



## **HOODERS COMMENCEMENT 2025**

### **Marshals needed per ceremony**

*Depends on ceremony*

Grand Marshal  
Associate Grand Marshal  
Past Grand Marshal  
University Banner Carrier  
University Banner Carrier Escort 1  
University Banner Carrier Escort 2 (optional)  
College Banner Carrier  
College Banner Carrier Escort 1  
College Banner Carrier Escort 2 (optional)  
Faculty Aligner/Seater 1  
Faculty Aligner/Seater 2  
Hooders (varies)

### **Prior to Commencement**

- Review the training materials.
- Participate in the mandatory hooding training at the end of April.
- Watch the previous year's Commencement ceremony from the Cal State LA YouTube (<https://www.youtube.com/@csulosangeles/videos>) channel so you are familiar with the hooding process.
- Participate in the Commencement virtual orientation/training in May.
- Obtain shuttle and badge information from college Grand Marshal or Associate Dean's office.
  - Shuttles will take faculty and staff from/to the main campus to/from the Shrine Auditorium and Expo Hall.
  - Shuttle schedule will be provided at the end of April.

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- Faculty badges, to enter the venue, will be provided a week prior to Commencement.

## **Pre-Processional**

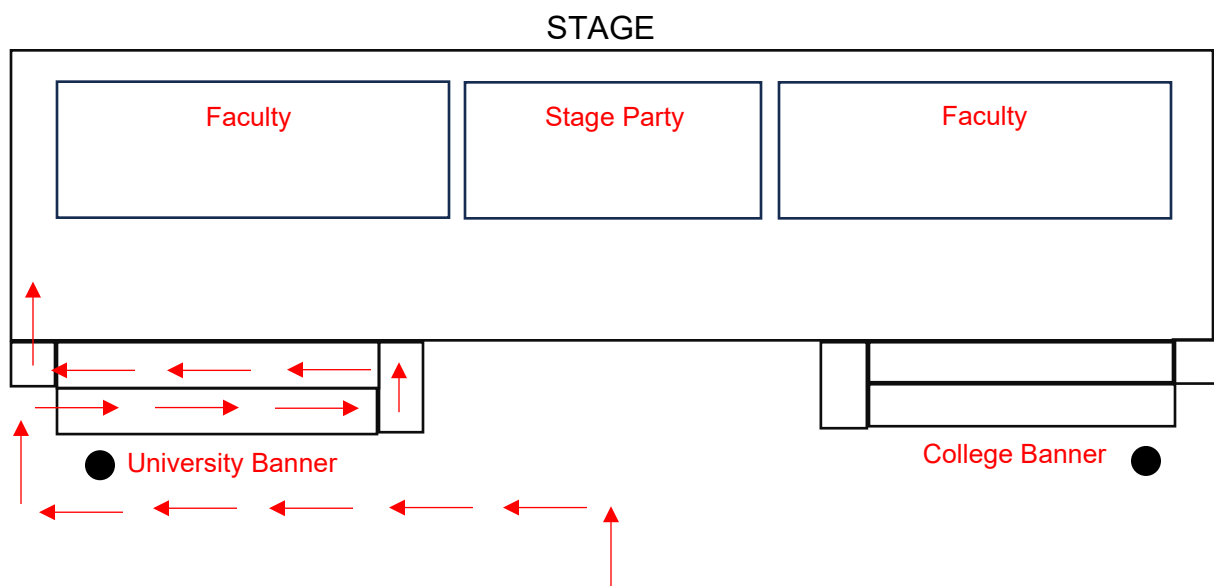
- Take shuttle from the main campus (U-SU Parking lot).
- Shuttle drop-off on 32<sup>nd</sup> Street, in front of Shrine Expo Hall. Enter at Shrine Expo Hall ONLY for security and check-in.
- Proceed to the designated faculty area at Shrine Expo Hall (left side) to get ready and for some refreshments
- Check-in with college Grand Marshal OR Associate Grand Marshal.
- For master's degree hooders, 1 hour before the ceremony, the Grand Marshal escort the faculty to the Graduate Recognition Hall at the end of the Shrine Expo Hall.
- Hooders will be assigned to designated hooding areas.
- Students will be escorted to the hooding areas by staff marshals.
- Hooder #1 stands to the right of the marked X on the hooding platform and face the audience. Please allow 3-4 ft distance.
- Hooder #2 stands on the left of the marked X on the hooding platform and face the audience. Please allow 3-4 ft distance.
- 40 minutes before the ceremony, the hooding begins immediately.
- When the student walks up the hooding area with their hood on their arm — felt side to elbow and point to the outside, hooder #1 takes the hood and guides the student to the marked X on the hooding area. Please make sure student faces the camera.
- Hooder #1 opens the hood and extends one end to hooder #2.
- Hooder #2 holds the tip of the front of the hood and the side.
- Hooder #1 and #2 hood together by draping the hood over the student's head carefully without pausing or posing for pictures.

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- Hooder #2 says congratulations and sends the student back to the student gathering area.
- Hooders #1 and #2 immediately repeats the process.
- 15 minutes prior to start of the ceremony, the Grand Marshal will escort the faculty hooders to the designated holding area for the faculty and stage party at the right side of the Shrine Expo Hall leading towards the Shrine Auditorium.
- A Commencement staff will escort the faculty and stage party to the center walkway of the Shrine Auditorium.
- Line up with the rest of the faculty, except you need to be at the front of the line (on the left) when facing the front of the line behind the Faculty Marshal Aligner / Seater #1.

## Processional

- Walk at the same pace as the other Faculty Aligner/Seater so the lines are parallel.
- Go up the ramp and the Faculty Aligner/Seater will guide you to the appropriate row of seats.



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## **During the Ceremony**

- Sit on the first row of faculty seating on stage right, audience left, next to the University banner carrier, escort(s), and Grand Marshal.
- For doctoral degree hooders, before the candidates are invited on-stage, please make your way to the hooding area.
- Students will be escorted to the hooding platform by staff marshals.
- Hooder #1 stands to the right of the marked X on the hooding platform and face the audience. Please allow 3-4 ft distance.
- Hooder #2 stands on the left of the marked X on the hooding platform and face the audience. Please allow 3-4 ft distance.
- When the Dean presents the doctoral students, the hooding begins immediately.
- When the student's name is announced, the student walks up the hooding area with their hood on their arm — felt side to elbow and point to the outside.
- Hooder #1 takes the hood and guide the student to the marked X on the hooding platform. Please make sure the student faces the audience.
- Hooder #1 opens the hood and extends one end to hooder #2.
- Hooder #2 holds the tip of the front of the hood and the side.
- Hooder #1 and #2 hood together by draping the hood over the student's head carefully without pausing or posing for pictures.
- Hooder #2 says congratulations and sends the student onward towards the other side of the stage to greet the president and get their diploma cover.
- Hooders #1 and #2 immediately repeat the process.
- When the hooders have completed their part of the process, they return to their seats.

## **Recessional**

- Hooders recess with the rest of the faculty led by the Faculty Aligner / Seaters.
- Join faculty, graduates, and their families at the photo areas across from the main entrance of the Shrine Auditorium.

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