

Carnegie Mellon University

Commencement 2013

DOCTOR'S HOODING CEREMONY PLANNING GUIDE

Saturday, May 18, 2013
8 p.m.
Wiegand Gymnasium,
University Center

For more information, please refer to [**cmu.edu/commencement**](http://cmu.edu/commencement).

Doctor's Hooding Ceremony

General Information

The Doctor's Hooding ceremony recognizes those who have earned their doctor's degree and it gives the university an opportunity to emphasize the importance of graduate education in the life of a research institution.

- Each doctor's degree candidate will be hooded individually on stage by a faculty member of the candidate's choice.
- Each candidate is responsible for inviting a faculty member to participate in the hooding.
- Tickets are not distributed for the ceremony. There is no limit to the number of guests who may attend, although seating is limited and first-come, first-served. Guests are advised to arrive early.
- **This is an academic ceremony. Caps and gowns are required for all participants. Cap and gown orders can be placed via cmu.edu/commencement.**
- Diplomas will not be distributed and degrees will not be conferred at this ceremony.

All degrees (bachelor's, master's, and doctor's) will be conferred at the main commencement ceremony (11 a.m., Sunday, May 19, Gesling Stadium). All doctor's degree candidates should plan to attend the main commencement ceremony and wear their hoods as part of their academic regalia.

All diplomas will be distributed department/college diploma ceremonies taking place throughout commencement weekend.

Questions regarding commencement or Doctor's Hooding?

Contact Victoria Bushmire, Senior University Events Coordinator
bushmire@andrew.cmu.edu
412-268-5052

Questions regarding academic issues or department diploma ceremonies should be directed to your department's graduate coordinator (see page 9).

Doctor's Hooding Ceremony

Saturday, May 18, 2013

Schedule of events

- | | |
|----------------|---|
| 7 p.m. | Robing for all doctor's candidates and faculty hooders
<i>Rangos Hall, University Center</i> |
| 7:40 p.m. | Procession line-up begins
<i>Rangos Hall, University Center</i> |
| 7:45 p.m. | Procession
<i>Rangos Hall to Wiegand Gymnasium, University Center</i> |
| 8 p.m. | Doctor's Hooding Ceremony
<i>Wiegand Gymnasium, University Center</i> |
| 9:30 - 11 p.m. | Reception for all doctor's candidates, families, friends and guests
<i>Rangos Hall & Schatz Dining Room, University Center</i> |

Doctor's Hooding Ceremony

Doctor's Degree Candidate Information

Doctor's degree candidates who plan to attend the hooding ceremony must confirm the following information **with their department's graduate coordinator**:

- Your participation in the hooding ceremony
- The name of the faculty member you have selected to hood you at the ceremony*

Confirm the above information by completing the attached form and returning it to your department's graduate coordinator by Friday, March 22, 2013.

**NOTE: It is the responsibility of the doctor's degree candidate to select, invite, and confirm the participation of their faculty hooder.*

Announcements

Graduating students may order personalized commencement announcements, which include the graduating student's name, school, degree, and graduation date. Prices vary depending on selection and quantity ordered. Orders can be placed at bookstore.web.cmu.edu. Representatives will also be available in the University Store:

- Last chance to order and receive your items by commencement!
 - Monday, March 4 & Tuesday, March 5
 - 11 a.m. – 4 p.m.
- Spring Carnival
 - Friday, April 19 & Saturday, April 20
 - 11 a.m. – 4 p.m.
- Commencement Weekend
 - Saturday, May 18; 11 – 6 p.m.
 - Sunday, May 19; 8 a.m. – 4 p.m.

NOTE: Guests are not required to have a printed announcement in order to attend the ceremony. Tickets are not required for the ceremony and announcements simply serve as a commemorative souvenir.

Doctor's Hooding Ceremony

Faculty Member and Department Head Information

Doctor's candidates have been asked to inform their department's graduate coordinator of their participation and to provide the name of the faculty member who will be assisting in their hooding.

- Each doctor's candidate will invite a faculty member to assist in hooding him/her on stage at the ceremony.
- Candidates will be hooded alphabetically by college, department within the college, and then by last name. The only exception is Tepper, which will hood alphabetically by last name only.
- If a faculty member has more than one doctor's candidate to hood, he/she may remain near the stage to hood each candidate.

Department heads should be prepared to hood candidates from their department in the event a selected faculty hooder is not available.

