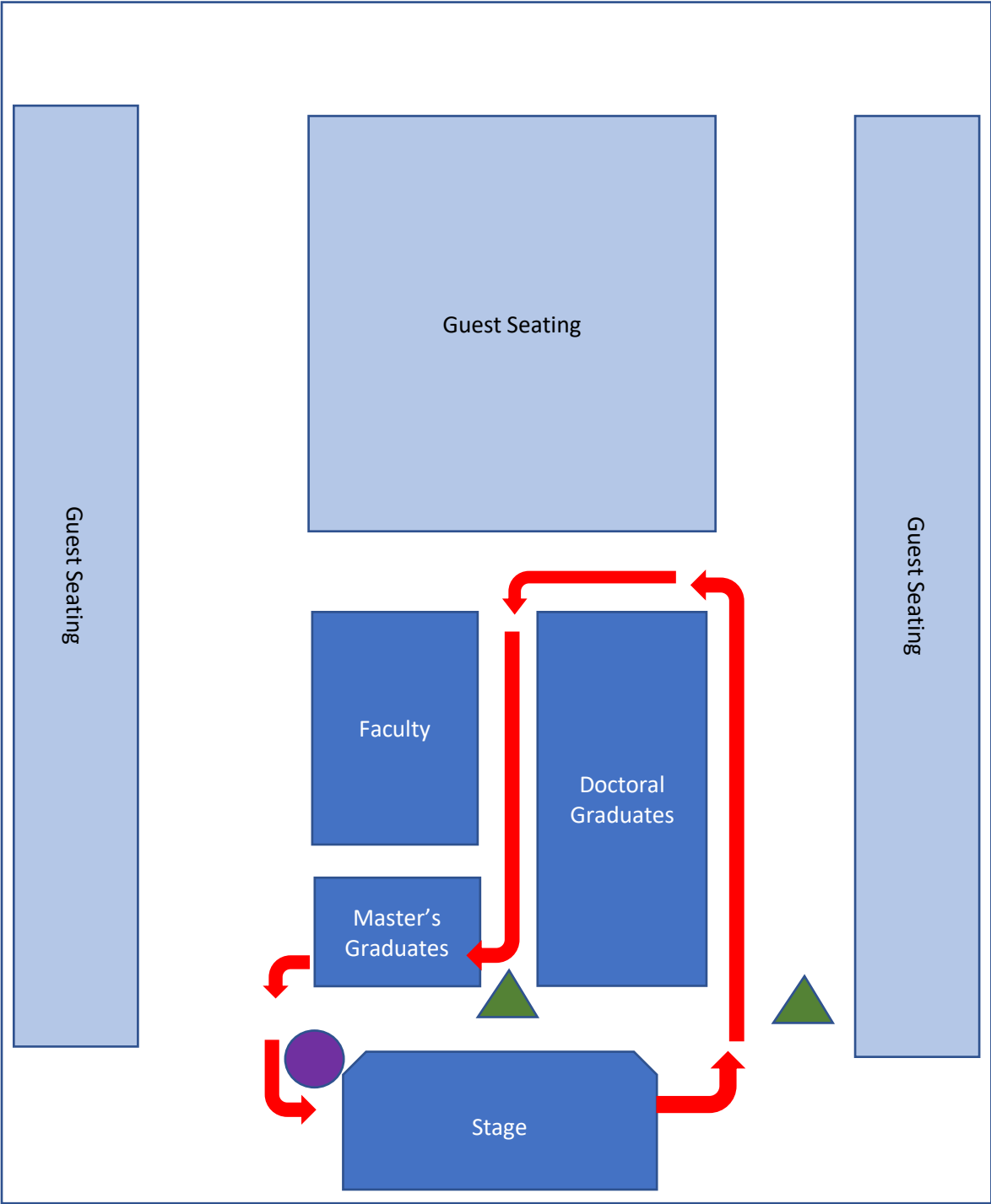
How Graduates and Faculty Enter

The red arrows are Master's graduates and then Faculty. The yellow arrows are Doctoral graduates.



