

Student Gowning/Hooding

Shifts

2022 Ceremonies:

- 2 people in at 8:00am the rest come in at 8:30am
- 2 people stay until 5pm the rest can leave by 4:30pm

2020/2021 Ceremonies:

- 2 people in at 8:00am the rest come in at 8:30am
- 2 people stay until 7pm the rest can leave by 6:30pm

Procedure

- Nametags are in the gowning room, please put yours on before your shift.
- Students start arriving about 1 ½ hours before the ceremony. They are checked in by the Registrar's Office and receive their name card. **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. If their name is difficult to pronounce, **they should write it phonetically, so it can be pronounced correctly** as they cross the stage.
- 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 to see if it is written on their marshalling 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.

- **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.
- Students return their regalia after the ceremony. 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 so that 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.
- 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 send them to the Morton Reading Room, 3rd Floor, Champlain, next to Trent International. There will be student regalia there, and the student may still be able to slip into the procession. If not, they can be brought onto the stage through Bata.
- Other questions you may get 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.)

If students are refusing to wear regalia, please contact Joanne. There is a radio in gowning.

Make sure you get some lunch! Lunch for all ambassadors is in the LEC Dining Hall between 11 a.m.- 1:30 p.m.

Thank you for helping!