



## 2025 Diploma Ceremony Participant Information

Friday, May 9, 2025

**All graduates and faculty must be present and lined up at 1:30 pm**

- **Graduates and faculty should plan on arriving at WoodPEC, bringing their regalia, between 12:30 and 1:15 pm.**
  - Master's graduates will be lining up on the 1<sup>st</sup> floor (the same level that the ceremony takes place). The line-up will be in the area next to the climbing wall.
  - Doctoral graduates and faculty will be lining up on the 1<sup>st</sup> and 3<sup>rd</sup> floor (follow signs).
    - A day before the ceremony and at the ceremony, we will have the line-up order of doctoral grads. This line-up order will determine whether you line up on the 1<sup>st</sup> or 3<sup>rd</sup> floor.
    - There are no restrooms on the 3<sup>rd</sup> floor. (The main ones are on the 1<sup>st</sup> floor, where the ceremony will take place.)
    - **Note:** doctoral graduates and faculty on the 3<sup>rd</sup> floor will **walk down two flights of stairs** to reach the ceremony space. We can accommodate graduates and faculty who are unable to do this; please let us know as soon as possible.
  - Hoods for the doctoral graduates will be at their seats.
- **There is no storage available**, so you are advised **not** to bring large purses, changes of shoes, or backpacks; or, if you bring them, to leave them with your guests. Whatever you bring to the line-up you will need to keep with you in your seat, and after you walk across the stage you may return to a different seat.
- Each graduate will be provided a **name card** with their name and email address printed.
  - The graduate will give this card to an announcer right before crossing the stage, so the announcer can read the name.
  - If it will be helpful, graduates may add a phonetic version of their name.
  - **Note:** the information on the name card is used by Grad Images to identify your photos, so please correct any errors.
- **All graduates and faculty must be present and lined up at 1:30 pm.**
  - There is no single space to line everyone up, so
    - masters graduates will line up on the 1<sup>st</sup> floor, and
    - doctoral graduates and faculty will line up on the 1<sup>st</sup> and 3<sup>rd</sup> floor. A day before the ceremony, and at the ceremony, we will have a list of the line-up order of doctoral grads. This line-up order will determine whether you line up on the 1<sup>st</sup> or 3<sup>rd</sup> floor.
    - There are no restrooms on the 3<sup>rd</sup> floor. (The main ones are on the 1<sup>st</sup> floor, where the ceremony will take place.)

- Graduates line up (roughly) in alphabetical order. Faculty line up in the order of the first graduate they are hooding.
  - There are some adjustments to the alphabetical order to accommodate special circumstances. The line-up order will be available at the event.
- LGS staff will be there to assist. It gets a little messy, so please be on time!
- **At 1:45 pm, the procession into the gymnasium begins.**
  - The doctoral graduates and faculty will be coming down two flights of stairs to join the master's graduates. The lines will join on the first floor and then proceed into the gymnasium.
  - We will proceed in two lines:
    - (1) one line of doctoral graduates and
    - (2) one line with first master's graduates and then faculty (first those who are hooding someone, in order, and then the remaining faculty members).
    - Each line will be led by a marshal.
- **Maps** of the gymnasium and the walking paths are provided on the pages below. During the ceremony, marshals and LGS staff will guide the process of walking across the stage.
- On the very last page is a **picture** from the 2023 ceremony that shows the seating and stage layout.
- **Master's graduates** will walk across the stage to receive their diploma covers and shake hands with Dean Arriola.
- **Doctoral graduates** will walk across the stage with their advisor. They will first have the hood placed over their gown, and then receive their diploma covers and shake hands with Dean Arriola.
  - Hoods will be available on the chairs where doctoral graduates sit.
- **Photographers** will be stationed in front of and on the side of the stage. They will take pictures of both the graduate and the advisor. Photos will be available for purchase.
- At the end of the ceremony, **graduates and faculty will recess as they entered:** in two lines, led by marshals.
- **Guests** will leave after the graduates.
- At the end of the ceremony, a lot of people will be in a small space. The best strategy for graduates to meet up with their guests is to meet outside WoodPEC or at the reception at McDonough Field.

### **How the Hooding Happens**

- Graduates will bring their hoods from their seat. When they meet their advisor, they hand the hood over.
- The graduate and the advisor move onto the stage to a point in front of Dean Arriola.

