

Student Gowning/Hooding

- Please meet at the gowning room in the Student Centre (TSC 2.02)
- Nametags are in the gowning room, please put yours on before your shift.
- For the 10:00 AM ceremony, please meet at **8:30 AM**.
- For the 2:00 PM ceremony, please meet at **12:30 PM**.
- Students start arriving about 1 ½ hours before the ceremony. They are checked in by the Registrar's Office and receive their name card with their name phonetically spelled. Student Marshals will help if the names aren't correctly written. This is how their name will be read as they cross the stage – they will hand that card to the faculty member reading, who will then read their name.
- After students have picked up a gown from Harcourts, give them the correct hood for their degree. There will be signage in the room with the degrees being given out that day, and a picture of what hood represents that degree.
- If the student isn't sure what degree they are graduating with, check the reader card or go to the RO staff at the check in and ask them, to ensure the student receives the correct hood.
- Notes: Students that have a joint major with Business or Forensics **DO NOT** wear the colour of the professional program. Once it's a joint major, the degree is either a Bachelor of Arts (white) or Bachelor of Science (gold). If they have an issue with this, please have them discuss with RO staff. Certificate students do not get a hood.
- If students are refusing to wear regalia, PLEASE **CONTACT JOANNE**. There is a radio in gowning. Babin will be present in the Student Centre throughout the day to assist you.
- Use Box 1 of any type of hood first
- Students may not want you to pin the hood, as that will require you to be very close to them. Hand them the hood and show them how to put it on or show them the signs.
- If they are fine with you helping, you can pin the hood onto the gown, so it doesn't slip off their shoulders.
- Please do not pin PhD gowns on the satin - it is causing tears that can ruin the gowns.
- Once ready, students should go to Marshalling, right out the door, on the second floor of the Student Center.
- Group photos with Miranda Studios this year: Nursing, Business, Forensics, Education, and Social Work. You may need to hood these students quickly so they can make it in time for the photo.

[Name]	#
	[Degree code] [Degree acronyms] [Degree code meaning]
[PHONETIC SPELLING]	
[Preferred Name]	
[Email]	

- There are always late students. If they can still catch the procession, radio the marshals to tell them that someone is coming late. Give them a gown and hood and have someone escort them to catch the procession. If it is too late to join the procession, then gown them and send them directly to Bata to the main entrance (backstage) where they will be inserted into the other students. Once students leave the Student Centre with the Marshals, two gowners head to the backstage to assist late coming students.
- Students return their regalia after the ceremony. Alumni Gift and degree pick up is in the Event Space of the Student Center.
- At the same time, students are arriving to be gowned for the afternoon ceremony and the cycle repeats.
- Please go to lunch in shifts that is served in the LEC Dining Hall between 11:00 AM and 1:30 PM and make sure there is always someone in the gowning room. Sandwiches will also be provided in the Event Space for anyone that does not want to run to LEC.
- For the afternoon ceremonies, 1 or 2 people may need to stay until 5pm if there are lots of late returns.

Usual questions from students:

Does the hood pull up? No, you wear it on your shoulders.

Where do I go from here? To marshalling (out of gowning and follow the signage to your spot in line)