

HOW TO ORDER YOUR ACADEMIC REGALIA



**UNIVERSITY OF
NORTHERN
COLORADO**

HERFF  JONES™

FIRST THINGS FIRST...



CONGRATULATIONS!

From all of us at Herff Jones and the University of Northern Colorado, we want to say, "Congratulations, future graduate!"

You have worked hard and persevered through some of the toughest times in recent history, and for that we applaud you! As your academic journey nears its end, please know we are here to help you celebrate your achievements. This guide will show you how to order your academic regalia and other achievement products.

STEP 1: VERIFY

In order to uphold the integrity of the achievements of all students, students must go through the VERIFY system. Using your **BEARS** email, this system checks to ensure that you have successfully applied to graduate before you can order your regalia and other achievement products.

VIST: <https://hjgradwalk.com/unco>

Welcome to the UNC Graduation Verification System



UNIVERSITY OF
NORTHERN
COLORADO

2021 Graduation

Congratulations! We are excited to celebrate your upcoming commencement ceremony at UNC! Prior to renting gowns or ordering announcements, UNC wants to ensure students are on track and have applied for graduation or earned their degree in 2021. In order to do this, the VERIFY system is in place. Enter your @bears.unco.edu email address into the box below to verify your eligibility to participate in the upcoming commencement ceremony. If you are eligible you will receive a link to order your cap, gown and other graduation products. If you still need to apply to graduate or have additional requirements to fulfill, you will receive instructions regarding next steps and who you need to contact in order to get graduation ready. For information related to Herff Jones' refund policies, please [click HERE](#).

Please type your UNCO University Bear email address. (example@bears.unco.edu)

Search:

SearchClear

Once you are approved by the VERIFY system, a link will appear that will take you to the website where you can order your academic regalia and other achievement products. If you are not approved by the system, instructions that articulate next steps will appear.

STEP 2: STUDENT INFORMATION

(IF APPLICABLE)

COLLEGE GRADUATION



FHEG1249

Choose your school, campus, or organization:

December 2021 Commencement

Select an option ...

WE MAY NEED SOME ADDITIONAL INFORMATION.

After successfully gaining access through the VERIFY system some students may be taken to a page like the one above. This page will ask for some additional information to help our team ensure we are providing you with the appropriate regalia. Once all information is provided you will be redirected to the ordering site.

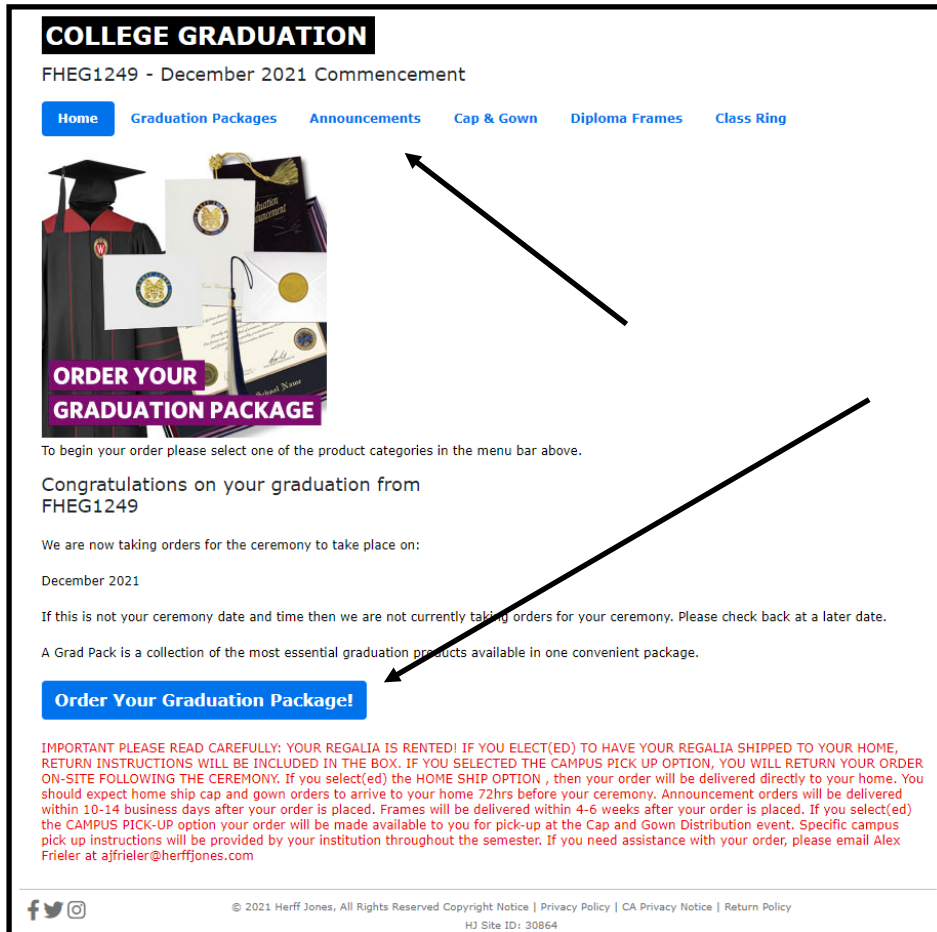
If this page does not appear for you, do not be alarmed! The absence of this page simply means we already have all the information we need to ensure we provide you with the appropriate regalia. You will be redirected straight to the ordering site.

