

# Faculty Graduation Regalia Ordering Information University of Northern Colorado

**HOW TO SUBMIT ORDER:** Email: [college@uniquerecognition.com](mailto:college@uniquerecognition.com)  
*Upon receipt of your order, you will receive an email confirmation within 24 hours.*

## **DEADLINE:**

The deadline for ordering your regalia is **August 10, 2017**. After this date, a \$20.00 late fee will be added to all orders.

## **PAYMENT:**

Your order must be paid in full prior to pick up by using a University DPO, Credit Card, personal check or cash. Any orders received after the above deadline will be assessed a \$20.00 late fee and will be added to the prices shown below.

DEPARTMENTS: Please submit your orders on a University P Card or Personal Credit Card.

## **DISTRIBUTION:**

Your regalia can be picked up from Stacy Sharp, Registrar's Office on Wednesday, August 16, 2017. She can be reached at 970-351-1889

## **REGALIA RETURN:**

Please [return rented regalia items](#) to the Registrar's office by Friday, August 25, 2017.

## **ALL ITEMS REQUIRED**

Last Name:  First Name:  Middle Initial:

Gender: ☐ Male ☐ Female Weight:  Height (with shoes): ' " Cap Size:

Degree (check one): ☐ Associate ☐ Bachelor ☐ Master ☐ Doctor

Degree Earned (Ph.D., MA, MS, MBA, BS, BA):

Name of School Where Degree Earned:

Location of School: City  State

Mailing Address:

E-mail:  Phone: () -  -  Ext.

**Check the item you are ordering:**

<input type="checkbox"/> Cap, Gown, Tassel, & Hood \$48.00	<input type="checkbox"/> Cap, Gown, & Tassel Only \$22.00	<input type="checkbox"/> Hood Only \$26.00
<input type="checkbox"/> Gown Only \$22.00	<input type="checkbox"/> Cap Only \$15.00	<input type="checkbox"/> Tassel Only \$8.00

## **Payment Information:**

Credit Card Number:  -  -  -  Expiration Date:  /

Card Holder's Name Printed: