

Saturday, May 16, 2009

Arrival: 9:15 A.M.

GRADUATE SCHOOL

# C O M M E N C E M E N T

University of Notre Dame du Lac

<http://graduateschool.nd.edu/graduation>

## FACULTY ADVISERS

### Instructions for Faculty Who Are Hooding

All faculty advisers should arrive at the Joyce Center no later than 9:15 a.m. and proceed to the Auxiliary Gym to check in. (Enter the Joyce Center through Gate 2. The Auxiliary Gym will be on your right.)

After checking in, please proceed to the designated area of the gym for your advisee. Marshals will line you up, along with your advisee, alphabetically by college. At the appointed time and at the direction of the marshals you will process into the Joyce Center arena. Advisers will sit beside their advisees (student enters row first).

At the proper time, when directed to do so by the marshal, accompany your advisee to the steps on the right hand side of the stage. Take the hood from your advisee and arrange it so that the side with the velvet trim is on top. As Fr. Jenkins presents the diploma, place the hood over your advisee's head and follow him/her across the stage and back to your seat.

At the end of the ceremony you will process out of the arena in the same order that you entered.

If you are hooding more than one student and time permits, you will be directed to return to the line-up area and wait for your next student. If you will be hooding the next student in line (or one shortly thereafter), after hooding the first student, you will turn around and walk back to the stairs to meet your next student.

If you have any questions about this procedure, please contact Maureen Collins in the Graduate School Office (1-5926 or [Collins.97@nd.edu](mailto:Collins.97@nd.edu)).

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Joyce Center, Auxiliary Gym