

School of Graduate Studies and Research (SGSR)

Hooding Ceremony – Student Instructions

- Friday, June 10, 2022, 6:00 p.m. – 8:00 p.m.
- Student Union and Recreation Center (SURC) Ballroom, Ellensburg Campus
 - ***Tickets required for SURC Ballroom***
- SURC Theatre, Room 210 - delayed live stream for guest overflow
 - ***No tickets required for SURC Theatre, first come, first serve, limited seating***
- Reception to immediately follow

Timeline

- Students must arrive at **5:15 p.m. but no later than 5:30 p.m.** at the SURC.
- The student processional will begin promptly at **5:55 p.m.**
- If you no longer plan to take part in the ceremony, please email the SGSR at masters@cwu.edu.
- Guests may enter the ballroom from **5:15 p.m.** and must be seated by **5:50 p.m.**
- Guests must have tickets obtained by you through CWU's AudienceView system for entrance into the SURC Ballroom. **Guest tickets will be scanned before entry into the ballroom.** See below on how to acquire the tickets for your guests.

Student Directions Before and During the Ceremony

You must arrive at the SURC Information Center (located at the East entrance) between **5:15 p.m. – 5:30 p.m.** with your gown, cap, and hood. **Students arriving after 5:30 cannot participate in the ceremony.** Please use the restrooms before arriving at the Information Center. Please wear appropriate business casual dress underneath your robe. Do not bring large bags or other items as it will be crowded. If you do bring a large bag or items there are free lockers on the first floor of the SURC.

You will pick up your hooding name card at the SURC Information Center. On the back of the card, fill out the information requested. This information will be given to the professional photographer to contact you with information about photos available for purchase after the ceremony.

Once your name card is completed, walk up the East stairs and find your degree program sign down the hall past the mezzanine. Please stand by the sign to meet your faculty hooder. The SGSR team has done its best to match you with your requested hooder, but in some cases, this is not possible because of faculty availability. You are not allowed to switch hooders at any time. A separate email will be sent with the name of your hooder.

Your hooder will line you up behind them. You must stay in this order before the processional, during the processional to your seat, and when lining up to the stage.

By 5:50 p.m., you must be fully gowned with your hood draped over your left arm ready to

leave the room for the ballroom. [Tassels](#) should be placed on the left side of your cap and remain there throughout the entire ceremony. Volunteers will usher the group in a single file line and direct you to the aisle you will sit in at the front of the ballroom. Although we understand your excitement to see and wave to your family, please remain professional during the ceremony at all times out of respect for your peers and guests. You will have the written program on your seat.

Proceeding to the Stage and the Hooding

Each row will have an usher who will direct your row to stand and show you in which direction you will walk to the stage. Please follow your hooder to the right hand stairs leading up to the stage and line up across the wall so as to not block the audience's view. Your hooder will enter the stage, hand their name card to the reader, and take their place on the hooding box in the center of the stage ready to hood. **Do NOT get on the steps to enter the stage or on the stage until you are ordered to do so by an usher.** Once ordered by the usher to enter the stage, you will hand your name card to the reader and then advance to your hooder. There should be one hooder and one student on stage at any time.

When you advance to your hooder, stand in front of the hooding box where there is an "X" marked on the stage, and hand them your hood then face the audience. Your hooder will then place your hood around your neck. You may need to kneel down a bit to allow your hooder enough space to put the hood over your head. Once your hood is secured, you may turn to shake the hand of your hooder, then proceed to your right to shake the hand of Dean Lubas. Then you will continue to the right to exit the stage. There will be a professional photographer taking pictures once you exit the stage. Once your picture has been taken, please return to your seat. Do not throw any object (hats, glitter, etc) into the air for the safety of others around you.

Directions and Parking

Parking is available on campus close to the SURC.

Directions to the SURC can be found here: <https://www.cwu.edu/map>.

Guest Information

Due to the large graduating class, space is limited in the Student Union and Recreation Center (SURC) Ballroom. Each graduate is allowed a minimum of 3 guest tickets which are valid for admission into the SURC Ballroom. There is no charge for entry.

Ticket reservations will begin May 16 and go through June 6. An email will be sent shortly after the close of commencement registration on May 10th. Tickets will be emailed to you directly. Please ensure that your guests have their tickets before you find your hooder so they do not have to find you. If your guests do not have their tickets, they must wait until all ticketed guests are seated and they risk not being able to attend the ceremony in the ballroom.

Reserved tickets are for the SURC Ballroom only. There are no exceptions to the number of

guest tickets for the SURC Ballroom allowed. Guest tickets will be scanned before entry into the ballroom.

Infants and toddlers who will be sitting on a lap do not need a ticket, but children who will occupy a seat will require a ticket. Please realize the ceremony may take up to two hours, so small children may become restless. Out of respect to all graduates, if your child becomes restless, frightened, or loud, please take them to the lobby immediately. Children should not leave the ballroom unattended during the ceremony and should only be escorted out with their parent(s) or guardian. Please remember that our lobby is not sound proof and loud noise will travel into the ballroom.

If a graduate wants to invite more than 3 guests, those additional guests can sit in the overflow seating area which will be available in the SURC Theatre (Room 210) which is next to the ballroom on a first come, first serve basis (**no tickets required for SURC Theatre**). The event will be streamed, with a slight delay, on the projection screen in the SURC Theatre. There is no guarantee that guests will have a seat in the theatre as it only holds 324 individuals. Additionally, we expect to be able to offer a recording sometime after the close of the ceremony. It will be posted to our commencement webpage.

Guests will be allowed to enter the SURC Ballroom and Theatre from 5:15 p.m. - 5:50 p.m. Once the graduates begin to enter the ballroom, ticketed guests not yet seated will need to wait until the processional is finished before taking a seat in the ballroom. Please remind your guests that they should wait to clap until all graduates have been hooded.

Please advise your guests to allow sufficient time to walk from parking areas and be seated no later than 5:50 p.m. Ceremony volunteers in the lobby are available to answer questions.

Photography

Please advise your family and friends that during the ceremony, only Hooding Ceremony participants are permitted near the stage. Therefore, we ask that guests remain seated and take photographs and videos from their seats. After the ceremony, photographs may be taken anywhere. A professional photographer will photograph each graduate as he/she is hooded. The photographer will also take an individual portrait as each graduate leaves the stage.

Students or Guests Needing Accommodations

If you or your guests are physically challenged and will need assistance participating in the ceremony, please contact the SGSR office at (509) 963-3101 at least three days prior to the day of the ceremony.

To view past ceremonies, visit <https://www.cwu.edu/commencement/commencement-2019>