



## Memorandum

To: Graduating MSW Social Work Students  
From: Anna Scheyett, Associate Dean for Academic Affairs  
Date: March 25, 2009  
RE: School of Social Work Hooding Ceremony  
Saturday, May 9, 2009

Congratulations on your upcoming graduation! The School of Social Work Hooding Ceremony and University Commencement are fast approaching. The School of Social Work holds a hooding ceremony in addition to the university-wide graduation ceremony. The ceremony is for Social Work students finishing their MSW or PhD degrees in Social Work. The hooding ceremony will be held on May 9, 2009 in Memorial Hall.

This memo will outline graduation procedures and events for this year. Please read it carefully and contact Beth Sauer at [bhsauer@email.unc.edu](mailto:bhsauer@email.unc.edu) if you have any questions. Please let us know if you are planning to attend the hooding ceremony and reception, and the number of tickets you will need for the hooding ceremony by turning in the form on the back of this memo or emailing Beth Sauer.

### *Schedule for May 9, 2009*

- 9:15 **Arrive at Memorial Hall and Line Up for Processional**  
Graduates will be lined up alphabetically across the street from Memorial Hall. Signs and staff members will direct you to the correct line. Once lined up, you will be given a preprinted index card. On the card you will be asked to phonetically write your name as you would like it announced during the ceremony. Families should proceed into Memorial Hall at this time.
- In case of inclement weather, line up will take place in the basement of Memorial Hall.
- 10:00 **Processional/Graduation Ceremony**  
All graduates will be led across Cameron Avenue and into the lobby of Memorial Hall. Faculty will lead the procession into Memorial Hall and graduates will follow and be seated in front of the stage.
- 10:10 **Ceremony**  
At the time of the Hooding all graduates will be directed to the side of the stage. Please note that you will not return to the same seat after you are hooded. Please do not bring personal articles (cameras, purses, etc.) with you as you process.
- 11:30 **Recessional**  
Students and faculty will recess outside of Memorial Hall.

## *Caps and Gowns*

Graduates are expected to wear full regalia for the ceremony. Graduates who choose not to wear regalia may attend but will not be allowed to participate in the formal ceremony.

***Borrowed Regalia*** The School has a limited supply of donated regalia. Students are invited to borrow caps, gowns, and hoods from this supply. If you would like to borrow a School cap/gown/hood, please go to Room 303 on April 20, 2009 between 5:00 p.m. and 6:00 p.m. Unfortunately, our supply of regalia is quite small and will be distributed on a first-come, first-serve basis.

***Recycled Regalia*** The color of the master's regalia gown and cap is black. If your undergraduate or high school regalia is black feel free to use it for the ceremony. All you would need to buy is a hood and tassel. Undergraduate sleeve lengths are slightly different from the master's gown but not enough to notice in the ceremony.

***New Regalia*** Caps and gowns may be purchased from Student Stores from April 24 through May 8, 2009. The cost for MSW regalia is \$54.99. Hoods alone cost \$24.99 and tassels alone cost \$5.99. If you wish to order regalia online you should contact Eve Bradshaw who is in charge of regalia sales at Student Stores ([ebradsha@email.unc.edu](mailto:ebradsha@email.unc.edu), 962-2427). *Make sure you order master's regalia, not undergraduate regalia.* Students who purchase regalia for the occasion are encouraged to donate it following the ceremonies to the School for use by future graduates.

## *Announcements*

Students who wish to order graduation announcements can do so through Student Stores or any outside printing vendor. The School does not offer printed announcements for sale, however, the graduation announcements offered through Student Stores can be customized for School of Social Work MSW graduates. Please contact Herff Jones at 919-544-3332 or [http://www.herffjones.com/college/UNC\\_ChapelHill](http://www.herffjones.com/college/UNC_ChapelHill) to order graduation announcements.

## *August/December MSW Graduates*

MSW students who will complete their degree requirements prior to December 15, 2009 and who request and receive approval may be hooded in the SSW ceremony. Students should submit a written request to Associate Dean Anna Scheyett by April 21, 2009 and must receive approval by May 1, 2009 in order to be hooded. Please visit <http://ssw.unc.edu/files/web/pdf/AugustDecemberGraduationPolicy.pdf> for more information. If you have any additional questions you may inquire about this policy in the Student Services suite (room 370).

## *Reception*

The School of Social Work will hold a graduation reception from 6:00 p.m. to 8:00 p.m. on the evening before the hooding ceremony (Friday, May 8, 2009). This will be a time for faculty, staff, and students to meet your family and friends. Please make every effort to attend and bring family and friends. Parking will be available in the parking deck under the Global Education building next door.

