



CONVOCAATION ROBING ASSISTANT INSTRUCTIONS

Updated 2019 May

1. CHECK-IN

- Arrive in **Clearihue C118** and check in with a Ceremonies and Events staff member.

@ 8:10 a.m. for the morning ceremony.

@ 12:40 p.m. for the afternoon ceremony.

IF YOU REQUIRE TRAINING, arrive 20 minutes earlier. Please book training in advance.

2. SUPPLIES

- Pick up your supply box from **Clearihue C118**. The supply box contains:
 - Pins (stick pins and safety pins)
 - Band-Aids
 - Pin-cushion bracelet
 - Hand sanitizer
 - Name tag
 - Felt pen

3. WHEN STUDENTS ARRIVE

- Ask students to :
 - Check their name on the list in the room. If their name is not listed, locate a Ceremonies staff member to assist them.
 - Place ALL belongings in **Room C116** which is staffed by campus security
 - ★ Men should NOT wear suit jackets under regalia to avoid overheating
 - Read the information signs posted on the blackboard. This will answer a lot of the questions they may have about the ceremony.

4. REGALIA

- Students should arrive with a gown, hood and mortar board (cap).
 - If a student arrives without these items, send them to the Senate Chambers (Room A180, University Centre) to pick it up.
 - If a student arrives with the wrong hood or an ill-fitting cap or gown, send them back to the Senate Chambers to exchange it. If not enough time, please send the student to room C118 (headquarters).
- Pinning the Hood (see next pages for regalia fit guide)
 - It is your task to ensure the student you are robing looks his/her best.
 - Let students know that you need to reach into their regalia gown in order to pin the hood to the gown.
 - ★ Pins to be placed at the SHOULDER BLADES
 - ★ Sharp point of the pin should be pointed towards the ground
 - ★ Pins fastened to the gown and hood should not be visible
- After you have finished robing:
 - Let the students know how many pins they have in their robe and where they are located.

5. BEFORE YOU LEAVE:

- Check in with the room marshal to ensure all students have been pinned
- Return the supply box to C118.

FIT GUIDE: Bachelors & Master's Regalia

Gowns:

- The black gown has a loose fit and should be an appropriate length (the sleeve should not completely cover the hand).
- Close the gown using the hooks located at the neck. Use a safety pin to secure the front of the gown (at the waist) so it remains closed when the student crosses the stage.

Hoods:

- First, fasten the hood to the front of the gown.
 - ★ Red BA, gold BSc and blue BEd hoods have rosettes with hooks.
 - Fasten the hooks to the loops on the gown.
 - ★ All other hoods have a cord to loop over a shirt button or to be pinned to the inside of the gown with a safety pin.
- Second, fasten the hood to the back of the gown at the shoulder blades with one straight pin per side.
- Third, fold the inside part of the hood over to cover the pin.

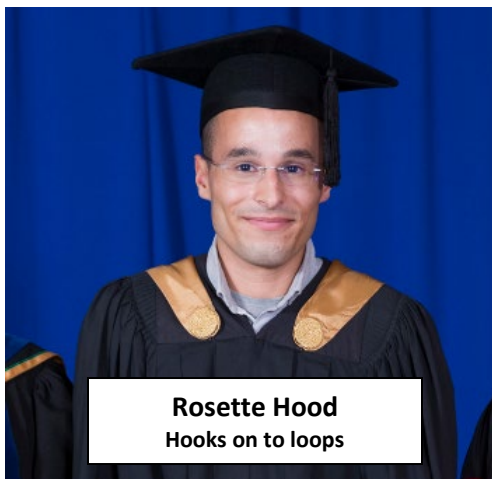
Mortar board (cap):

- BA and Master caps are black with a black tassel.
- The longer point of the mortar board goes at the back of the head.
- For students with no a previous degree, the tassel should rest on the student's right side.
- For students with a previous degree the tassel should rest on the student's left side.

BACK OF HOOD



FRONT OF HOOD



FIT GUIDE: PhD Regalia

Gowns:

- The black and red gown has a loose fit and should be an appropriate length (the sleeve should not completely cover the hand).
- The gown remains open, fastened only with a red cord at the top.

Hoods:

- PhD hoods are not pinned to the gown but carried by the student's supervisor.

Mortar board (cap):

- PhD caps are black with a red tassel.
- The longer point of the mortar board goes at the back of the head.
- The tassel should rest on the student's left side.

Note: Faculty and Staff may wear their own PhD regalia. Regalia robes, hoods and caps vary from school-to-school but the fit is generally the same. Some PhD regalia may require you to use large safety pins. The wearer can advise what help, if any, that is needed.