Commencement 2016

DOCTOR’S HOODING CEREMONY
PLANNING GUIDE

Saturday, May 14, 2016
Robing for candidates & faculty hooders – 3:30 p.m.
Ceremony – 4:30 p.m.
Carnegie Music Hall, Carnegie Museum
4400 Forbes Avenue, Pittsburgh, PA 15213

For the most current information, please refer to 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. All seating is first come, first served. Doors open at 3:30 p.m.
- This is an academic ceremony. Caps and gowns are required for all participants. Cap and gown orders can be placed via cmu.edu/commencement. Order deadline is April 1 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 15, 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.

Who May Participate

All Ph.D. students who have defended their thesis prior to the ceremony are invited to participate. Those who have not yet defended may not march or be hooded. In rare cases, exceptions may be made by the dean of the college.

Questions regarding the Doctor’s Hooding or main commencement ceremonies?
Contact Victoria Deardorff, Senior University Events Coordinator
bushmire@andrew.cmu.edu
412-268-5053

Questions regarding academic issues or department diploma ceremonies should be directed to your department’s doctor’s hooding coordinator. For a list of coordinators and contact information, please visit the commencement website.
Doctor’s Hooding Ceremony

Saturday, May 14, 2016
Schedule of events

3:30 p.m.  Doctor’s candidates should report for robing and procession line-up.
Music Hall Foyer, Carnegie Museum, 4400 Forbes Avenue

**Only ceremony participants should report for robing. Guests should
proceed directly to the Music Hall (doors will open at 3:30 p.m.).

There will not be a place to store valuables during the ceremony; please
leave these items at home.

4:15 p.m.  Procession begins.

*** Guests should be seated by this time.

4:30 p.m.  Doctor’s Hooding Ceremony
Carnegie Music Hall, Carnegie Museum

The ceremony is expected to last 90 minutes.

A light reception will immediately follow in the Music Hall Foyer.
Doctor’s Hooding Ceremony

Information for Doctor’s Degree Candidates

Doctor’s degree candidates who plan to attend the hooding ceremony must **complete the online form no later than March 18, 2016.**

[http://www.cmu.edu/commencement/event/hooding-form.html](http://www.cmu.edu/commencement/event/hooding-form.html)

Beyond basic information, like name, college, and department, the form will also ask for:

- The phonetic spelling of your first and last name. We need this to assist in proper pronunciation of your name at the ceremony.
- The name of the faculty member(s) you have selected to hood you on stage at the ceremony.

**NOTES:**

- By completing the online form, you are confirming your participation in the Doctor’s Hooding ceremony. However, your departments may require a separate RSVP.
- It is your responsibility to select, invite, and confirm the participation of your faculty hooder(s).

**Announcements**

You may order personalized commencement announcements, which include your name, school, degree, and graduation date. Guests are **not** required to have a printed announcement in order to attend the ceremony. Announcements simply serve as a commemorative souvenir. Prices vary depending on selection and quantity ordered. Orders can be placed [here](http://www.cmu.edu/commencement/event/hooding-form.html). Representatives will also on campus to answer questions and accept orders during the spring semester. For a list of dates and times, please visit the [commencement website](http://www.cmu.edu/commencement/event/hooding-form.html).
Doctor’s Hooding Ceremony

Information for Faculty Members and Department Heads

Doctor’s candidates have been asked to confirm their participation in the ceremony via an online form, 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.
- During the ceremony, deans, not faculty hooders, will read the names of the candidates as they process across the stage and are hooded.

Faculty who are participating in the ceremony as a faculty hooder should plan to robe with the doctor’s candidates at 3:30 p.m. in the Music Hall Foyer, Carnegie Museum. There will not be a place to store valuables during the ceremony; please leave these items at home.

Faculty who are members of the Platform Group should plan to robe at 3:30 p.m. in the Founders’ Room, near the carriage drive entrance of the Carnegie Museum.

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.
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 2015 graduates**: You must contact the University Store directly at 412-268-1032 to order your regalia.
- **Ph.D. Order Deadline: Friday, April 1 at 5 p.m.**
  For more information and to place an order, visit the commencement website.
- Caps, gowns, and tassels require a $29 rental fee and a $210 deposit. Hoods require a $29 rental fee plus a $170 deposit.
- Rental fees and deposits are due at the time of pickup. See page 8 for pick up dates and times. Cash, check, Plaid Ca$h, Visa, MasterCard, and Discover are accepted for rental fees. Only Visa, MasterCard, and Discover 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.

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 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 8 at 5 p.m.**
  For more information and to place an order, visit the commencement website.
- Faculty regalia rental fees and replacement costs are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Rental Fee</th>
<th>Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s cap and gown</td>
<td>$25</td>
<td>$135</td>
</tr>
<tr>
<td>Bachelor’s hood</td>
<td>$25</td>
<td>$110</td>
</tr>
<tr>
<td>Bachelor’s cap (no gown)</td>
<td>$5</td>
<td>$7</td>
</tr>
<tr>
<td>Master’s cap and gown</td>
<td>$26</td>
<td>$160</td>
</tr>
<tr>
<td>Master’s hood</td>
<td>$26</td>
<td>$125</td>
</tr>
<tr>
<td>Master’s cap (no gown)</td>
<td>$5</td>
<td>$7</td>
</tr>
<tr>
<td>Doctorate tam and gown</td>
<td>$42</td>
<td>$270</td>
</tr>
<tr>
<td>Doctorate hood</td>
<td>$27</td>
<td>$170</td>
</tr>
<tr>
<td>Doctorate tam (no gown)</td>
<td>$16</td>
<td>$70</td>
</tr>
</tbody>
</table>

- 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 (see page 8 for return dates and times), the supplied Oracle string will be charged all associated replacement costs and rental fees.
- From April 9 - 29, 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 8 deadline. No orders will be accepted after April 29.**
- 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.

**Questions regarding regalia?**
Contact the University Store
cap-gown@andrew.cmu.edu
412-268-1032
Doctor’s Hooding Ceremony

Cap and Gown Distribution and Return

Distribution:

**Faculty Only Distribution**
The University Store, first floor, CUC
- Tuesday, May 3 through Thursday, May 5
  10 a.m. – 4 p.m.
- To avoid the long lines over commencement weekend, faculty are encouraged to pick up their regalia during the above times.

**Commencement Weekend Distribution**
*(All Ph.D. graduates and faculty members who did not pick up during faculty distribution)*

McKenna, Peter, Wright Rooms, second floor, CUC
- Friday, May 13
  - 10 a.m. – 4 p.m.
- Saturday, May 14
  - 8 a.m. – 8 p.m.
- Sunday, May 15
  - 8 – 11 a.m.

**Return:**
*Caps and tassels are souvenir items and do not need to be returned. Gowns and hoods must be returned or deposits will be forfeited.*

McKenna, Peter, Wright Rooms, second floor, CUC
- Sunday, May 15
  - Noon – 5 p.m.
- Monday, May 16
  - 10 a.m. – 4 p.m.

After Monday, May 16 and until Friday, May 27, returns can be made to the lower level of the University Store. **No returns will be accepted after May 27.**

**FOR FACULTY:** If the rented items are not returned by May 27, the supplied Oracle string will be charged all associated replacement costs and rental fees. No exceptions will be made.

**Questions regarding regalia?**
Contact the University Store
cap-gown@andrew.cmu.edu
412-268-1032