- The advisor should be behind and slightly to the left of the graduate; Senior Associate Dean Jeff Staton will be on the other side. (If co-advisors are hooding, Dean Staton will step aside.)
- Dean Staton will grasp the part of the hood that will go over the right shoulder. The advisor will hold the opposite side and the front, keeping the opening of the hood wide. Together, the advisor and Dean Staton place the hood over the graduate's head.
- The graduate secures the loop in front. The advisor adjusts the back of hood so that the lining is showing.
  - The button to secure the loop in the front can be a little fussy. Feel free to wait with that part until you leave the stage.
- After hooding, Dean Arriola shakes hands with the graduate and presents the diploma cover. A Grad Images photographer will snap a photo.
- As the graduate and the advisor leave the stage, a Grad Images photographer will snap a photo.
- Colleagues at Duke University produced a helpful video some years ago; enjoy!  
<https://www.youtube.com/watch?v=wZpIhymySFM>

Faculty marshals will direct graduates and advisors back to their seats for the remainder of the ceremony.

**If a faculty member has more advisees to hood:**

- In most cases, we have arranged the line-up order so that a faculty member's graduates follow each other in the line-up.
- If your advisee is very close in line, return to your earlier position by the microphone stand where your next graduate will soon line up.
- If your advisee is farther down the line, either circle back to the microphone to stand and wait for your next graduate there or take a seat in the empty row at the back of the faculty section to sit and wait for your next graduate.

**If a faculty member needs to attend another ceremony after hooding their advisee(s),** please exit the WoodPEC quietly rather than returning to your seat.