Faculty who are participating in the hooding ceremony should plan to robe with the doctor's candidates at 7 p.m. in Rangos Hall, University Center.

Faculty members who are not participating in the ceremony are still welcome to attend as a guest, but they do not need to wear regalia.

A reception for all program participants, degree candidates, their families, friends and guests will take place in Rangos Hall and Schatz Dining Room, University Center at the conclusion of the ceremony.

Doctor's Hooding Ceremony

Cap and Gown Information

For Doctor's Candidates

All doctor's candidates attending the main commencement ceremony, Doctor's Hooding ceremony, or a diploma ceremony must order a cap, gown and hood.

- **All August 2012 graduates:** You must contact the University Store directly at 412-268-1032 to order your regalia.
- **Order Deadline: March 18 at 5 p.m.**
Cap and gown orders can be made via cmu.edu/commencement.
- Caps, gowns, and tassels require a \$29 rental fee and a \$210 deposit. Gowns must be returned during the cap and gown return hours (see page 8) or the deposit will be forfeited. Graduates may keep caps and tassels.
- Hoods require a \$29 rental fee and a \$170 deposit. Hoods must be returned during cap and gown return hours (see page 8) or the deposit will be forfeited.
- Rental fees must be paid when ordering. Visa, Discover, and MasterCard are accepted. Deposits are due at the time of cap and gown pick-up. Only Visa and MasterCard are accepted for deposits. No cash or checks will be accepted.
- NOTE: Doctor's candidates will not receive a hood when picking up their academic regalia. Hoods will be distributed at the Doctor's Hooding ceremony.
- Candidates who do not attend the Doctor's Hooding ceremony can pick up their hoods during cap and gown distribution on Sunday morning (see page 8 for hours).

Doctor's candidates can purchase custom-made regalia at the University Store. Each piece is sold separately. Please allow 6 weeks during peak season for your order to be filled. Call the University Store at 412-268-1032 for more information.

Questions regarding regalia?

Contact the University Store
cap-gown@andrew.cmu.edu
412-268-1032

Doctor's Hooding Ceremony

Cap and Gown Information

For Faculty Members

All faculty members attending the main commencement ceremony, Doctor's Hooding ceremony, or a diploma ceremony must wear a cap, gown and hood.

- **Order Deadline: April 1 at 5 p.m.**
Cap and gown orders can be made via cmu.edu/commencement.
- Rental fees are as follows:
 - Bachelor's cap and gown - \$25
 - Master's cap and gown - \$26
 - Master's hood - \$26
 - Doctorate tam and gown - \$42
 - Doctorate hood - \$27
 - Doctorate tam - \$16
- With the exception of marshals and members of the Platform Group, regalia rental fees are charged to the academic department and an Oracle string must be provided when ordering. If the rented items are not returned by May 30 (see page 8), the supplied Oracle string will be charged all associated replacement costs on June 3. Replacement costs are as follows:
 - Bachelor's cap and gown - \$135
 - Master's cap and gown - \$160
 - Master's hood - \$125
 - Doctorate tam and gown - \$270
 - Doctorate hood - \$170
 - Doctorate tam - \$70
- From April 2 through April 20, late orders will be accepted by contacting the University Store at cap-gown@andrew.cmu.edu or 412-268-1032. **A \$10 late charge will apply to all orders submitted after the deadline. No orders will be accepted after April 20.**

Faculty can purchase custom-made regalia at the University Store. Each piece is sold separately. Please allow 6 weeks during peak season for your order to be filled. Call the University Store at 412-268-1032 for more information.

Questions regarding regalia?

Contact the University Store
cap-gown@andrew.cmu.edu
412-268-1032

Doctor's Hooding Ceremony

Cap and Gown Information

Distribution:

Faculty Distribution

The University Store

- Tuesday, May 7 through Thursday, May 9
10 a.m. – 4 p.m.
- To avoid the long lines over commencement weekend, faculty are encouraged to pick up their regalia during the times above.

Commencement Weekend Distribution

(All graduates and faculty members who did not pick up during faculty distribution)

McKenna, Peter, Wright Rooms, University Center

- Friday, May 17
 - 10 a.m. – 4 p.m.
- Saturday, May 18
 - 10 a.m. – 8 p.m.
- Sunday, May 19
 - 8 – 11 a.m.

