DOCTORAL HOODING INSTRUCTIONS 2015

1. Doctoral candidates and hooding faculty members will gather at 5:30 p.m. on the day of Commencement in Nielsen 170 to check-in for the Commencement ceremony and take formal pictures. These pictures are being taken prior to the ceremony to ensure the best possible pictures for the candidates and their hooding faculty members. Photo sessions will conclude at 6:30 pm. Candidates and hooding faculty members should arrive on time in order to complete photos by 6:30 pm.

2. As the doctoral candidates arrive at Nielsen Hall, they will check in with the assistants to receive their name cards, alumni pins and Commencement programs. The name card will be used for identification purposes during the photo session and for the announcement of each candidate during the ceremony. Name cards will be white or yellow and will correspond with the line that candidates will form.

3. Once doctoral candidates and their hooding faculty members complete photos, they will begin forming the processional lines. Assistants will be available to help with the lining up process and to escort you from Nielson Hall to the processional area. Doctoral candidates and hooding faculty members will form two single-file lines side by side. *Please note the two lines will split and be seated in different seating areas. It is important that you are in the line that corresponds to your card color (white or yellow) and that you stay in that line throughout the processional.

4. Hooding faculty members will line up in front of their doctoral candidates. If a hooding faculty member will hood more than one student, the hooding faculty member should be in front and all the students will line up behind him or her.

5. The hooding faculty member will carry the hood of the doctoral candidate directly behind him or her. If the hooding faculty member has more than one doctoral candidate to hood, those doctoral candidates will carry their hoods until their names have been announced, at which time they will take their place on the platform and hand their hood to the hooding faculty member already on the platform.

6. When time for the processional to begin, approximately 7 p.m., the lines of doctoral candidates and faculty mentors will split to form a walkway for the President’s platform party processional. The platform party will walk between the two lines of doctoral candidates and hooding faculty members on their way up the Brooks Mall. As the platform party clears the front of the doctoral candidate and hooding faculty member lines, these lines will follow behind the platform party until they reach the curve of the street.

7. At this time the doctoral lines will peel off from behind the platform party and turn right onto the sidewalk just on the east side of Richards Hall. The doctoral lines will process south on this sidewalk and turn left at the glass door entrance to the parking elevator bank under the Asp Ave Parking Garage just south of The University Bookstore, and enter through these doors (they will be propped open). At this point the southern-most line (Yellow Card Line) will hold, allowing the northern-most line (White Card Line) to move past through Gates 2E & 2F. When the northern-most line (White Card Line) has passed, the southern-most line (Yellow Card Line) will move directly behind the northern-most line to form one single file line. The southern-most line (Yellow Card Line) will follow behind the northern-most line (White Card Line) and process through Gates 2E & 2F.

8. REMINDER: ALL WILL ENTER THE STADIUM THROUGH SECURITY. ALL GOWNS MUST BE UNZIPPED TO ALLOW FOR VISUAL SECURITY CHECK!
9. The doctoral line will hold in the ramp 4/5 until the cue is given to process onto the field. Once the cue is received, the line will process across the field. Please try to stay on the 10 yard line. Faculty and doctoral candidates should walk toward the east side stadium wall and turn left between the last row of chairs on the field and the east side stadium wall, then turn left again and process down the center aisle of the chair section on the field and begin quickly filling the chairs on the field. The northern-most line (White Card Line) will be in front and should fill the chairs to the north of the center aisle. Once all of the candidates and faculty in the northern-most line (White Card Line) have filled in the seating to the north, the candidates and faculty in the southern-most line (Yellow Card Line) should fill in the seating to the south of the center aisle.

10. When it is time for the conferring of the doctoral degrees, doctoral candidates and their hooding faculty members will exit to the north or south of the seating section when their row is asked to stand by the doctoral line leaders. They will then form a single file line at the north or south ramp entrances to the stage. As doctoral candidates reach the front of the line, they will hand their name card to an assistant who will pass the card to the announcer.

11. Hooding faculty members will lead their doctoral candidates onto the stage. The hooding faculty member will step onto the hooding platform and the doctoral candidate will walk in front of the hooding platform. Candidates will step on the marked spot in front of the hooding platform and the faculty mentor will slip the hood over the back of the doctoral candidate with the velvet side of the hood facing up.

12. Once hooded, candidates will move to the center of the platform to be congratulated by President Boren - a picture will be taken at this time. Candidates will step off the front of the stage and return to their seats. The hooding faculty member will exit the stage by a step near the hooding platform. If a hooding faculty member is attending the ceremony with more than one candidate, the hooding faculty member will stay on the hooding platform to hood each of his or her students and will leave the stage after their last student has been hooded.

13. A DVD of the ceremony will be available and will include a close-up of your hooding. An order form will be available at ou.edu/commencement.

In the event of inclement weather: Graduates and Faculty will not process. Arrive at Lloyd Noble Center at 5:30 p.m. and check-in at the Men’s Practice Gym, located just inside the south tunnel. The doctoral hooding process will remain the same.