

# **Carnegie Mellon University**

**Commencement 2012**

## **A PRELIMINARY GUIDE TO THE DOCTOR'S HOODING CEREMONY**

**Doctor's Hooding Ceremony**

**Saturday, May 19, 2012**

**8 p.m.**

**Wiegand Gymnasium,  
University Center**

For additional commencement information, please refer to the  
**commencement website: [www.cmu.edu/commencement](http://www.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 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.
- 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.
- **This is an academic ceremony. Caps and gowns are required for all participants. Cap and gown orders can be placed via the commencement website: [www.cmu.edu/commencement](http://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 20 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.

Questions regarding Commencement or the Doctor's Hooding Ceremony should be directed to Jennifer Boyer, Director of University Events ([jboyer@cmu.edu](mailto:jboyer@cmu.edu)) or 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**

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**Saturday, May 19, 2012**

### **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 &amp; Schatz Dining Room, University Center</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 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 23, 2012.**

*\*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](http://www.balfourcollege.com) or 1-877-225-3687. Balfour representatives will also be available in The University Store:

- March 1-2, 2012: 10 a.m.-4 p.m.
- April 25-26, 2012 (Bachelor's Grad Fair): 10 a.m.-4 p.m.
- May 2-3, 2012 (Master's Grad Fair): 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**

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### **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.
- Candidates will be hooded alphabetically by college and by department within the college (with the exception of Tepper School, which will hood straight alpha order).
- 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

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## 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 2011 graduates:** You must contact The University Store directly at 412-268-3004 to order your cap, gown and hood.
- **Deadline for ALL cap and gown orders is April 1, 2012.** Cap and gown orders can be made via the Commencement Web site: [www.cmu.edu/commencement](http://www.cmu.edu/commencement).
- A \$210.00 deposit and \$29.00 rental fee are required for the doctor's cap, gown, and tassel. Gowns must be returned during the cap and gown return hours. If the gowns are not returned, the deposit will be forfeited. Students do not need to return the cap or tassel.
- An additional \$170.00 deposit and \$29.00 rental fee are required for the doctor's hood. Hoods must be returned during cap and gown return hours (see hours on page 8) in order to get the deposit back. If students wish to keep them, the deposit will cover the cost.
- Rental fees can be paid via the cap and gown order website. Only Visa and MasterCard are accepted. Deposits are due at the time of cap and gown pick-up. They are payable via MasterCard or Visa only. No cash or checks will be accepted.
- 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.

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. Call 412-268-3004 or stop by The University Store to place an order.

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](mailto:cap-gown@andrew.cmu.edu) or 412-268-3004 for additional information.**

## **Doctor's Hooding Ceremony**

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### **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.

- **Deadline for cap and gown orders is April 1, 2012.** Cap and gown orders can be made via the Commencement Web site: [www.cmu.edu/commencement](http://www.cmu.edu/commencement)
- Rental fees for caps and gowns for faculty are \$42.00 and hoods are \$27.00. With the exception of marshals and members of the Platform Group, 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 [cap-gown@andrew.cmu.edu](mailto:cap-gown@andrew.cmu.edu) until April 20. 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.
- Rented caps and gowns and hoods must be returned by Friday, June 1. If not returned, the oracle string will be charged a fee of either \$170.00 for the hood and a separate fee of \$270.00 for the cap and gown. See page 8 for distribution and return dates/hours.

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. Call 412-268-3004 or stop by The University Store to place an order.

**Please contact The University Store at [cap-gown@andrew.cmu.edu](mailto:cap-gown@andrew.cmu.edu) or 412-268-3004 with any questions on renting or purchasing a cap and gown.**

## **Doctor's Hooding Ceremony**

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### **Cap and Gown Information**

#### **Distribution:**

##### **Location:**

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

##### **Hours:**

Thursday, May 17: 10 a.m. – 4 p.m. (Faculty and staff only)

Friday, May 18: 10 a.m. – 4 p.m. (First student distribution day, **no faculty please**)

Saturday, May 19: 8 a.m. – 3 p.m.; 6 – 8 p.m.

Sunday, May 20: 7:30 – 11 a.m.

#### **Returns:**

##### **Location:**

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

##### **Hours:**

Sunday, May 20: Noon – 5 p.m.

Monday, May 21: 9 a.m. – 5 p.m.

After Monday, May 21 and until Friday, June 1, returns can be made directly to the lower level of The University Store. Hours are 8:30 a.m. to 5 p.m., Monday through Friday. Please note that The University Store is closed on Saturdays and Sundays.

**No returns will be accepted after June 1.**

**If you have questions, please contact [cap-gown@andrew.cmu.edu](mailto:cap-gown@andrew.cmu.edu) or 412-268-3004 for additional information.**

## DEPARTMENT CONTACTS FOR DOCTOR'S CANDIDATES

Department	Contact Name	Email	Phone	Office Address
Architecture	Darlene Covington-Davis	dc1e@andrew.cmu.edu	X2363	MMC 410G
Biological Sciences	Ena Miceli	Emiceli@andrew.cmu.edu	X3012	MI 418
Biomedical Engineering	Holly Stayton	hstayton@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	PH 118M
Design	Deborah Wilt	dwilt@andrew.cmu.edu	X2828	MMC 110
Economics	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	X3291 X4632	HH 1115 HH 1109
Engineering & Public Policy	Meryl Sustarsic	<a href="mailto:merlys@andrew.cmu.edu">merlys@andrew.cmu.edu</a>	X5626	BH 129J
English	Susan Kelley	skelleys@andrew.cmu.edu	X2850	BH 259
Heinz College	Jackie Speedy	jspeedy@cmu.edu	X5980	1105 HBH
History	Natalie Taylor	nstaylor@andrew.cmu.edu	X6039	BH 240
Materials Science & Engineering	Suzanne B. Smith	sb3n@andrew.cmu.edu	X5936	WEH 3323
Mathematical Sciences	Stella Andreoletti	sd2e@andrew.cmu.edu	X2545	WEH 6113
Mechanical Engineering	Chris Hertz	chertz@andrew.cmu.edu	X3175	SH 402
Modern Languages	Sue Connelly	sc7k@andrew.cmu.edu	X5669	BH 160
Philosophy	Jan Puhl	Jp10@andrew.cmu.edu	X8569	BH 135
Physics	Hilary Harris Homer	ugradphy@andrew.cmu.edu	X2849	WEH 7319
Psychology	Erin Donahoe	donahoe@andrew.cmu.edu	X6026	BH 342E
School of Computer Science	Catherine Copetas	copetas@cs.cmu.edu	X8525	GHC 6203
Social & Decision Sciences	Connie Angermeier	cla2@andrew.cmu.edu	X3251	PH 208A
Statistics	Ken Pawlik	kpawlik@stat.cmu.edu	X8463	BH 132A
Tepper School of Business	Lawrence Rapp	lrapp@andrew.cmu.edu	X1319	TSB 247

# **Carnegie Mellon University**

## **Doctor's Hooding Ceremony**

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### **Commencement 2012**

### **Doctor's Candidate Information**

#### **1. CONFIRM YOUR ATTENDANCE:**

YES, I will attend the Doctor's Hooding Ceremony at 8 p.m., on Saturday, May 19.

#### **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: \_\_\_\_\_

E-mail: \_\_\_\_\_

**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 23, 2012.**