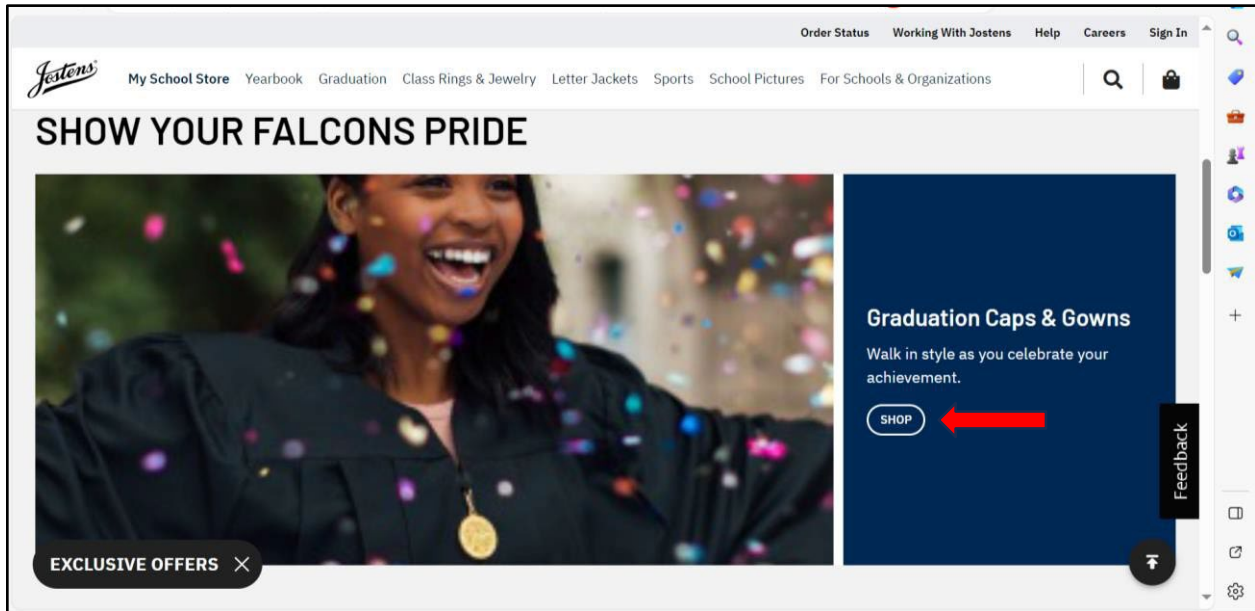


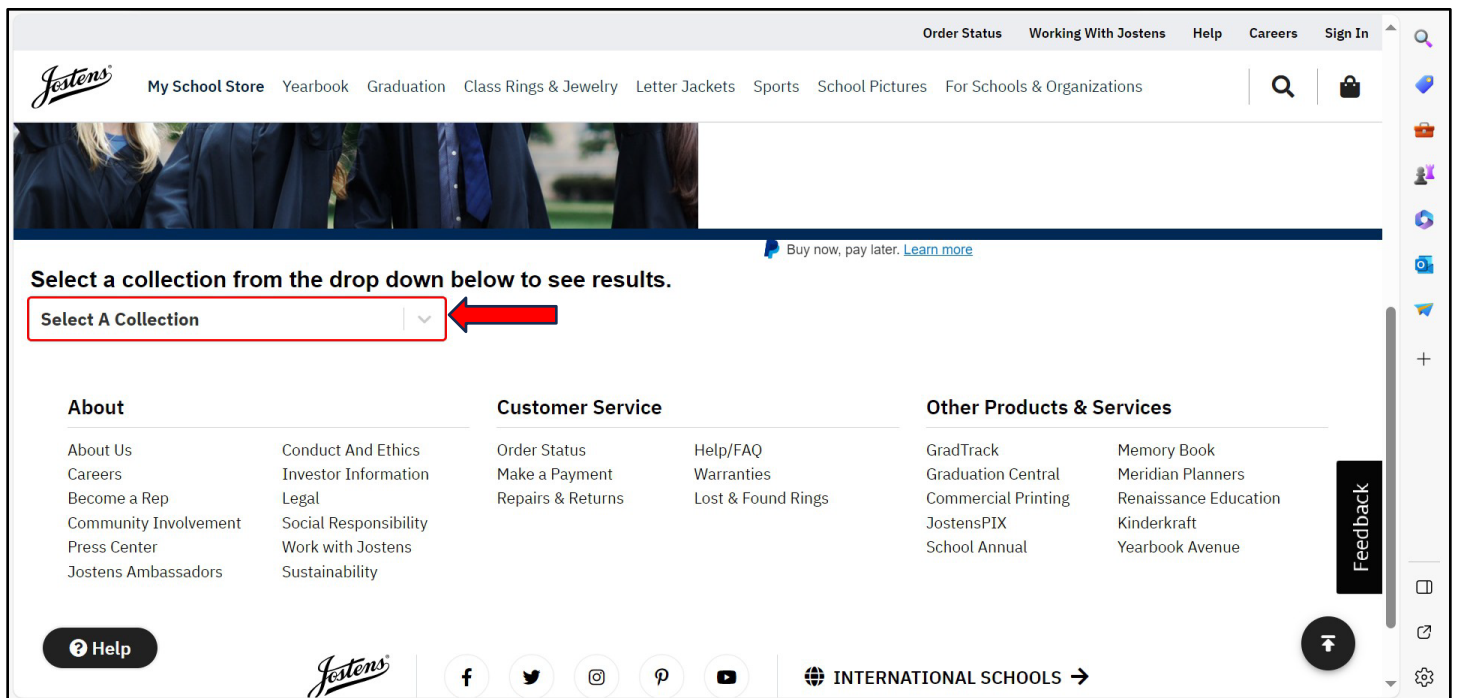
Instructions for Ordering Graduate Regalia

- 1) Start at Josten's website by going to <https://www.jostens.com/apps/store/customer/1045055/Messiah-University/>

Scroll down and click on the 'Shop' button to begin your cap and gown order!

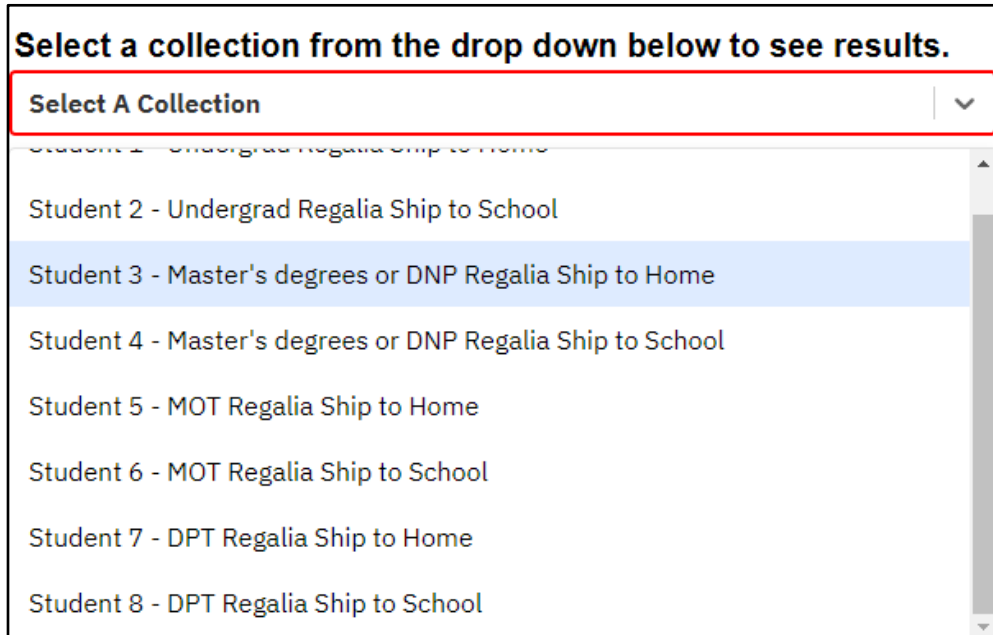


- 2) Scroll down and click on the 'Select a Collection' drop-down menu.







- 3) Choose from one of the following options based on your degree type and method of shipping:
- All graduate programs (except MOT and DPT): select **Student 3 Ship to Home** OR **Student 4 Ship to School**
 - Masters of Occupational Therapy (MOT) graduates: select **Student 5 Ship to Home** OR **Student 6 Ship to School**
 - Doctor of Physical Therapy (DPT) graduates: select **Student 7 Ship to Home** OR **Student 8 Ship to School**

Please note: Student 1 and 2 are for undergraduate students only.



- Ship to Home (with fee) option allows students to receive their regalia within just weeks of their order!
- Ship to School (no fee) orders will arrive in late April. A package notification email will be sent when your order is available for pickup in the Campus Store. *This option should only be used by graduates who take classes on campus and/or live locally. Regalia should be picked up no later than Friday, May 10, 2024.*

4) Once you have selected your correct degree and shipment option, click on the Masters or Doctor link for 'Cap/Tam, Gown, Hood, Tassel w Year date Charm' link. Tassel comes with the gown, but if you would like an extra, you may add that here as well.

			
Masters Cap, Gown, Hood (Color determined by Field of Study chosen), Tassel w/Yeardate Charm Starting at \$79.99	Doctor Tam (One Size), Gown, Tassel and Hood (Color determined by Field of Study chosen) Starting at \$140.99	Extra Master Tassel w/Standard Yeardate Charm \$5.00	Extra Doctor Tassel w/Standard Yeardate Charm \$5.00

5) Click the 'Gown Fit' drop-down to provide your height and weight information.

