Commencement 2010

A PRELIMINARY GUIDE TO THE DOCTOR’S HOODING CEREMONY

Doctor’s Hooding Ceremony
Saturday, May 15, 2010
8 p.m.
Wiegand Gymnasium,
University Center

For additional Commencement information, please refer to the Commencement Web site: www.cmu.edu/commencement.
Doctor’s Hooding Ceremony

General Information

The Doctor’s Hooding Ceremony recognizes those who have earned their doctor’s degree and 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 member of the faculty to participate in the hooding. The president, provost and deans will also participate in the ceremony.

Tickets are not distributed, nor required for the ceremony. There is no limit to the number of guests who may attend, although seating is limited. Guests are advised to arrive early as seating is first-come, first-serve.

The ceremony will also be simulcast in McConomy Auditorium, first floor, University Center for additional seating.

This is an academic ceremony. Caps and gowns are required for all participants. Cap and gown orders can be placed via the Commencement Web site: www.cmu.edu/commencement.

Diplomas will not be distributed and degrees will not be conferred at this ceremony.

Degrees will be conferred on all degree candidates (bachelor’s, master’s and doctor’s) at Commencement at 11 a.m., Sunday, May 16 in Gesling Stadium. All doctor’s degree candidates should plan to attend Commencement and wear their hoods as part of their academic regalia.

Diplomas will be distributed to all candidates at departmental or college diploma ceremonies scheduled to take place throughout commencement weekend.

This guide includes preliminary information on the hooding ceremony and provides details on the various roles of the participants. Please use this guide as your reference as you plan your individual participation in the ceremony.

Questions and concerns regarding Commencement or the Doctor’s Hooding Ceremony should be directed to Kristyn Bunch, Events Coordinator (kbryan@andrew.cmu.edu) or Jennifer Boyer, Director of University Events (logan2@andrew.cmu.edu) or by phone at 412-268-5052.

Questions regarding academic issues or departmental diploma ceremonies should be directed to your department graduate coordinator (please see list of department coordinators on page 9 of this guide).
Doctor’s Hooding Ceremony

Saturday, May 15, 2010
Schedule of events

7 p.m.  Robing for all doctor’s candidates and faculty hooders
        Rangos Hall, University Center

7:45 p.m. Procession line-up begins
          Rangos Hall, University Center

7:55 p.m. Procession
          Rangos Hall to Wiegand Gymnasium, University Center

8 p.m.  Doctor’s Hooding Ceremony
         Wiegand Gymnasium, University Center

9:30 - 11 p.m. Reception for all doctor’s candidates, families, friends and guests
                Rangos Hall & Schatz Dining Room, University Center
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 your department graduate coordinator:

- Your participation in the hooding ceremony
- The name of the faculty member you have selected and have confirmed that will hood you at the ceremony*

The above information can be confirmed by completing the attached form and returning it to your department graduate coordinator by Friday, March 26, 2010.

*NOTE: It is the responsibility of you (the doctor’s degree candidate) to select and invite the faculty member of your choice to assist in your hooding.

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 www.balfourcollege.com or 1-877-225-3687. Balfour representatives will also be available in The University Store:

- February 8-9, 2010, 10 a.m.-4 p.m.
- April 17 & 19, 2010, 10 a.m.-4 p.m.

Please note: Guests are not required to have a printed announcement in order to attend the ceremony.
Doctor’s Hooding Ceremony

Faculty Member and Department Head Information

Doctor’s candidates have been asked to confirm with their department graduate coordinator both his or her participation in the ceremony and the name of the faculty member who will be assisting in his/her hooding.

Each doctor’s candidate will invite a faculty member to assist in hooding him/her on stage at the ceremony. This may be the candidate’s advisor or another faculty member of the candidate’s choice.

Candidates will be hooded alphabetically by college and by department within the college. If a faculty member has more than one doctor’s candidate to hood, that faculty member may remain near the stage to do so for each candidate.

**Department heads should plan to be available to hood candidates from their department in the event a selected faculty member or advisor is not available.**

Faculty who are participating in the hooding ceremony should plan to robe with the doctor’s candidates in Rangos Hall, University Center at 7 p.m., prior to the ceremony. A reception for all candidates, their families, friends and all program participants will take place in Rangos Hall and Schatz Dining Room, University Center at 9:30 p.m., or at the conclusion of the ceremony.

Faculty members who are not assisting in hooding doctor’s candidates are welcome to attend the ceremony but do not need to robe.
Doctor’s Hooding Ceremony

Cap and Gown Information
For Doctor’s Candidates

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

**All August 2009 graduates**: You must contact The University Store directly at 412-268-8173 to order your cap, gown and hood.

**Deadline for cap and gown orders is April 1, 2010.**

Cap and gown orders can be made via the Commencement Web site: www.cmu.edu/commencement.

A $145 deposit for the hood is required at cap and gown pick-up. Hoods are reserved when ordering caps and gowns. An additional $195 deposit for the cap and gown is required at cap and gown pick-up. Deposits are payable via MasterCard or Visa only. No checks will be accepted.