STEP 3: MAKE YOUR SELECTIONS

NAVIGATING.

You will use the blue buttons at the top of the page or the large blue button at the bottom of the page to navigate through the site and make your product selections.

Graduation packages bundle our most popular items together and provide cost savings in some cases. If you would prefer to purchase items in an al-a-carte fashion, just click the corresponding button. Please note that you will be provided a link to our specific class ring ordering site by clicking the associated blue button.



The screenshot shows a website for 'COLLEGE GRADUATION' for the 'FHEG1249 - December 2021 Commencement'. At the top, there is a navigation bar with blue buttons: 'Home', 'Graduation Packages', 'Announcements', 'Cap & Gown', 'Diploma Frames', and 'Class Ring'. Below the navigation bar is a hero section featuring an image of a graduation cap, diploma, and tassel. A purple banner over the image says 'ORDER YOUR GRADUATION PACKAGE'. Below the image, there is a large blue button that says 'Order Your Graduation Package!'. Two black arrows point from the text above to the website: one points to the 'Announcements' button, and the other points to the 'Order Your Graduation Package!' button. The main content area contains the following text: 'To begin your order please select one of the product categories in the menu bar above.', 'Congratulations on your graduation from FHEG1249', 'We are now taking orders for the ceremony to take place on: December 2021', 'If this is not your ceremony date and time then we are not currently taking orders for your ceremony. Please check back at a later date.', and 'A Grad Pack is a collection of the most essential graduation products available in one convenient package.' Below this text is the 'Order Your Graduation Package!' button. At the bottom, there is a red text block with important information: 'IMPORTANT PLEASE READ CAREFULLY: YOUR REGALIA IS RENTED! IF YOU ELECT(ED) TO HAVE YOUR REGALIA SHIPPED TO YOUR HOME, RETURN INSTRUCTIONS WILL BE INCLUDED IN THE BOX. IF YOU SELECTED THE CAMPUS PICK UP OPTION, YOU WILL RETURN YOUR ORDER ON-SITE FOLLOWING THE CEREMONY. If you select(ed) the HOME SHIP OPTION, then your order will be delivered directly to your home. You should expect home ship cap and gown orders to arrive to your home 72hrs before your ceremony. Announcement orders will be delivered within 10-14 business days after your order is placed. Frames will be delivered within 4-6 weeks after your order is placed. If you select(ed) the CAMPUS PICK-UP option your order will be made available to you for pick-up at the Cap and Gown Distribution event. Specific campus pick up instructions will be provided by your institution throughout the semester. If you need assistance with your order, please email Alex Frieler at ajfrieler@herffjones.com'. At the very bottom, there are social media icons (Facebook, Twitter, Instagram) and a footer with copyright information: '© 2021 Herff Jones, All Rights Reserved Copyright Notice | Privacy Policy | CA Privacy Notice | Return Policy' and 'HJ Site ID: 30864'.

