## Instructions for Ordering Graduate Regalia

1) Start at Josten's website by going to:

https://www.jostens.com/apps/store/productBrowse/1045055/Messiah-University/Graduation-Caps-and-Gowns/col greg 1045055/CATALOG COLLEGE?subCatalog=true



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

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About		Customer Service		Other Products &	Other Products & Services	
About Us Careers Become a Rep Community Involvement Press Center Jostens Ambassadors	Conduct And Ethics Investor Information Legal Social Responsibility Work with Jostens Sustainability	Order Status Make a Payment Repairs & Returns	Help/FAQ Warranties Lost & Found Rings	GradTrack Graduation Central Commercial Printing JostensPIX School Annual	Memory Book Meridian Planners Renaissance Education Kinderkraft Yearbook Avenue	Feedback
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- 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.

Select a collection from the drop down below to see results.			
Select A Collection	· ·		
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Student 2 - Undergrad Regalia Ship to School			
Student 3 - Master's degrees or DNP Regalia Ship to Home	-		
Student 4 - Master's degrees or DNP Regalia Ship to School	(		
Student 5 - MOT Regalia Ship to Home	i		
Student 6 - MOT Regalia Ship to School	- 1		
Student 7 - DPT Regalia Ship to Home	- 1		
Student 8 - DPT Regalia Ship to School	- 9		

- 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 9, 2025.
- 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 determined by Field of Study Starting at **\$79.99** 

Doctor Tam (One Size), Gown, Tassel and Hood (Color 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.

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	MAJOR/CURRICULUM V	
	CONTINUE	1
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.* 





- Degree type determines hood color:
  - Doctor of Nursing Practice: Apricot (navy blue gown)
  - Master of Arts in Counseling: Light Blue
  - o Master of Arts in Healthcare Leadership: Royal Blue
  - Master of Arts in Higher Education Leadership: Light Blue
  - Master of Arts in Intercollegiate Leadership: Light Blue
  - o 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 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).

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NEW	LOGIN	11 12 0
CUSTOMERS	Sign in to speed up the checkout process	<b>0</b> +
Proceed to checkout and you will have an opportunity to create an account at the end if one does not already exist for you.	Email:	
CONTINUE AS A GUEST	Password:	
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## 12) Enter your billing information. Provide your Messiah email address for tracking purposes.

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

a. Provide your name and address under Billing Information. <u>Provide an address for Shipping</u> 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) <u>Confirm your order total and scroll down to the bottom of the page to submit your order</u>. 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 <u>Campus Store</u> if you questions regarding your order status.