Returns:

McKenna, Peter, Wright Rooms, University Center

- Sunday, May 19
 - Noon – 5 p.m.
- Monday, May 20
 - 10 a.m. – 4 p.m.
- Tuesday, May 21 through Friday, May 24 and Tuesday, May 28 through Thursday, May 30
 - 11 a.m. – 2 p.m.

No returns will be accepted after May 30.

Questions regarding regalia?

Contact the University Store
cap-gown@andrew.cmu.edu
412-268-1032

Department Graduate Coordinators

Department	Contact Name	Email	Phone	Office Address
Architecture	Darlene Covington-Davis	dc1e@andrew.cmu.edu	X2363	MMCH 410
Art	Keni Jefferson	kjgreen@andrew.cmu.edu	X2409	CFA 300B
Biological Sciences	Ena Miceli	emiceli@andrew.cmu.edu	X3012	MI 418
Biomedical Engineering	Julie Goldstein	jgolds@andrew.cmu.edu	X4707	DH 2100
Chemical Engineering	Cynthia Vicker	Cp32@andrew.cmu.edu	X1566	DH 1101
Chemistry	Valerie Bridge	vb0g@andrew.cmu.edu	X3150	MI 404
Civil & Environmental Engineering	Maxine Leffard	leffard@andrew.cmu.edu	X5673	BPH 118N
Design	Deborah Wilt Anita Smith	dwilt@andrew.cmu.edu anitas@andrew.cmu.edu	X6153 X6843	MMCH 110 MMCH 110
Economics/Tepper	Lawrence Rapp	lrapp@andrew.cmu.edu	X1319	TSB 247
Electrical & Computer Engineering	Elaine Lawrence and Reenie Kirby	elaine@ece.cmu.edu and lkirby@ece.cmu.edu	X4632	HH 1113
Engineering & Public Policy	Vicki Finney	vicki@cmu.edu	X1462	BPH 129J
English	Susan Kelley	skelleys@andrew.cmu.edu	X9221	BPH 259
Heinz College	Jackie Speedy	jspeedy@cmu.edu	X5980	HBH A207
History	Natalie Taylor	nstaylor@andrew.cmu.edu	X6039	BPH 240B
Materials Science & Engineering	Suzanne B. Smith	sb3n@andrew.cmu.edu	X5936	WEH 3323
Mathematical Sciences	Stella Andreoletti	sd2e@andrew.cmu.edu	X2545	WEH 6116
Mechanical Engineering	Chris Hertz	chertz@andrew.cmu.edu	X3175	SH 404
Modern Languages	Sue Connelly	sc7k@andrew.cmu.edu	X5669	BPH 160
Music	Sharon Johnston	slj@andrew.cmu.edu	X2385	CFA 108
Philosophy	Jan Puhl Mauren Antkowski	jp10@andrew.cmu.edu mauren@cmu.edu	X8569 X9459	BPH 135A BHP 135M
Physics	Hilary Harris Homer	ugradphy@andrew.cmu.edu	X2849	WEH 7319
Psychology	Erin Donahoe	donahoe@andrew.cmu.edu	X6026	BPH 332D
School of Computer Science	Catherine Copetas	copetas@cs.cmu.edu	X8525	GHC 6203
Social & Decision Sciences	Connie Angermeier	cla2@andrew.cmu.edu	X3251	BPH 208A
Statistics	Ken Pawlik	kpawlik@stat.cmu.edu	X8463	BPH 132A
Tepper School of Business	Lawrence Rapp	lrapp@andrew.cmu.edu	X1319	TSB 247

Carnegie Mellon University

Doctor's Hooding Ceremony

Commencement 2013

Doctor's Candidate Information

1. CONFIRM YOUR ATTENDANCE:

_____ YES, I will attend the Doctor's Hooding Ceremony at 8 p.m., on
Saturday, May 18.

2. PROVIDE YOUR INFORMATION:

(PLEASE PRINT)

First name: _____

Last name: _____

College & department: _____

3. PROVIDE THE NAME OF THE FACULTY MEMBER WHO WILL HOOD YOU:

(PLEASE PRINT)

First name: _____

Last name: _____

Email: _____

NOTE: It is the candidate's responsibility to confirm that the above faculty member will be participating in their hooding for the ceremony.

Please return this form to your department graduate coordinator no later than Friday, March 22, 2013.