COLLEGE GRADUATION

FHEG1249 - December 2021 Commencement

[Home](#) [Graduation Packages](#) [Announcements](#) [Cap & Gown](#) [Diploma Frames](#) [Class Ring](#)

ORDER YOUR GRADUATION PACKAGE

To begin your order please select one of the product categories in the menu bar above.

Congratulations on your graduation from FHEG1249

We are now taking orders for the ceremony to take place on:

December 2021

If this is not your ceremony date and time then we are not currently taking orders for your ceremony. Please check back at a later date.

A Grad Pack is a collection of the most essential graduation products available in one convenient package.

Order Your Graduation Package!

IMPORTANT PLEASE READ CAREFULLY: YOUR REGALIA IS RENTED! IF YOU ELECT(ED) TO HAVE YOUR REGALIA SHIPPED TO YOUR HOME, RETURN INSTRUCTIONS WILL BE INCLUDED IN THE BOX. IF YOU SELECTED THE CAMPUS PICK UP OPTION, YOU WILL RETURN YOUR ORDER ON-SITE FOLLOWING THE CEREMONY. If you select(ed) the HOME SHIP OPTION, then your order will be delivered directly to your home. You should expect home ship cap and gown orders to arrive to your home 72hrs before your ceremony. Announcement orders will be delivered within 10-14 business days after your order is placed. Frames will be delivered within 4-6 weeks after your order is placed. If you select(ed) the CAMPUS PICK-UP option your order will be made available to you for pick-up at the Cap and Gown Distribution event. Specific campus pick up instructions will be provided by your institution throughout the semester. If you need assistance with your order, please email Alex Frieler at ajfrieler@herffjones.com

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HJ Site ID: 30864

NOTE: Some pages throughout our site contain important information, which is often displayed in red. Make sure to carefully read this information when you see it.

STEP 4: ADDING ITEMS TO YOUR CART



See something you like?
Just click the image to
begin adding the item to
your cart.

CLICK

[Home](#) [Graduation Packages](#) [Announcements](#) [Cap & Gown](#) [Diploma Frames](#) [Class Ring](#)





Graduation Regalia
Cap, Gown, Tassel

Package Details

Cap & Gown Student Information

First Name:*

Last Name:*

Area of Study:*

Height:*

Weight:*

 **Add to Cart**

Certain items will need you to
provide additional information
before you can add them to
your cart. This often includes
information for sizing or
personal information for
customized items.

Once you have inputted any
requested information, just
click the **Add to Cart** button.

 **Add to Cart**

A QUICK NOTE ON ANNOUNCEMENTS

CUSTOMIZED FOR YOU.

Our announcements allow you to customize them with your personal information. As such, before you can add these items to your cart you will need to input some additional information. There are many fields to fill in, but only your first and last name are required. When you are inputting your information, suggested entries may appear. These are only suggestions, and if you do not see an entry that fits with what you need, simply type your own entry into the appropriate field. You will see a proof before completing your purchase.

Announce your achievement to your family and friends with personalized graduation announcements. Specifically designed for your school's commencement ceremony, they arrive personalized with your name, degree, and major. Inner and outer envelopes are included. (25 per package)

You will review text at the end of the ordering process.

If you do not see your degree or major, simply type it in the appropriate field.

Announcement Degree Information

Student's Name as it will appear on the announcement.

