

HOW TO ORDER YOUR ACADEMIC REGALIA



**UNIVERSITY OF
NORTHERN
COLORADO**

HERFF  JONES™

FIRST THINGS FIRST...



CONGRATULATIONS!

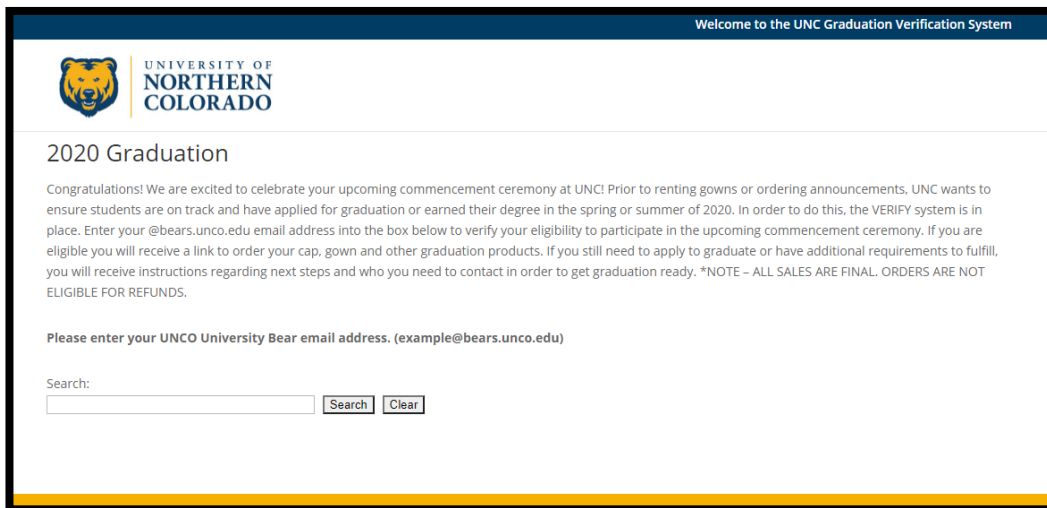
From all of us at Herff Jones and the University of Northern Colorado, we want to say, "Congratulations, future graduate!"

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>


The screenshot shows the 'Welcome to the UNC Graduation Verification System' page. At the top, there is a blue header with the University of Northern Colorado logo and name. Below the header, the page is titled '2020 Graduation'. A paragraph of text explains the purpose of the system: to ensure students are on track for graduation by verifying their eligibility using their @bears.unco.edu email address. It mentions that users will receive instructions for ordering regalia and graduation products. A note states that all sales are final and not eligible for refunds. Below the text, there is a prompt: 'Please enter your UNCO University Bear email address. (example@bears.unco.edu)'. Underneath this prompt is a search bar with the label 'Search:' and two buttons, 'Search' and 'Clear'.

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



University of Northern Colorado
Choose your school, campus, or organization:

December Ceremony

Select an option ...



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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 provide 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 the University of Northern Colorado's December ceremony. At the top, a navigation bar contains blue buttons for 'Home', 'Graduation Packages', 'Announcements', 'Cap & Gown', 'Diploma Frames', and 'Class Ring'. An arrow points from the 'Cap & Gown' button to the main content area. Below the navigation bar is a banner image featuring a graduation cap, diploma, and regalia, with a purple 'ORDER YOUR GRADUATION PACKAGE' button. Below the banner, text informs users that orders are being taken for the 2020 ceremony and provides a deadline of November 1st, 2020. A large blue button labeled 'Order Your Graduation Package!' is prominently displayed. An arrow points from this button to the bottom of the page. At the very bottom, a red text block contains important shipping and ordering information, including a deadline of November 1st, 2020, at 9:59PM MST. The footer includes social media icons and copyright information for Herff Jones.

COLLEGE GRADUATION

University of Northern Colorado - December Ceremo-

[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.

Conaratuations on your araduation from
University of Northern Colora-

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

2020

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!

YOUR ORDER IS BEING HOME SHIPPED DIRECTLY TO YOU. ORDERS SHIP WITHIN 10-15 BUSINESS DAYS FROM THE DATE THE ORDER IS PLACED (ALLOW UP TO 1 MONTH FOR FRAME SHIPMENTS). YOU MUST PLACE YOUR ORDER BY NOVEMBER 1ST, 2020 AT 9:59PM MST TO ENSURE THAT YOU HAVE YOUR ORDER FOR BY DECEMBER 1ST, 2020. ORDERS PLACED AFTER NOVEMBER 1ST, 2020 AT 9:59PM MST MAY NOT BE DELIVERED IN TIME FOR DECEMBER EVENTS THAT REQUIRE YOU TO WEAR YOUR REGALIA. MAKE SURE TO REGULARLY CHECK YOUR SCHOOLS COMMENCEMENT WEBSITE FOR INFORMATION RELATED TO EVENT DATES, TIMES, AND PROCEDURES.

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HJ Site ID: 8414

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](#)



The last day to order your Cap & Gown products online is Sunday, November 1, 2020. Orders placed after this date may incur additional fees.



Graduation Regalia
Cap, Gown, Tassel

Package Details

Cap & Gown Student Information

First Name:*

Last Name:*

Area of Study:*

Select ...

Height:*

Select ...


Weight:*

Select ...

 **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:

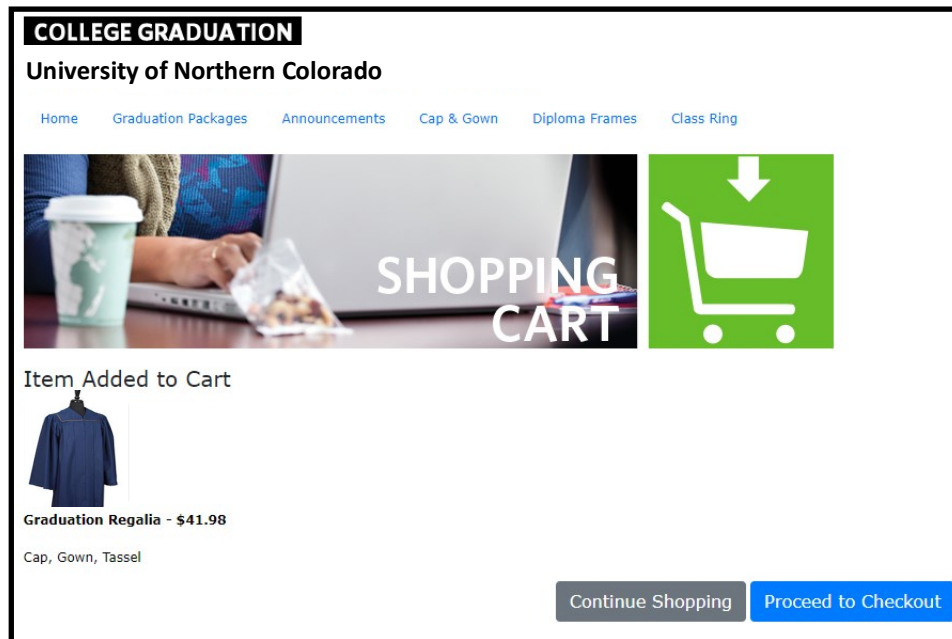
ORDER QUANTITIES.

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 FORM SUBMISSION:

<https://www.herffjones.com/customer-service/>

GO BEARS!!!