2013 Faculty Cap & Gown Information

Faculty must wear caps and gowns to the following:

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

Order Deadline: April 1 at 5 p.m.

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 Rental Fees & Replacement Costs**

*Determined by the highest degree earned*

<table>
<thead>
<tr>
<th>Item</th>
<th>Rental Fee</th>
<th>Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s cap and gown</td>
<td>$25</td>
<td>$135</td>
</tr>
<tr>
<td>Master’s cap and gown</td>
<td>$26</td>
<td>$160</td>
</tr>
<tr>
<td>Master’s hood</td>
<td>$26</td>
<td>$125</td>
</tr>
<tr>
<td>Doctorate tam and gown</td>
<td>$42</td>
<td>$270</td>
</tr>
<tr>
<td>Doctorate hood</td>
<td>$27</td>
<td>$170</td>
</tr>
<tr>
<td>Doctorate tam (no gown)</td>
<td>$16</td>
<td>$70</td>
</tr>
</tbody>
</table>

With the exception of marshals and members of the Platform Group, regalia rental fees are charged to the academic department and an Oracle string must be provided when ordering. If the rented items are not returned by May 30, the supplied Oracle string will be charged all associated replacement costs on June 3. No exceptions will be made. See below for return dates and times.

**Bulk Orders and Returns**

- **We strongly encourage bulk orders and returns.**
- Bulk orders can be submitted using individual Andrew IDs on the order site through April 1.
- From April 2 through April 20, bulk pick-up requests can be made by contacting the University Store at cap-gown@andrew.cmu.edu or 412-268-1032 with the list of Andrew IDs or names.
- Upon picking up your order, please inspect it for accuracy. Contact the University Store at cap-gown@andrew.cmu.edu or 412-268-1032 immediately if any changes need to be made.
- No corrections or changes will be made to any orders after May 15.
- Regalia comes folded in a plastic bag. To help remove wrinkles, it is suggested that you remove the items from the bag and hang them up as soon as possible.
- No steaming or dry cleaning is provided by the University Store.
- Bulk returns will be accepted through May 30. See below for dates and times.
For bulk returns, each set of regalia must be in a separate bag labeled with the faculty member's name. All items must be returned together to be considered complete. Otherwise, the Oracle string provided will be charged the replacement cost(s).

No returns will be accepted after May 30.

**Late Orders**  
From April 2 through April 20, late orders will be accepted by contacting the University Store at cap-gown@andrew.cmu.edu or 412-268-1032. A **$10 late charge will apply to all orders submitted after the deadline. No orders will be accepted after April 20.**

**Additional Information**  
- Previous years’ orders cannot be provided.  
- Faculty 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 at cap-gown@andrew.cmu.edu or 412-268-1032 for more information.

**Distribution**  
**Faculty Distribution**  
Tuesday, May 7 through Thursday, May 9  
10 a.m. – 4 p.m.  
The University Store, first floor, University Center
- To ensure your order was properly filled and to avoid the long lines over commencement weekend, faculty are encouraged to pick up their regalia during the times above.  
- Upon pick up, please inspect your regalia order for accuracy. Contact the University Store at cap-gown@andrew.cmu.edu or 412-268-1032 immediately if any changes need to be made.  
- No corrections or changes will be made to any orders after May 15.  
- No steaming or dry cleaning is provided by the University Store.  
- Regalia comes folded in a plastic bag. To help remove wrinkles, it is suggested that you remove the items from the bag and hang them up as soon as possible.

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

If the rented items are not returned by May 30, the supplied Oracle string will be charged all associated replacement costs on June 3. No exceptions will be made.

FAQs

Measuring and Ordering

Why am I redirected to the student order form? Why can’t I place an order for a faculty or staff member receiving a degree?
The faculty form is only available to individuals flagged as faculty or staff in the university directory. If you are a faculty or staff member who is earning a degree this commencement period, you should use the student order form; the materials used for and the styles of regalia are different for faculty and degree recipients.

Which degree type do I select?
The type of hood that you wear corresponds to the highest degree that you earned. If you are placing an order for someone, please check with that person for the exact wording of their degree.

- If you do not see your degree type on the drop-down list, please contact the University Store at cap-gown@andrew.cmu.edu or 412-268-1032.
- Please note that Carnegie Mellon University only awards Doctor of Philosophy and Doctor of Arts degrees. Other institutions may award different doctoral degrees. For example, someone from Carnegie Mellon may be awarded a Doctor of Philosophy in Engineering (wearing a blue Ph.D. hood). Meanwhile, another individual at a different university may be awarded a Doctor of Engineering (wearing an orange Ph.D. hood). Please consult your institution for the exact wording of your degree. If you degree is not listed, contact the University Store at cap-gown@andrew.cmu.edu or 412-268-1032.

Why do you ask for the institution for hoods?
The inside of your hood will have the pre-determined school colors to represent the institution where you earned your highest degree.
**Why don’t you ask for the institution for caps and gowns?**
In accordance with the university’s regalia guidelines, the caps and gowns are standard for all faculty participating in the commencement ceremonies. Only your hood is custom-ordered to represent the institution from which you earned your highest degree.

**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.

**Can I only order a tam? Can I only order a hood?**
Yes, these items may be ordered individually.

**How do I pay for my regalia order?**
With the exception of marshals and members of the Platform Group, regalia rental fees are charged to the academic department and an Oracle string must be provided when ordering. If the rented items are not returned during cap and gown return hours (see above), the supplied Oracle string will be charged all associated replacement costs. All charges (rental fees & replacement costs) will be billed on or around June 3.

**Should I expect an order confirmation email?**
Yes, you will receive a confirmation email only after placing or editing for your order. If you did not receive a confirmation email, please contact the University Store at cap-gown@andrew.cmu.edu or 412-268-1032 to ensure that your order was received.

**After the Deadline**
**I didn’t place an order before the deadline. Now what?**
From April 2 through April 20, late orders will be accepted by contacting the University Store at cap-gown@andrew.cmu.edu or 412-268-1032. A $10 late charge will apply to all orders submitted after the deadline.

**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?**
Yes, please bring your staff ID.

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