MASTERS CAP, GOWN, HOOD (COLOR DETERMINED BY FIELD OF STUDY CHOSEN),
TASSEL W/YEARDATE CHARM
\$79.99

6) Click on the Major/Curriculum **text box** to select your degree type. *Please note that this step does not apply to DPT or MOT graduates.*

* MAJOR/CURRICULUM (required) [Info](#) [Reset](#)

Please select...

CONTINUE

GOWN FIT

MAJOR/CURRICULUM

* MAJOR/CURRICULUM (required) [Info](#) [Reset](#)

Please select...

Please select...

- Master of Arts in Counseling
- Master of Arts in Healthcare Leadership
- Master of Arts in Higher Education
- Master of Arts in Intercollegiate Athletics Leadership
- Master of Arts in Strategic Leadership
- Master of Business Administration
- Master of Education
- Master of Music Education
- Master of Music in Conducting
- Master of Science in Athletic Training
- Master of Science in Nursing
- Master of Science in Nutrition & Dietetics

- Degree type determines hood color:
 - Doctor of Nursing Practice: Apricot (navy blue gown)
 - Master of Arts in Counseling: Light Blue
 - Master of Arts in Healthcare Leadership: Royal Blue
 - Master of Arts in Higher Education: Light Blue
 - Master of Arts in Intercollegiate Leadership: Light Blue
 - Master of Arts in Strategic Leadership: Royal Blue
 - Master of Business Administration: Drab
 - Master of Education: Pink
 - Master of Music Education: Pink
 - Master of Music in Conducting: Pink
 - Master of Science in Athletic Training: Sage
 - Master of Science in Nursing: Apricot
 - Master of Science in Nutrition and Dietetics: Science Gold

- Doctor of Physical Therapy: Teal (navy blue gown)
- Master of Occupational Therapy: Slate Blue

- 7) After entering your height, weight and selecting your degree type (if applicable), click 'Continue.'
- 8) Click 'Add to Cart.'
- 9) Confirm your guest order information is correct and type your first and last name in the text boxes provided.
- 10) Click 'Checkout.'
- 11) Click 'Continue as a Guest' (You do not need to create a user account).

The screenshot shows the Jostens website's checkout page. At the top, there is a navigation bar with the Jostens logo and links for 'My School Store', 'Yearbook', 'Graduation', 'Class Rings & Jewelry', 'Letter Jackets', 'Sports', 'School Pictures', and 'For Schools & Organizations'. A search icon and a shopping cart icon with a '1' notification are also present.

The main content area is split into two columns. The left column is titled 'NEW CUSTOMERS' in large, bold, dark blue letters. Below this title, it says 'Proceed to checkout and you will have an opportunity to create an account at the end if one does not already exist for you.' At the bottom of this column is a button labeled 'CONTINUE AS A GUEST' with a red arrow pointing to it from the right.

The right column is titled 'LOGIN' in large, bold, dark blue letters. Below this title, it says 'Sign in to speed up the checkout process'. There are two input fields: 'Email:' and 'Password:'. Below the password field is a link that says 'Forgot your password?'. On the far right of the page, there is a vertical sidebar with various icons and a 'Feedback' button.

12) Enter your billing information. **Provide your Messiah email address for tracking purposes.**

The screenshot shows the Jostens website's checkout page. At the top, there is a navigation bar with links for 'Order Status', 'Working With Jostens', 'Help', 'Careers', and 'Sign In'. Below this is a secondary navigation bar with links for 'My School Store', 'Yearbook', 'Graduation', 'Class Rings & Jewelry', 'Letter Jackets', 'Sports', 'School Pictures', and 'For Schools & Organizations'. The main content area is split into two columns: 'BILLING INFORMATION' on the left and 'SHIPPING INFORMATION' on the right. The Billing section includes a note that the billing address must match the credit card or bank statement address, followed by input fields for First Name (Carrie), Last Name (XDoe), Email (xdoe@messiah.edu), and Address (13 Boxwood Drive). The Shipping section has a checked 'Same As Billing' option and a note that shipping to PO Boxes is not available for some products. A 'Feedback' button is visible on the right side of the page.

13) Ship to **HOME** order instructions:

- a. **Provide your name and address under Billing Information. Provide an address for Shipping Information only if your shipping address is different than your Billing Address.**

14) Ship to **SCHOOL** order instructions:

- a. **Provide only your name and address under Billing Information. SKIP the Shipping Information section of this page. Jostens will automatically ship your regalia to Messiah.**

15) Click 'Continue.'

16) For 'Ship to Home' option, select the shipping method (Standard or Express rate) – fees apply. There are no shipping fees for the 'Ship to School' option.

17) Enter your payment information.

18) **Confirm your order total and scroll down to the bottom of the page to submit your order. Your order is not placed until you click submit and receive your confirmation number.**

19) You will receive a notification of your order to your email account. Please keep track of your order information and contact the [Campus Store](#) if you questions regarding your order status.