

# Carnegie Mellon University

## Commencement 2014

### **DOCTOR'S HOODING CEREMONY PLANNING GUIDE**

Saturday, May 17, 2014  
8 p.m.  
Wiegand Gymnasium,  
University Center (UC)

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

# Doctor's Hooding Ceremony

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## 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, however due to University Center construction, **seating in Wiegand Gym will be limited and first-come, first-served. Guests are advised to arrive early. Once seating in the gym is full, guests will be directed to McConomy Auditorium, where the ceremony will be simulcast.**
- This is an academic ceremony. Caps and gowns are required for all participants. Cap and gown orders can be placed via [cmu.edu/commencement](http://cmu.edu/commencement). Order deadline is April 18 at 5 p.m.
- Diplomas will not be distributed and degrees will not be conferred at this ceremony.

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

All degrees (bachelor's, master's, and doctor's) will be conferred at the main commencement ceremony (11 a.m., Sunday, May 18, 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.

### Questions regarding commencement or Doctor's Hooding?

Contact Victoria Deardorff, Senior University Events Coordinator  
[bushmire@andrew.cmu.edu](mailto:bushmire@andrew.cmu.edu)  
412-268-5052

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

## Doctor's Hooding Ceremony

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**Saturday, May 17, 2014**

### **Schedule of events**

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

## Doctor's Hooding Ceremony

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### Doctor's Degree Candidate Information

Doctor's degree candidates who plan to attend the hooding ceremony must **complete the attached form (see page 10) and return it to their department doctor's hooding coordinator by Friday, March 21, 2014:**

The form will ask confirmation of:

- Participation in the hooding ceremony
- The name of the faculty member selected to hood the candidate on stage at the ceremony\*

**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](http://bookstore.web.cmu.edu). Representatives will also on campus to answer questions and accept orders during the following events:

- **Grad Fair**  
*Rangos Hall, second floor, UC*  
Tuesday, March 18 & Wednesday, March 19  
11 a.m. – 7 p.m.
- **Spring Carnival**  
*University Store, first floor, UC*  
Friday, April 11 & Saturday, April 12  
11 a.m. – 4 p.m.
- **Commencement Weekend**  
*University Store, first floor, UC*  
Friday, May 16 & Saturday, May 17  
10 a.m. – 5 p.m.  
  
Sunday, May 18  
9 a.m. – 3 p.m.

**NOTE:** Guests are not required to have a printed announcement in order to attend the ceremony. Announcements simply serve as a commemorative souvenir.

## **Doctor's Hooding Ceremony**

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### **Faculty Member and Department Head Information**

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

- Candidates will be hooded alphabetically by college, department within the college, and then by last name. The only exception is Tepper, whose candidates will be hooded 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 subsequent 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

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### 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 2013 graduates:** You must contact the University Store directly at 412-268-1032 to order your regalia.
- **Ph.D. Order Deadline: Friday, April 18 at 5 p.m.**  
Cap and gown orders can be made via [cmu.edu/commencement](http://cmu.edu/commencement).
- Caps, gowns, and tassels require a \$29 rental fee and a \$210 deposit. Hoods require a \$29 rental fee plus a \$170 deposit.
- Rental fees and deposits are due at the time of pickup. Cash, check, Plaid Ca\$h, Visa, and MasterCard are accepted for rental fees. Only Visa and MasterCard are accepted for deposits.
- Caps and tassels are souvenir items and do not need to be returned. Gowns and hoods must be returned or deposits will be forfeited. See page 8 for return dates and times.
- 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. Contact the University Store (see contact information below) for more details.

#### Questions regarding regalia?

Contact the University Store  
[cap-gown@andrew.cmu.edu](mailto:cap-gown@andrew.cmu.edu)  
412-268-1032

## Doctor's Hooding Ceremony

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### Cap and Gown Information

#### For Faculty Members

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

- **Faculty Order Deadline: Friday, April 18 at 5 p.m.**  
Cap and gown orders can be made via [cmu.edu/commencement](http://cmu.edu/commencement).

- Faculty regalia rental fees and replacement costs are as follows:

Item	Rental Fee	Replacement Cost
Bachelor's cap and gown	\$25	\$135
Bachelor's hood	\$25	\$110
Bachelor's cap (no gown)	\$5	\$7
Master's cap and gown	\$26	\$160
Master's hood	\$26	\$125
Master's cap (no gown)	\$5	\$7
Doctorate tam and gown	\$42	\$270
Doctorate hood	\$27	\$170
Doctorate tam (no gown)	\$16	\$70

- 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 29 (see page 8 for return dates and times), the supplied Oracle string will be charged all associated replacement costs on or around June 2.
- From April 19 through May 1, late faculty orders will be accepted by contacting the University Store (see contact information below) **A \$10 late charge will apply to all orders submitted after the April 18 deadline. No orders will be accepted after May 1.**
- 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 for more information.