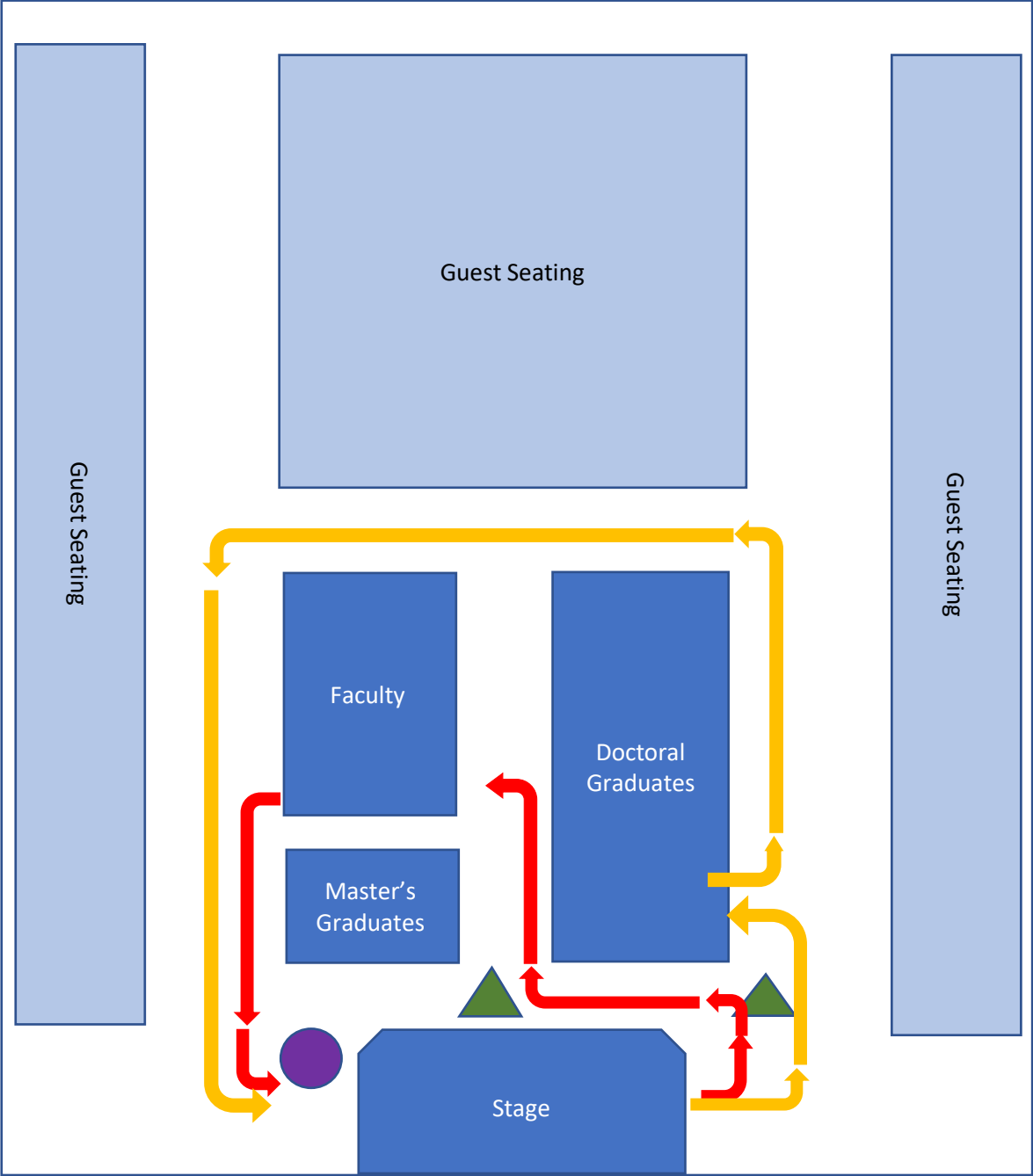
How Master's Graduates Walk to and Across the Stage

Red arrows represent Master's graduates. The purple circle represents the announcer who reads the graduates' names before they cross the stage. Green triangles represent the location of official photographers. Photos will be available for purchase.



How Doctoral Graduates and Faculty Walk to and Across the Stage

Red arrows are faculty. Yellow arrows are Doctoral graduates. The purple circle represents the announcer who reads the graduates' names before they cross the stage. Hoods will be provided right before graduates and advisors reach the announcer. Green triangles represent the location of official photographers. Photos will be available for purchase.



How Graduates and Faculty Leave

The red arrows are Master's graduates and then Faculty. Yellow arrows are Doctoral graduates.

