

# San José State Faculty Rental Regalia Ordering Instructions

**Order Deadline: April 21, 2025.**

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:   
-- NEW FACULTY MEMBER --  
[List of names including NEW FACULTY MEMBER]

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

Password:

***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:

The screenshot shows a web form with a dropdown menu open. The dropdown menu lists various degree fields and their corresponding colors. The selected option is 'Philosophy\_phd - Dark Blue'. The form also displays customer information and degree details.

**Customer Information**  
Name: Stanford Univ Fleg 670  
Customer Number: 04001798000

**Degree Obtained: Doctorate**  
**Bachelor, Master and Doctorate**  
UNIVERSITY OF COLORADO - AT  
UNIVERSITY OF COLORADO - M  
UNIVERSITY OF COLORADO SC  
UNIVERSITY OF DENVER - DEN  
UNIVERSITY OF NORTHERN CO

**Full Title of Degree is only required**  
**Note: The most common velvet is White.**  
Click [here](#) for a listing of common  
**Full Title of Degree:**

**Full Title of Degree List:**  
Naprathphy - Silver  
No Velvet - No Velvet  
Nursing - Apricot  
Optometry - Aqua  
Oratory - Silver  
Osteopathy - Kelly  
Pedagogy - Lt Blue  
Personnel Serv Sp Arcola - Teal  
Personnel Services - Peacock Blue  
Pharmacy - Olive  
Phd-Special Reserved - Marine Blue  
Philanthropy - Gold  
**Philosophy\_phd - Dark Blue**  
Physical Education - Sage Green  
Physical Therapy Sp Arcola - Teal  
Physics - Gold  
Podiatry - Nile  
Police Science - Gold  
Political Science - Dark Blue  
Psychology - Gold  
Public Admin Sp Arcola - Teal  
Public Administration - Peacock Blue  
Public Health - Salmon  
Public Service - Peacock Blue  
Public Service Sp Arcola - Teal  
Regional Planning - Blue Violet  
Religious Education - Lt Blue  
Science - Gold  
Social Work - Citron  
Social Work - Cream  
Sociology - White  
Speech - Silver  
Theology - Scarlet Red  
Urban Life - Citron

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:

- May 14<sup>th</sup> – May 20<sup>th</sup>  
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 must be returned to the Spartan Bookstore within a week of the ceremony.