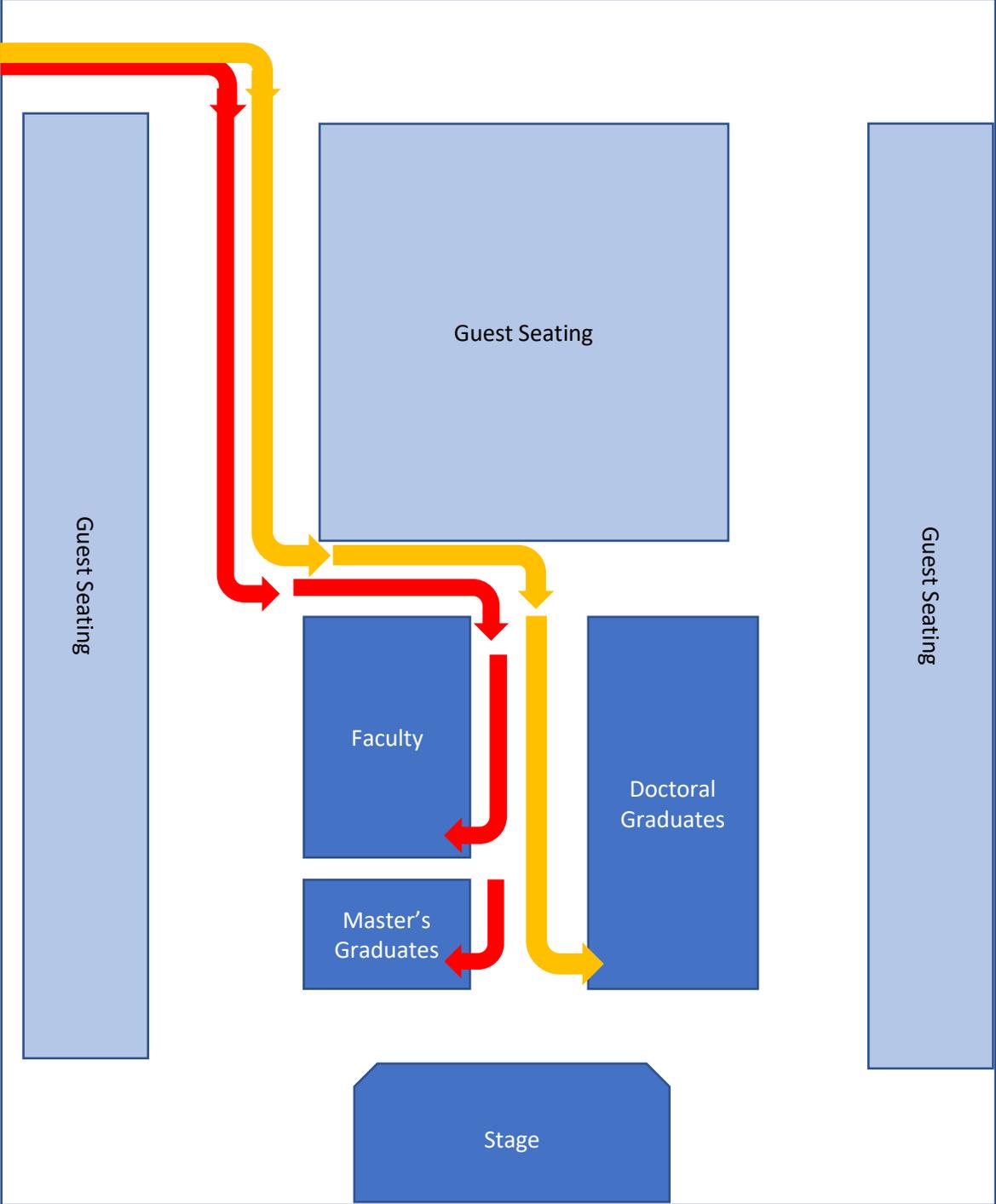
**Questions?**

Information about the LGS ceremony and reception, including about parking and more, is available on [our commencement page](#).

If you have questions about the Graduate School ceremony, please call/email Renee Webb at [renee.webb@emory.edu](mailto:renee.webb@emory.edu) or 7-4870, Tamika Hairston at [tamika.hairston@emory.edu](mailto:tamika.hairston@emory.edu) or 7-6033.

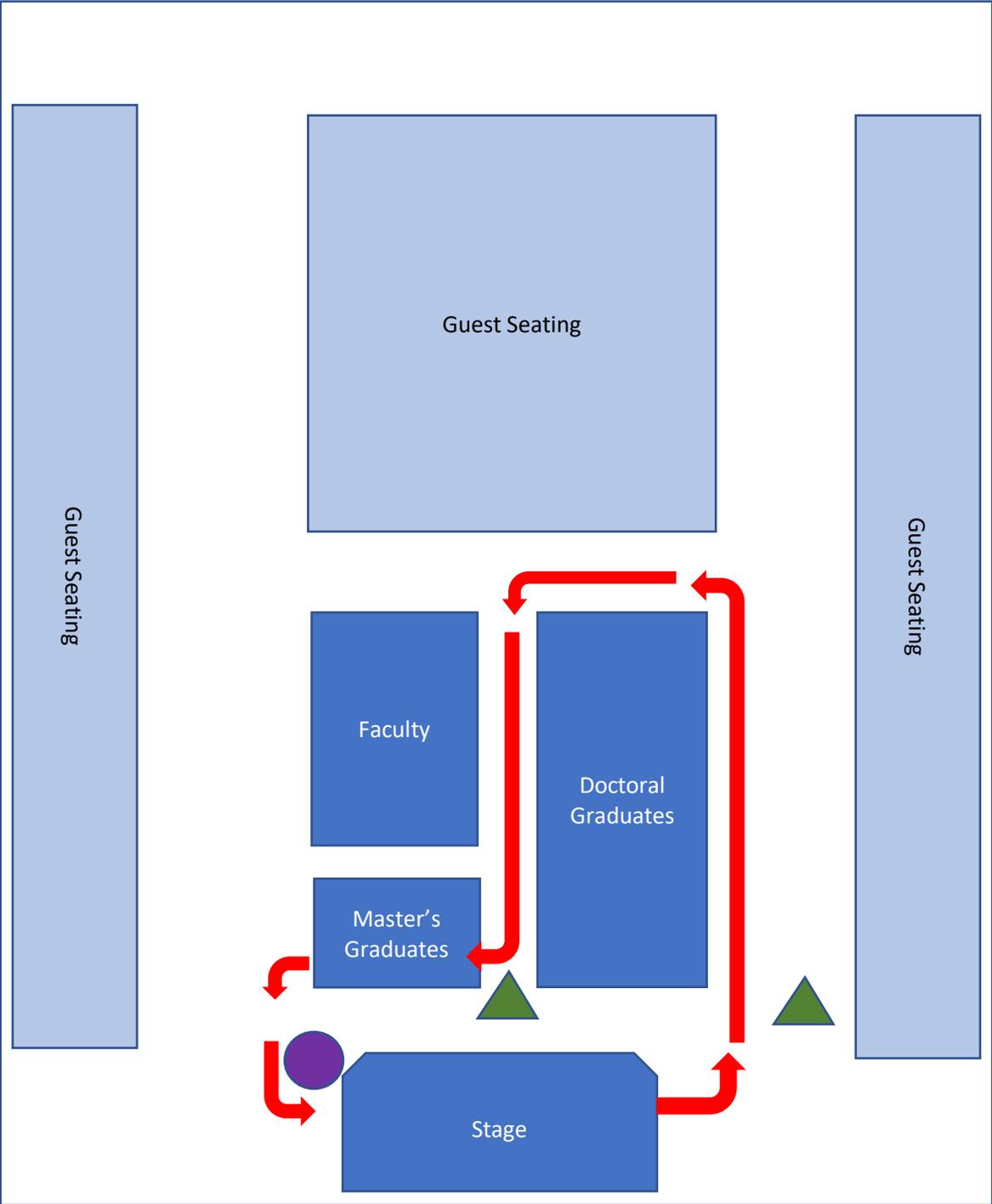
**How Graduates and Faculty Enter**

The red arrows are Master's graduates and then Faculty. The yellow arrows are Doctoral graduates.