#### Questions regarding regalia?

Contact the University Store  
[cap-gown@andrew.cmu.edu](mailto:cap-gown@andrew.cmu.edu)  
412-268-1032

# Doctor's Hooding Ceremony

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## Cap and Gown Information

### Distribution:

#### Faculty Distribution

The University Store

- Tuesday, May 6 through Thursday, May 8  
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 Ph.D. graduates and faculty members who did not pick up during faculty distribution)*

McKenna, Peter, Wright Rooms, University Center

- Friday, May 16
  - 10 a.m. – 4 p.m.
- Saturday, May 17
  - 8 a.m. – 8 p.m.
- Sunday, May 18
  - 8 – 11 a.m.

### Returns:

McKenna, Peter, Wright Rooms, University Center

- Sunday, May 18
  - Noon – 5 p.m.
- Monday, May 19
  - 10 a.m. – 4 p.m.
- Tuesday, May 20 – Friday, May 23 and Tuesday, May 27 – Thursday, May 29
  - 11 a.m. – 2 p.m.

**No returns will be accepted after May 29.**

If the rented items are not returned by May 29, the supplied Oracle string will be charged all associated replacement costs on or around June 2. No exceptions will be made.

#### **Questions regarding regalia?**

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



## **Department Doctor's Hooding Coordinators**

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<b>Department</b>	<b>Contact Name</b>	<b>Email</b>	<b>Phone</b>	<b>Office Address</b>
Architecture	Darlene Covington-Davis	dc1e@andrew.cmu.edu	8-2363	MMCH 410G
Biological Sciences	Ena Miceli	emiceli@andrew.cmu.edu	8-3012	MI 418
Biomedical Engineering	Julie Goldstein	jgolds@andrew.cmu.edu	8-4707	DH 2100
Center for Neural Basis of Cognition	Melissa Stupka	mstupka@andrew.cmu.edu	8-8362	MI 116C
Chemical Engineering	Cynthia Vicker	cp32@andrew.cmu.edu	8-1566	DH 1101
Chemistry	Valerie Bridge	vb0g@andrew.cmu.edu	8-3150	MI 404
Civil & Environmental Engineering	Maxine Leffard	leffard@andrew.cmu.edu	8-5673	BPH 118M
Design	Deborah Wilt Anita Smith	dwilt@andrew.cmu.edu anitas@andrew.cmu.edu	8-6153	MMCH 110
Economics	Lawrence Rapp	lrapp@andrew.cmu.edu	8-1319	TSB 247
Electrical & Computer Engineering	Samantha Goldstein Asia Lloyd	srgold@ece.cmu.edu aslloyd@andrew.cmu.edu	8-3200 8-4632	HH 1113
Engineering & Public Policy	Vicki Finney	vicki@cmu.edu	8-1462	BPH 129J
English	Susan Kelley	skelleys@andrew.cmu.edu	8-2850	BPH 259
Heinz College	Jackie Speedy	jspeedy@cmu.edu	8-5980	HBH 1105
History	Natalie Taylor	nstaylor@andrew.cmu.edu	8-6039	BPH 240
Materials Science & Engineering	Suzanne B. Smith	sb3n@andrew.cmu.edu	8-5936	WEH 3323
Mathematical Sciences	Stella Andreoletti	sd2e@andrew.cmu.edu	8-2545	WEH 6113
Mechanical Engineering	Chris Hertz	chertz@andrew.cmu.edu	8-3175	SH 402
Modern Languages	Sue Connelly	sc7k@andrew.cmu.edu	8-5669	BPH 160
Philosophy	Jan Puhl	jp10@andrew.cmu.edu	8-8569	BPH 132
Physics	Heather Corcoran	ugradphy@andrew.cmu.edu	8-2849	WEH 7319
Psychology	Erin Donahoe	donahoe@andrew.cmu.edu	8-6026	BPH 342E
School of Computer Science	Catherine Copetas	copetas@cs.cmu.edu	8-8525	GHC 6203
Social & Decision Sciences	Connie Angermeier	cla2@andrew.cmu.edu	8-3251	BPH 208A
Statistics	Paige Houser	acadcoord@stat.cmu.edu	8-3259	BPH 222
Tepper School of Business	Lawrence Rapp	lrapp@andrew.cmu.edu	8-1319	TSB 247

# Carnegie Mellon University

## Doctor's Hooding Ceremony

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### Commencement 2014

### Doctor's Candidate Information

1. CONFIRM YOUR ATTENDANCE:

\_\_\_\_\_ YES, I will attend the Doctor's Hooding Ceremony at 8 p.m., on  
Saturday, May 17.

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  
doctor's hooding coordinator no later than  
Friday, March 21, 2014.**