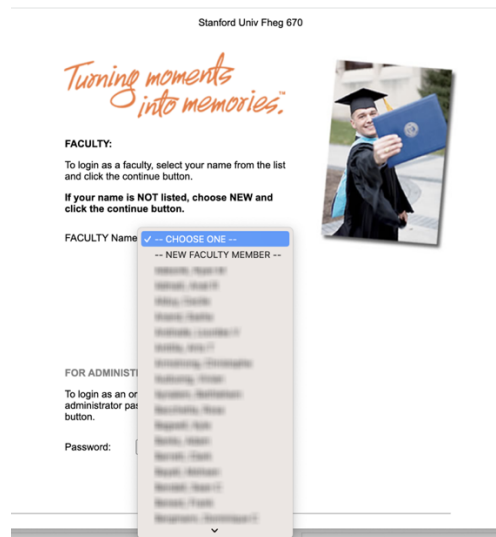


San José State Faculty Rental Regalia Ordering Instructions

Order Deadline: November 17, 2024.

To **RENT** faculty regalia, please follow these instructions:

1. Visit the Herff Jones San José State ordering portal:
<https://colleges.herffjones.com/college/sjsu/>
2. To rent regalia for a faculty member(s), click on **Rent Faculty Regalia**.
3. Once you have selected Rent Faculty Regalia, you will be brought to the faculty ordering portal. If the faculty member ordered rental regalia online from Herff Jones during the ordering period in the previous year (did **not** order from the Spartan Bookstore after the ordering period), their name should appear in the Faculty Name drop down list.



Stanford Univ Fheg 670

Turning moments into memories.

FACULTY:
To login as a faculty, select your name from the list and click the continue button.
If your name is **NOT** listed, choose **NEW** and click the continue button.

FACULTY Name:

FOR ADMINISTRATOR:
To login as an administrator please click the continue button.

Password:

The screenshot shows a login form with a dropdown menu for 'FACULTY Name'. The dropdown menu is open, showing a list of names including 'NEW FACULTY MEMBER'. The form also includes a 'FOR ADMINISTRATOR' section and a 'Password' field.

If the faculty member's name appears in the drop-down list, follow these instructions:

1. Choose their name and click **Continue**.
2. If all information is correct, Click **Confirm Order** and **Finished**. A confirmation email will be sent to the email address on the order summary.

3. If changes from the previous order are needed, click **Edit** and make necessary changes. Click **Continue**.
4. Review entered information and either click **Confirm**, or **Back** to edit.

If the faculty member's name does not appear in the drop down list, follow these instructions:

1. Select **–NEW FACULTY MEMBER–** and click **Continue**
2. Enter their order information. Note: the email address you enter will be the address where the order confirmation is sent. Click **Continue**.
3. Under **Items**, select the items you wish to rent.

Example:

Cap & Gown Information

Last Name: First Name: Middle Initial:

Department:

Email:

Gender:

Height w/shoes:

Weight: (recommended for best fit)

Cap Size: Click [here](#) for Measuring Tape

Degree Obtained:

Items - Check all products appropriate to your degree level.
Faculty generally wear Cap, Gown, Tassel, as well as a Hood, so both items should be checked for these degrees.

Cap, Gown, Tassel
 Hood (if appropriate)
 Gown Only
 Cap Only

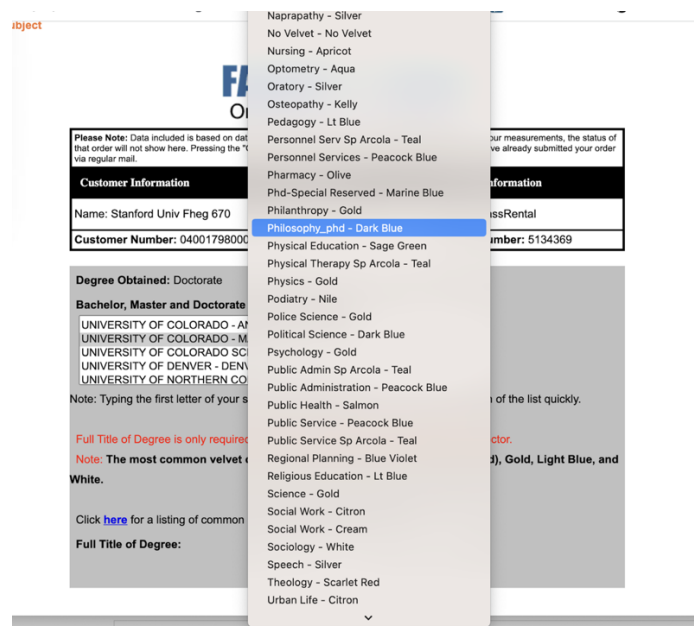
4. Select the State of their alma mater

5. Select their alma mater school name from the drop-down menu (this information determines the hood lining colors).

Note: If the faculty member's school does not appear in the dropdown menu, you may choose any school in any state that has the same or similar school colors.

6. Under **Full Title of Degree**, choose their degree field of study for specific degree colored hood velvet, or choose Philosophy_PhD_dark blue for Phd blue colored hood velvet. This choice can be based on personal preference or department/school tradition.

Hood degree list with PhD Blue hood selected:



7. Review entered information and either click **Confirm**, or **Back** to edit.

Once confirmed, a confirmation email will be sent to the email address entered on the order.

Your order has been placed and will be delivered to the Spartan Bookstore. You will receive communication from the University or Bookstore that details the distribution and order pick-up process.

PICK-UP INFORMATION

Location:

- Spartan Bookstore
211 S 9th Student Union Building

Days and hours:

- December 9th – 16th
M-Th 9:00 a.m. – 5:00 p.m.
F 9:00 a.m. – 4:00 p.m.

Instructions:

- Please go to the lower level of the Spartan Bookstore. A Cap & Gown Specialist will be present to provide assistance.

RENTAL REGALIA RETURN

Rental items should be returned to the Spartan Bookstore within a week of the ceremony.