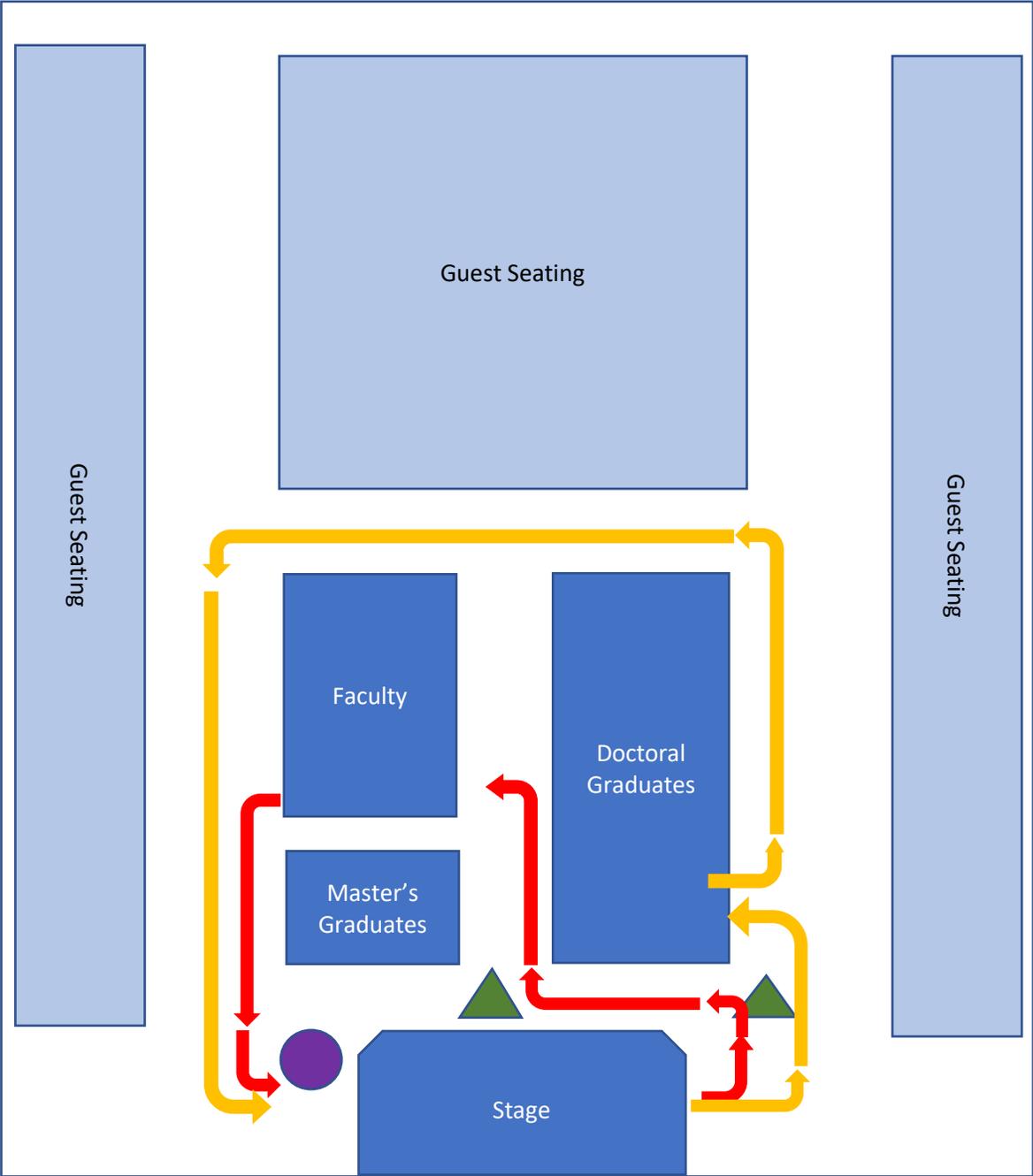
**How Master's Graduates Walk to and Across the Stage**

Red arrows represent Master's graduates. The purple circle represents the announcer who reads the graduates' names before they cross the stage. Green triangles represent the location of official photographers. Photos will be available for purchase.