If doctor’s candidates wish to keep their hoods, the $140 hood deposit will cover the cost. If doctor’s candidates do not wish to keep their hoods, they must return them during the cap and gown return hours (see page 8).

Rented caps and gowns must be returned during cap and gown return hours in order to get the deposit back. If students wish to keep them, the $195 deposit will cover the cost.

Custom-made regalia can be ordered in person at The University Store and prices start at $807. Samples are available for viewing in The University Store and production time is approximately 4 – 7 weeks.

**Please note**: Doctor’s candidates will not receive a hood when picking up their academic regalia. The hoods will be placed on stage in preparation for the Doctor’s Hooding Ceremony.

Doctor’s candidates who do not attend the hooding ceremony on Saturday, but would like to wear their hoods at the main commencement ceremony on Sunday, can pick them up at the cap and gown distribution area on Sunday only (see hours on page 8).

**If you have questions, please contact cap-gown@andrew.cmu.edu or 412-268-8173 for additional information.**
Doctor’s Hooding Ceremony

Cap and Gown Information
For Faculty Members and Department Heads

Faculty must wear caps and gowns at the Commencement ceremony, the Doctor’s Hooding Ceremony and diploma ceremonies.

PLEASE NOTE: Doctor’s degree candidates who are teaching should follow the instructions for doctor’s candidates.

Deadline for cap and gown orders is April 1, 2010.

Cap and gown orders can be made via the Commencement Web site: www.cmu.edu/commencement

Rented caps and gowns for faculty are $21.50, $23.00 or $23.75 and hoods are $21.50 or $23.75 (depending on the highest degree earned). With the exception of marshals and members of the Platform Group, rental fees are charged to the academic department and an oracle string must be provided when ordering a cap, gown and hood.

All orders are requested by April 1, but those who do not place their order by April 1 can submit their order via email to Sara Bieniek cap-gown@andrew.cmu.edu until April 23. A $10 late fee as well as any shipping charges will be applied to the oracle string provided for orders placed after April 1. Every effort will be made to accommodate you, however, distribution is first-come, first-served and appropriate sizes cannot be guaranteed for those who did not order by April 1.

Custom-made regalia can be ordered in person at The University Store and prices start at $807. Samples are available for viewing in The University Store and production time is approximately 4 – 7 weeks.

Rented caps and gowns must be returned by Friday, May 28. If a department wants to return multiple sets of regalia, each set must be bagged and labeled with the person’s name and department or it will not be accepted. Departments are responsible for any item not returned to The University Store. If not returned, the oracle string will be charge a fee of either $140 or $145 for the hood and a separate fee of $145, 150, or $195 for the cap and gown (depending upon the highest degree earned). See page 8 for distribution and return dates/hours.

Please contact The University Store at cap-gown@andrew.cmu.edu or 412-268-8173 with any questions on renting or purchasing a cap and gown.
Doctor’s Hooding Ceremony

Cap and Gown Information

Distribution
McKenna/Peter/Wright Room, second floor, University Center

Hours:
Tuesday, May 11: 10 a.m. - 2 p.m. *(Only for faculty and staff who have submitted orders)*
Wednesday, May 12: 10 a.m. - 4 p.m. *(First student distribution day, no faculty please)*
Thursday, May 13: 10 a.m. - 4 p.m.
Friday, May 14: 10 a.m. - 6 p.m.
Saturday, May 15: 8 a.m. - 3 p.m.; 6 - 8 p.m.
Sunday, May 16: 7:30 - 11 a.m.

Return
McKenna/Peter/Wright Room, second floor, University Center

Hours:
Sunday, May 16: Noon - 5 p.m.
Monday, May 17: 9 a.m. - 5 p.m.

Returns made Monday, May 17 through Friday, May 28 must go to:
Computer Store
Lower level of the University Store in the UC
8:30 a.m. - 5 p.m.

NOTE:
- Bulk returns will be accepted through Wednesday, May 19
- Starting on Thursday, May 20, please only return two sets of regalia per department per day.
- No returns will be accepted and no refunds will be issued after Friday, May 28.

If you have questions, please contact cap-gown@andrew.cmu.edu or 412-268-8173 for additional information.
## DEPARTMENT CONTACTS FOR DOCTOR’S CANDIDATES

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Name</th>
<th>Email</th>
<th>Phone</th>
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</thead>
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</table>
Commencement 2010
Doctor’s Candidate Information

1. CONFIRM YOUR ATTENDANCE:

________ YES, I will attend the Doctor’s Hooping Ceremony at 8 p.m., on Saturday, May 15.

2. PROVIDE YOUR INFORMATION:

(PLEASE PRINT)

First name: __________________________________________
Last name: __________________________________________
College & department: _________________________________

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

Name of faculty member confirmed to hood you at the ceremony*:

(PLEASE PRINT)

First name: __________________________________________
Last name: __________________________________________
E-mail: _____________________________________________

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

Please return this form to your department graduate coordinator no later than Friday, March 26, 2010.