First Name:*

Middle Name:

Last Name:*

Degree Level: Bachelor

Note: Available products are dependent upon your degree level. If you need to change your degree level, please click [here](#). You will be required to choose all your products again. Please review selections.

First Degree:*

Note: Please leave as "NA" if your major is already included in the degree above. Repetition in selections will result in repetition in the final printing of your announcement.

First Major:

Second Degree:

Second Major:

Note: The number of selections made (minors, honors, etc...) may affect the font size of your announcement.

First Minor:

Second Minor:

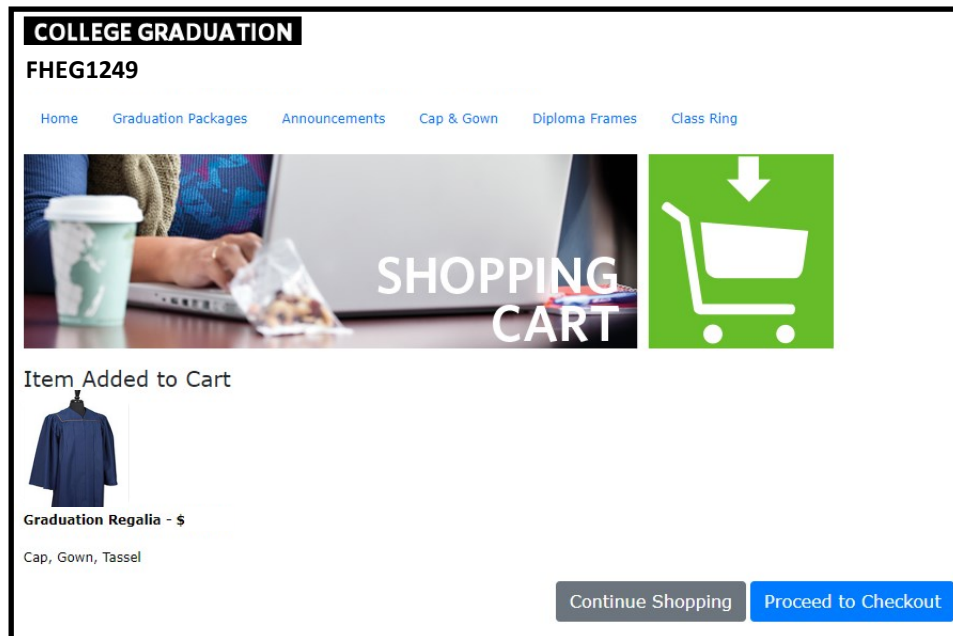
ORDER QUANTITIES.

Due to the customized nature of the announcements you are ordering, there is a starting minimum order quantity of 25 units. After you have ordered 25 announcements you can add more to your order in quantities of 5.

STEP 5: CHECKOUT

ALMOST DONE.

Once you have added an item to your cart, you will have the option to ***Continue Shopping*** or to ***Proceed to Checkout***. To complete your order, make sure to click the blue ***Proceed to Checkout*** button.



Once you click the Proceed to Checkout button, you will progress through four simple steps to complete the checkout process. These steps are similar to the checkout processes of other e-commerce platforms. Please note that you will provide your credit information in the third step: ***Review & Confirm***

Billing Information > **Shipping Information** > **Review & Confirm** > **Order Complete**

In the final step, ***Order Complete***, make sure you scroll to the bottom of the page and click the ***START NEXT ORDER*** button. This will complete the process. Remember, you will receive a confirmation email within minutes of completing your order.

Start Next Order

YOU. ARE. DONE.

WELL AT LEAST WITH THIS PART.

Congratulations! You are now one step closer toward graduation. Be sure to check your email for your order confirmation and keep your information handy incase you need to work with a Herff Jones representative for any reason.

Remember, Herff Jones is here to help you! If you are having difficulties with ordering, need to check the status of your order, or just have questions or concerns please do not hesitate to reach out to us!

PHONE: 1 (800) 837-4235

EMAIL :

ajfrieler@herffjones.com

