2013 Student Cap & Gown Information

Graduates must wear caps and gowns to the following:

- Main commencement ceremony
- Diploma ceremonies
- Doctor’s Hooding ceremony
- Phi Beta Kappa initiation ceremony

Order Deadline: March 18 at 5 p.m.

If you are an August 2012 graduate or if you have trouble logging on to the cap and gown order site, please contact the University Store at cap-gown@andrew.cmu.edu or 412-268-1032 to order your regalia.

Regalia Costs

<table>
<thead>
<tr>
<th></th>
<th>Cap, Gown &amp; Tassel</th>
<th>Hood</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s</td>
<td>$27</td>
<td>N/A</td>
<td>Graduates may keep all items</td>
</tr>
<tr>
<td>Master’s</td>
<td>$29</td>
<td>$44</td>
<td>Graduates may keep all items</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>$29 rental fee plus $210 deposit</td>
<td>$29 rental fee plus $170 deposit</td>
<td>Gowns and hoods must be returned or deposits will be forfeited. Graduates may keep caps and tassels.</td>
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Costs/rental fees must be paid when placing an order. Visa, Discover, and MasterCard are accepted. Deposits are due at the time of cap and gown pick-up. Only Visa and MasterCard are accepted for deposits.

Late Orders
Graduates who did not place an order by the deadline will need to arrive as early as possible on the first day of cap and gown distribution to purchase regalia. See below for dates and times. Every effort will be made to accommodate you, however, distribution is on a first come, first served basis and appropriate sizes cannot be guaranteed for those who did not order by the deadline. A $10 late charge will apply to all purchases made after the order deadline.
Additional Information

- Study abroad students may purchase sashes to wear with their regalia. Prices begin at $48 and orders can be placed on the cap and gown order website.
- Doctor’s candidates who do not attend the Doctor’s Hooding ceremony can pick up their hoods at the cap and gown distribution area beginning on Sunday. See below for distribution hours.
- Doctor’s candidates can purchase custom-made regalia at the University Store. Each piece is sold separately. Please allow 6 weeks during peak season for your order to be filled. Contact the University Store for more information.

Distribution

Bachelor’s
Bachelor’s Student Grad Fair
Thursday, April 11 & Friday, April 12
10 a.m. – 4 p.m.
The University Store
- Only bachelor’s student who ordered their caps and gowns by the deadline may pick up regalia at this time. If you did not place an order, you may purchase regalia over commencement weekend.

Master’s
Master’s Student Grad Fair
Monday, April 8 and Tuesday, April 9
Noon – 8 p.m.
The University Store
- Only master’s students who ordered their caps, gowns, and hoods by the deadline may pick up regalia at this time. If you did not place an order, you may purchase regalia over commencement weekend.

Ph.D.
- All Ph.D. students may pick up their caps, gowns, and hoods, over commencement weekend.

Commencement Weekend Distribution
McKenna, Peter, Wright Rooms, second floor, University Center
- Friday, May 17
  o 10 a.m. – 4 p.m.
- Saturday, May 18
  o 10 a.m. – 8 p.m.
- Sunday, May 19
  o 8 – 11 a.m.
**Returns**

**Cap and Gown Returns**
McKenna, Peter, Wright Rooms, second floor, University Center

- Sunday, May 19
  - Noon – 5 p.m.
- Monday, May 20
  - 10 a.m. – 4 p.m.
- Tuesday, May 21 through Friday, May 24 and Tuesday, May 28 through Thursday, May 30
  - 11 a.m. – 2 p.m.

**NO RETURNS WILL BE ACCEPTED AFTER MAY 30.**

*Only Ph.D. students need to return their gowns and hoods, or the deposits will be forfeited. Caps and tassels do not need to be returned. Bachelor’s and master’s may keep all items.*

**FAQs**

**Measuring and Ordering**

**How does the application determine which cap and gown is available to me?**
The regalia available to you is determined by the highest degree you are obtaining this commencement period. Students earning more than one degree should refer to the Multiple Degree section below.

**How do I determine my head measurement? What is my cap size?**
To find your cap size, wrap a measuring tape around your head approximately 1” above your eyebrows. On the order form, select the size that most closely matches that measurement. Typical measurements are 22 – 24 inches. A measurement far outside the norm may be off. The University Store associates can assist you with a measurement during store hours.

**How do I pay for my regalia order?**
As part of the ordering process, you will pay all rental fees online with a credit or debit card. Visa, Discover, and MasterCard are accepted. Deposits are due at the time of cap and gown pick-up. Only Visa and MasterCard are accepted for deposits.

**Why was my debit/credit card declined?**
The most frequent cause of a card being declined is invalid information (likely the incorrect billing address) being provided on the payment form of the order site. On the payment form (not the order form), the information you provide should match the details for the card you are using. This includes the name on and the billing address for the card, not your personal name and address if you are using a card that is not your own, such as a parent’s or friend’s.
My payment was not successful but my debit/credit card was charged! Why?
Your financial institution may put a hold in your pending transactions for each attempted transaction, even when the payment does not go through. The length of this hold can vary by institution. Because of this, please contact your institution if your first or second attempt is not successful. For example, if your order is $50, and you make six unsuccessful attempts, you may not have access to $300 until the holds are removed.

Should I expect an order confirmation email?
Yes, you will receive a confirmation email only after paying for your order. If you paid for your order but did not receive a confirmation email, please contact the University Store to ensure that your order and payment were received.

