

Ph.D. Commencement and Hooding Ceremony
Monday, May 6, 2019, 7 p.m.
Rialto Center for the Performing Arts

Ph.D. FACULTY ADVISER INFORMATION

As a faculty adviser, you will accompany your Ph.D. candidate(s) from the lobby to the theater of the Rialto Center and up to the stage for recognition of the degree candidates. Please review the following instructions and if you have questions, contact the Commencement staff at (404) 413-2743.

Event Schedule

5:30 p.m. - Ph.D. candidates and their advisers report to the Rialto Center for the Arts for line-up

5:30 p.m. - Theater doors open to guests

6:30 p.m. – Degree candidate processional begins

7 p.m. - Ceremony begins

Procedural Information

1. Assemble [with your degree candidate(s)] at 5:30 p.m. in preparation for the 7 p.m. ceremony. The assembly area will be the lobby of the Rialto Center for the Arts.
2. Come to the check-in table at the rear of the Rialto lobby to receive your seating number assignment.
3. Find your corresponding seat number in the Rialto lobby assembly area.
 - a. Your Ph.D. candidate(s) will receive a name card when they check in. It must be kept with them to present to the name reader before proceeding to the stage to be recognized. Ask your students to present the card to the reader "right side up" with their names facing the reader.

****NOTE** Faculty advisers do NOT receive name cards at check in. Faculty adviser names are pre-printed on each degree candidate's card and will be read as each degree candidate is recognized on stage.**

4. If you have more than one Ph.D. candidate, they will all be seated in alphabetical order next to you in a row.
 5. About 30 minutes before the ceremony begins Commencement marshals will give final instructions to Ph.D. candidates and faculty advisers in the Rialto lobby assembly area. Marshals will instruct everyone when it is time to walk to the theater (about 5 - 10 minutes before the ceremony). Commencement marshals will direct the processional from the assembly area to the theater. Follow the person in front of you.
 6. When it is time for the degree candidates to be recognized, marshals will signal your row when you should proceed to the stage. You will enter the stage by the stage-left stairs. When you approach the reader, your Ph.D. candidate will present the name card and you both will proceed to the hooding station.
 7. A faculty member will be on stage to hood your candidate(s). You should stand to the right of the hooder to assist with the hooding. You will leave the stage by the stage-right stairs as your candidate shakes the hand of the President, Provost and Dean of your college or school before exiting the stage.
 8. You and your candidate(s) will receive a Commencement program as you exit the stage.
- **Note** If you are hooding more than one candidate, you should stay onstage until you have completed hooding all of your candidates.**
9. After all candidates have been hooded, the President will make his closing remarks and the alma mater will be led by a soloist.
 10. The recessional will be led by the Platform Party, followed by the degree candidates and faculty advisers. You will be led out of the theater and downstairs to the lobby by a Commencement marshal.

We appreciate your assistance on this important occasion. If you have questions, contact Commencement staff at 404-413-2743 or commencement@gsu.edu.