



Graduand Robing Assistant

Time Commitment: 1.5 hours

Role and Responsibilities

- Assists graduands with their gowns, hood, and mortar board (cap) as they arrive.
- If graduand arrives without regalia, please send them to the Penthouse to pick it up.

Chan Centre Check-in

Graduand Robing Assistants report to the Volunteer Desk located at the Royal Ban Cinema Entrance at the Chan Centre at start of shift to receive any updates and to pick up academic regalia.

Mustering Area – Graduate Student Centre, Thea’s Lounge:

- Arrive 1.5 hours before the ceremony commences
- GRA check in with Ceremonies Office lead
- Assist the graduands in pinning their hoods and finding their place in the procession line
- Remain in mustering to assist 2 groups of graduating graduands

Supplies

A supply box is provided by the Ceremonies Lead in Thea’s. The supply box contains:

- Dressmaker pins
- Thimble
- Band-Aids
- Pin Cushion bracelet
- Hand sanitizer

Bachelors & Master’s Regalia

Graduands will arrive in the mustering area wearing their hoods and mortar boards:

- Keep in mind that there will be photos taken of the graduands by a photographer as well as family and friends –it is your task to ensure that graduands look their best.

Gowns:

- The black gown has a loose fit and should be an appropriate length (mid-calf and the sleeve should not completely cover the hand).
- The gown should be closed using the zipper located at the front.

How to pin a Hood:

1. Encourage graduands to close their gown with the zipper.
2. **When attaching pins to the graduands gown, let them know you will be affixing the gown to ensure that they are comfortable with that level of contact.**



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3. Pin the hood to the front of the gown (1 for each side, along the seams of the trim) and at the back of the gown at the shoulder blades with straight pins.
4. Fold the inside part of the hood over to cover the pin.
5. Pins fastened to the gown and hood should not be visible.
6. Let the graduand know how many pins they have in their robe and where they are located.
7. After you are finished pinning; Ensure each graduand is advised to line up according to the number on their name card.

Mortar board (cap):

- BA and Master caps are black with a black tassel.
- For graduands with no a previous degree, the tassel should rest on the student's right side. For graduands with a previous degree the tassel should rest on the student's left side.

PhD Regalia

Gowns:

burgundy-coloured with blue panels and gold trim, has a loose fit and should be an appropriate length (the sleeve should not completely cover the hand and should be mid-calf).

Hoods:

PhD hoods are not pinned to the gown but carried by the graduands neatly across their LEFT arm. Let each PhD graduand know that they will be hooded by the President on stage as he confers their degrees.

NB: If a PhD graduand is not comfortable with that level of contact, please advise the Ceremonies Office Lead to alert Academic Events Manager.

Mortar board (cap):

PhD caps are burgandy with a gold tassel.

The tassel should rest on the graduand's left side.

Volunteer Gown Return, Chan Centre

Robing Assistants can leave Grad Student Centre after last graduands have left for their ceremony.

At the end of your shift, please sign out at the Volunteer Desk.

Thank you!