After the Deadline
I didn’t place an order before the deadline. Now what?
If you would like to purchase a cap, gown, or hood, plan to arrive as early as possible on the first day of cap and gown distribution. See above for dates and times. Extra caps, gowns, and hoods are ordered for those who didn’t place an order by the deadline. Every effort will be made to accommodate you, however, distribution is on a first-come, first-served basis and appropriate sizes cannot be guaranteed for items that were not ordered in advance. A $10 late charge will apply to all purchases made after the order deadline.

I saved my order before the deadline, but did not make a payment. Now what?
Your order was not completed online and will not be placed. If you would like to purchase a cap, gown, or hood, plan to arrive as early as possible on the first day of cap and gown distribution. See above for dates and times. Extra caps, gowns, and hoods are ordered for those who didn’t place an order by the deadline. Every effort will be made to accommodate you, however, distribution is on a first-come, first-served basis and appropriate sizes cannot be guaranteed for items that were not ordered in advance. A $10 late charge will apply to all purchases made after the order deadline.

I paid on time, but I would like to purchase a second hood so I can attend an additional diploma ceremony.
Your order can no longer be placed. If you would like to purchase an extra hood, plan to arrive as early as possible on the first day of cap and gown distribution. See above for dates and times. Extra hoods are ordered for those who didn’t place an order by the deadline. Every effort will be made to accommodate you, however, distribution is on a first-come, first-served basis and appropriate sizes cannot be guaranteed for items that were not ordered in advance. A $10 late charge will apply to all purchases made after the order deadline.

Multiple Degrees
I’m a bachelor’s student with more than one major. Do I need to order multiple sets of regalia?
If you are a bachelor’s student with multiple majors, you only need to order one set of regalia. The caps and gowns are the same for all bachelor’s students, regardless of major or college.
I’m earning two degrees. Do I need to order two sets of regalia?
Possibly. The type of cap and gown you should order corresponds to the highest degree you are earning.
- If you are earning two bachelor’s degrees or are a double major, see the above question.
- If you are earning a bachelor’s and master’s degree, you will need to order a master’s cap, gown, and hood.
- Those earning two master’s degree will need to order one master’s cap and gown. For more information on hoods, please see the next question.
- If you are earning a master’s and a doctorate degree, you will need to order a doctorate cap and gown. For more information on hoods, please see the next question.

I’m eligible for multiple hoods. Which one do I order/wear?
Master’s and doctor’s degree students should order at least one hood (determined by the highest degree you are obtaining this commencement period) to wear to the main commencement ceremony.
- If you are earning two master’s degrees, if you plan on attending both diploma ceremonies, and if the two degrees are represented by two different velvet colors, then you should order both hoods. However, only one of these (your choice) should be worn to the main commencement ceremony. If you only plan on attending one diploma ceremony or if the two degrees are represented by the same velvet color, then you only need to order one hood.
- If you are earning a master’s and a doctorate degree, you should order a doctorate hood. You will receive this at the Doctor’s Hooding ceremony and it should be worn to the main commencement ceremony. If you plan on attending your master’s degree diploma ceremony, you should also order the appropriate master’s hood to wear here.

Distribution and Return
Where do I pick up my regalia? Do I need return it? Where?
See the distribution and return section above for more details.

Do I need to bring anything with me when picking up my regalia? What about when returning it (Ph.D. students only)?
Be sure to have your student ID or a driver’s license. If you are a Ph.D. student, bring a Visa or MasterCard with you to pay the necessary deposits. Cash, checks, Discover and American Express are NOT accepted for deposits. Ph.D. students, keep your receipts! You’ll need them for refunded deposits!

I rented or purchased some items but did not pick them up or participate in commencement. Can I get a refund?
No refunds will be offered for unclaimed regalia. The university orders and purchases your regalia at the end of the ordering period, and therefore does not process refunds after the order deadline. Regalia will be retained by the University Store until May 31. Once that date passes, the University Store reserves the right to dispose of unclaimed regalia.
Wearing Your Regalia

How do I wear my cap?
The front of the hat base comes to a point; this point should go directly in the middle of your forehead. Place the hat so the board is level and parallel to the ground, not at an angle. Female graduates may want to secure their hats in place with bobby pins.

How do I wear my hood?
The hood should be draped around your neck with the largest portion hanging down your back. The velvet border, which indicates your field of study, should be showing on the outside. The velvet should fold under on the lower back to allow the colors to show. To keep your hood from being too tight against your neck, there is a cord on the front; secure this to a shirt button or pin it to a blouse or dress. The hood also has a cord and button in the back to prevent it from slipping off your shoulders.

On which side do I wear my tassel?
Bachelor’s students wear the tassel on the right and move it to the left after the degrees have been conferred. Master’s and Ph.D. students wear the tassel on the left.

What about adornments?
The following guidelines were approved by the Associate Deans’ Council:

- Medallions and/or cords are restricted to the use of designating university honors, college honors or university honor societies that admit students across all disciplines.
  - Medallions typically represent university honors and cords typically represent college honors.
  - Medallions and/or cords should not be used to designate other honors/clubs.
  - Medallions and honors cords may be worn in conjunction with stoles and pins.
- It is recommended that graduating students wear only one stole with their academic regalia.
  - Students are certainly permitted to receive/purchase more than one stole if they are a member of multiple organizations. They may then choose to wear a particular stole to the main commencement ceremony and another to their diploma ceremony.
  - Graduates that are members of a club/organization that issues pins to designate affiliation are permitted to wear more than one pin with their academic regalia along with a stole, medallion and/or cords (as applicable).

Questions? Contact the University Store at cap-gown@andrew.cmu.edu or 412-268-1032.