## *Venue for Hooding Ceremony*

The ceremony will be held in Memorial Hall which is located in the heart of our historic campus. It is a state-of-the-art facility that regularly hosts world class performances of music, dance, theater and lectures. Guests who are in wheelchairs will be seated in a designated area of Memorial Hall. There will be ushers on hand to assist with this. Due to space limitations, we can only permit one family member to accompany each of these guests. No strollers are allowed into Memorial Hall and must be checked in the lobby. Please see a marshal upon entrance.

## *Parking*

General directions to Memorial Hall can be found at <http://www.carolinaperformingarts.org/visitorinfo/>, however please be aware that all other information on this site applies only to performing arts events!

Several public parking lots will be available for parking. Parking lots located on Emerson Drive, Davis Drive and Forest Theatre will be first-come-first serve so wear comfortable shoes just in case you do not get a close parking place.

There is a drop off/pick up area in front of Memorial Hall where family members and/or graduates may be dropped off before the ceremony or picked up after the ceremony.

Please allow ample time to park and walk to Memorial Hall.

## *Tickets*

Each graduate will be allotted up to eight tickets. Each guest will be required to have a ticket in order to attend the SSW Hooding Ceremony. Please be sure to complete the attached Hooding Ceremony Attendance Form and indicate the number of tickets you will need (not including yourself) by April 7. Tickets will be available for pickup from Ginger Haithcock at the reception desk on the first floor from April 13 thru April 27, 2009. Miss Ginger's hours are 8:00 a.m. – 3:00 p.m. Monday – Friday. If you happen to need more than 8 tickets please contact Beth Sauer ([bhsauer@email.unc.edu](mailto:bhsauer@email.unc.edu) or 919-962-6443).

## *Photos*

A photographer from Photo Specialties will take your picture with Dean Richman as you exit the stage. These photos will be available for purchase directly from Photo Specialties a few weeks after the ceremony. Photo Specialties can be contacted at 919-967-9576.

Guests are able to record and/or take pictures during the ceremony from their seats. Guests are not permitted to obstruct the stair- and walk-ways, nor are they permitted to have cameras on tripods if they obstruct the view of other guests.

## *Diplomas*

Diplomas will be available for distribution on Sunday, immediately following the university commencement (not after the SSW Saturday ceremony) until 2:00 p.m. at the Registrar's office in SASB: Student & Academic Services Building. You may also pick up your diploma during regular business hours in SASB. Two weeks after graduation, all remaining diplomas will be mailed to the permanent addresses of graduates. *Important Note: If you have any charges on*

*your University account, regardless of amount, you will not receive your diploma until the amount owed is paid. If you still owe any money, you are eligible to participate in our Hooding Ceremony and the Commencement Ceremony. However, you will not be issued a diploma, pending settlement of your account. Even if you think your account is cleared, it may be wise to check, because there may be a small library fine, parking violation or something you forgot.*

## *University Commencement, Sunday May 10*

The University's official Commencement Ceremony is at 9:30 a.m. on Sunday, May 10, and normally lasts about two hours. It will be held in Kenan Stadium (or the Dean Smith Center, in event of rain). A cap and gown is required by the University in order for you to participate in the procession. For complete information refer to <http://www.unc.edu/commencement/>

### *Questions*

Hopefully we have provided you with all the information you need regarding graduation. Should you have any further questions that are not covered in this memorandum, please contact Beth Sauer at 962-6443 (room 370A), or any staff members in suite 370.

### *CHECKLIST*

- Fill out attached RSVP form and submit it by Tuesday, April 7
- Obtain your cap, gown, hood and tassel
- Pick up graduation tickets from Ginger Haithcock at front reception desk (April 13-27)
- Pay all outstanding bills
- If you are completing MSW requirements in August or December, seek approval to attend the hooding ceremony
- Attend hooding ceremony with family and friends and have a great time!

*2009 MSW Hooding Ceremony Attendance Form  
UNC-Chapel Hill School of Social Work*

**Yes      No      Attending Graduation Reception**  
**Lobby of Tate-Turner-Kuralt Building**  
**Friday, May 8, 2009**  
**6:00 – 8:00 p.m.**  
**Number attending \_\_\_\_\_**  
**(No limit on the # just need head count)**

**Yes      No      Attending Hooding Ceremony**  
**Memorial Hall**  
**Saturday, May 9, 2009**  
**Number of tickets \_\_\_\_\_**  
**(Maximum of 8 tickets – not including yourself)**

**Name:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

\_\_\_\_\_

**Please fold this form and place in the box at the front desk or take to Beth Sauer in room 370A by Tuesday, April 7, 2009.**

Students who wish to email this information may do so to Beth Sauer at [bhsauer@email.unc.edu](mailto:bhsauer@email.unc.edu)