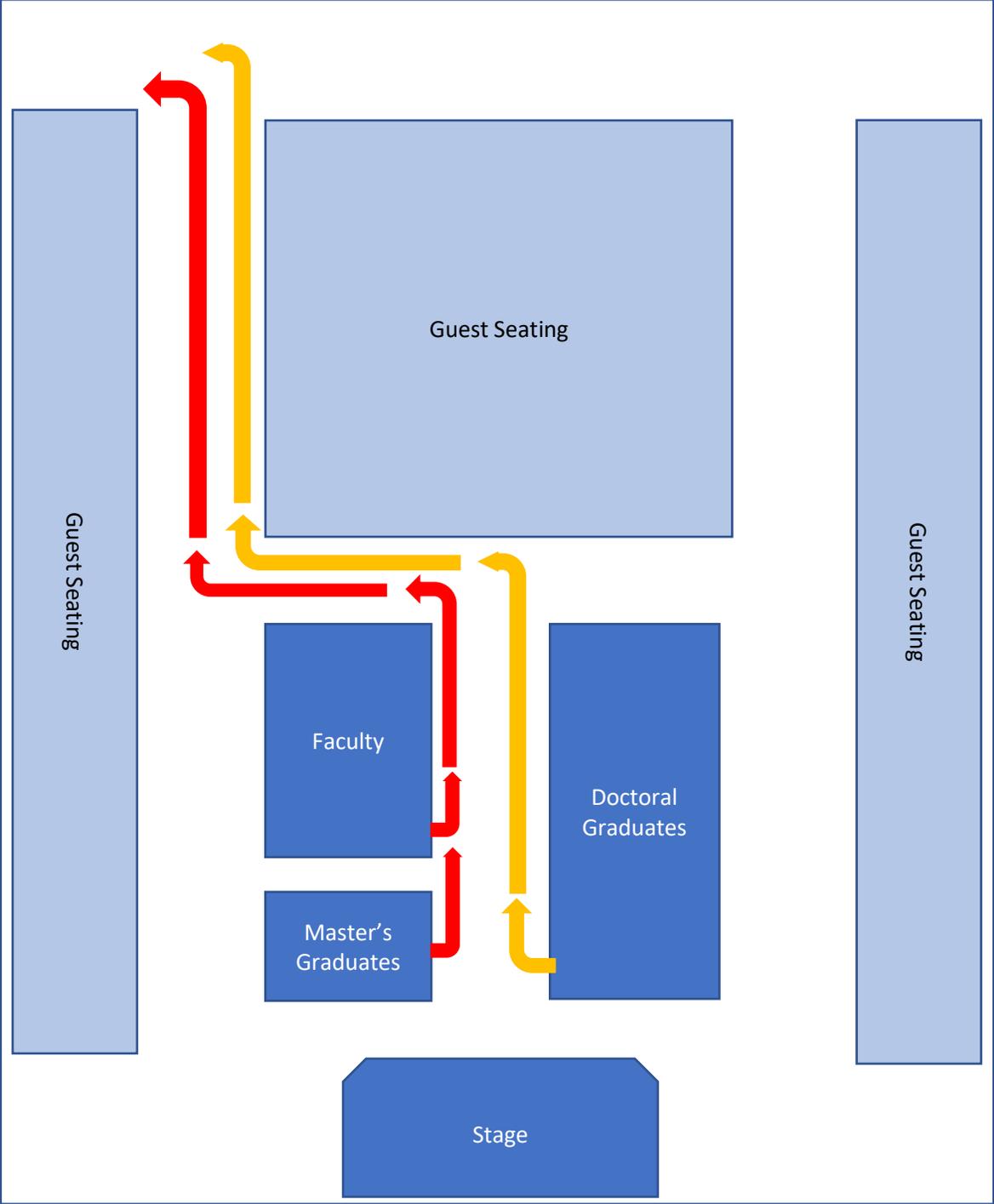
**How Doctoral Graduates and Faculty Walk to and Across the Stage**

Red arrows are faculty. Yellow arrows are Doctoral graduates. The purple circle represents the announcer who reads the graduates' names before they cross the stage. Green triangles represent the location of official photographers. Photos will be available for purchase.



**How Graduates and Faculty Leave**

The red arrows are Master's graduates and then Faculty. Yellow arrows are Doctoral graduates.



Here is a picture of the WoodPEC set-up from 2023:



PhD graduates sit on the left side of the center aisle.

Master's graduates sit in the front couple of rows on the right side of the center aisle.

Faculty sit behind the master's graduates.