

# Doctoral Sponsor Instructions

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## Hooding Candidates

### **Preparing the Hood: (Please follow these steps at the loading dock):**

Ensure that the two black cords remain unbuttoned. This is particularly important for the cord across the middle of the hood that is fastened across the candidate's back during the hooding ceremony.

### **Procedure for carrying the hood from Loading Dock to the arena:**

Each Faculty Sponsor carries his/her candidate's hood into the arena.

- Carry hood over the left arm.
- Hood should be folded in half, colored felt side facing up, with the tip of the collar pointing down.

### **Leading Candidates to Stage:**

Kenneth Tokuno, Assistant Dean, steps to the microphone to present the candidates. Each candidate walks up the ramp at stage left (Note: As you face the stage, the ramp is to your right). Candidate hands the attached 5X8 card to Dr. Tokuno. The card lists the candidate's name, field of study, dissertation title, and name of faculty sponsor. (Note: Please ensure that the card has been legibly completed.)

### **Hooding Ceremony Procedure:**

After candidate hands the card to Kenneth Tokuno, the candidate, the Faculty Sponsor and the Faculty Marshal walk to the stage. Tape markings indicate where each is to stand.

- The candidate faces the audience.
- The Faculty Marshal stands on the right of the candidate.
- The Faculty Sponsor stands on the left of the candidate.
- The Faculty Marshal takes the right side of the hood; the Faculty Sponsor takes the left side of the hood, and together they slip the hood over the candidate's head.

***Be sure both black cords of the hood are unbuttoned so as not to choke candidate during this procedure.***

### **Seating with Faculty after the hooding ceremony:**

#### Candidate's Instructions:

- After being hooded, the candidate proceeds across the front of the stage towards the Chancellor, from whom the candidate will receive a diploma cover. The candidate receives the diploma cover with the LEFT hand, while shaking Chancellor's hand with the RIGHT hand. Candidate proceeds across the front of the stage, and shakes the hand of the representative from the Board of Regents. The candidate proceeds to the rear of the stage and ascends the stairs to the faculty seating section and stands in front of his/her seat.

#### Faculty Sponsor's Instructions:

- After hooding candidate with the help of the Faculty Marshal, the Faculty Sponsor follows the directional "arrow trail" around the BACK of the stage (so as to allow the candidate to be "in the spotlight"). **DO NOT FOLLOW THE CANDIDATE TO CENTER STAGE FOR DIPLOMA COVER AND HANDSHAKES. Please proceed to the rear of the stage and ascend the stairs to be seated with the faculty on the upper stage. Do not return to your seat on the arena floor.**