



## RUSSELL SAGE COLLEGE

BE. KNOW. DO.

# Ordering your Cap and Gown for Commencement

## Academic Regalia for College Experience Graduates at Commencement

All graduates participating in this May's commencement ceremony must attend in full regalia (cap, tassel, gown, stole). The Student Life Office sends an email to all graduates by March 1 with information about purchasing your cap and gown. Graduates should plan ahead and be prepared to order and pay for regalia in the month of March.

## Order Your Cap & Gown Online March 1 - March 30

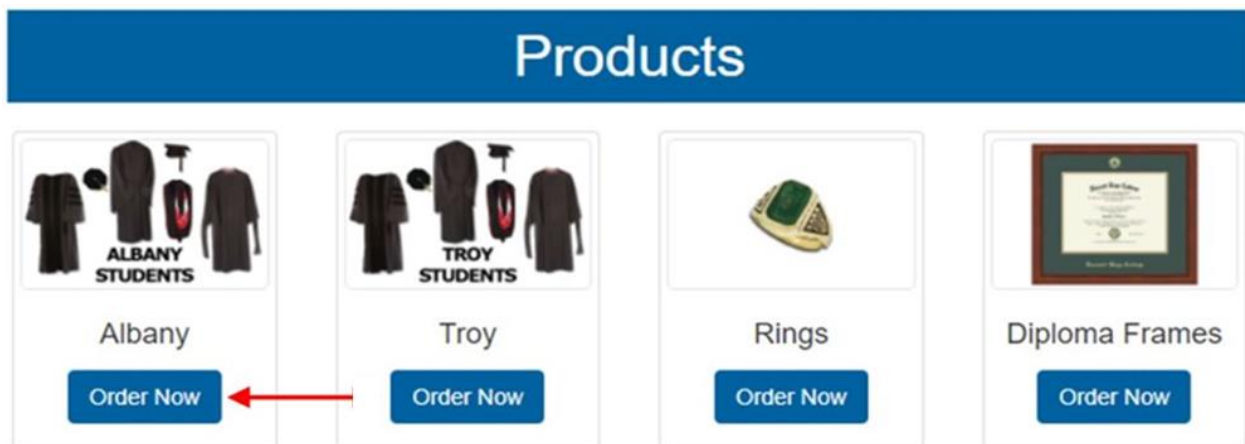
Note that graduates will need to know the following when placing an order:

- **Your Degree Level** – *College Experience Program Certificate*
- **Your Campus** – *Albany Campus - The College Experience Program*

You can opt to have your items shipped for free to the Sage-Albany campus bookstore (located on the Albany College of Pharmacy campus in the basement of the Gozzo Student Center). Or, you can have your items shipped home for a fee. Even if you plan to ship your items home, you will still need to select your campus: *Albany Campus - The College Experience Program*. (It's just how the website it set up.)

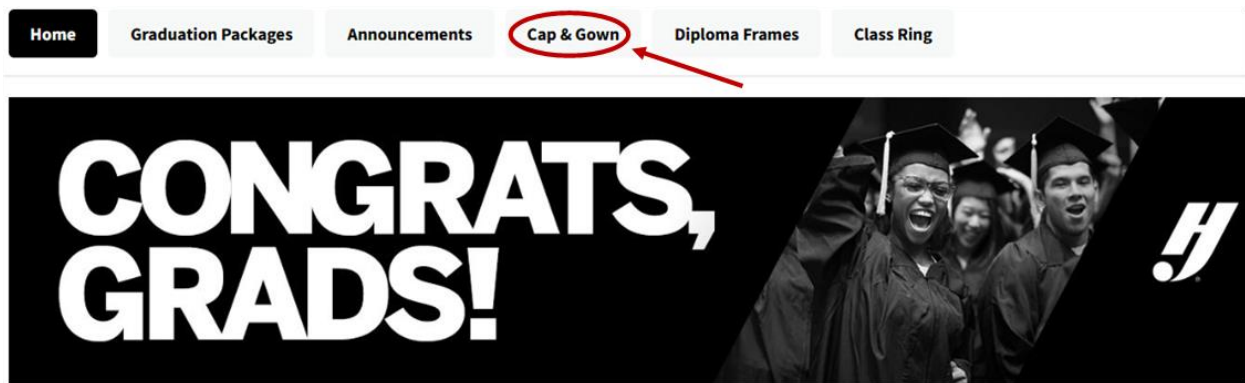
## Instructions for Ordering

**STEP 1:** Go to the Herff Jones website: <https://colleges.herffjones.com/college/rsc/> and click the button that says "Order Now" under the Cap and Gown images that say "Albany" or "Troy."

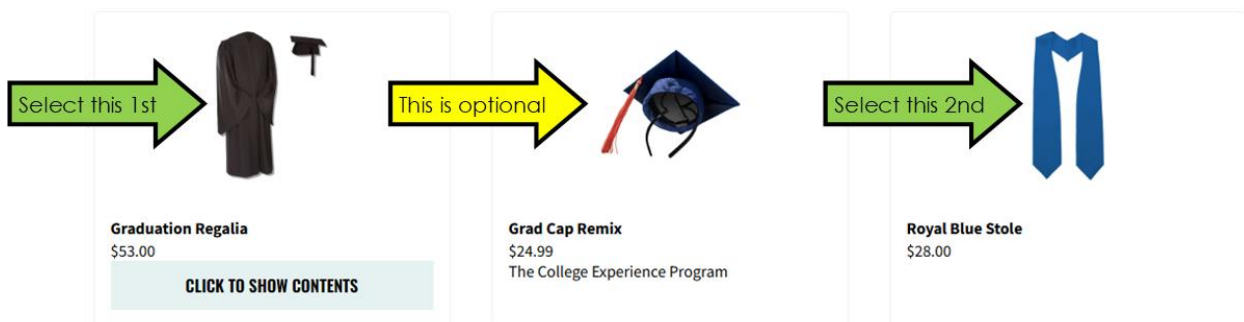


**STEP 2:** At the next page, verify that your **correct campus** is selected in the drop-down menu ("*Albany Campus - The College Experience Program*"). Then, select your **Delivery Method** (*Bookstore Pickup* or *Home Delivery*) from the drop-down menu and your degree level options will appear. Select your **Degree Level** (*Certificate*) and then click **SHOP**.

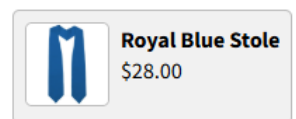
**STEP 3:** Choose the **Cap & Gown** tab in the top menu bar (above the image that says "Congrats, Grads!").



**STEP 4:** Click on the image of the cap and gown to start your order. [Note: The "Grad Cap Remix" is an *optional* accessory that is **not** part of the required regalia.]



**STEP 5:** Enter in your **Personal Information**, including: Name, Area of Study (*The College Experience Program*), Height and Weight range. Then, click on **Add to Cart**. From the Cart, you can then click on the image of the **Royal Blue Stole** at the bottom of the page and then click **Add to Cart** again to add this item. (You can say "No Thanks" to avoid adding any other unnecessary items.



**STEP 6:** Proceed to **Checkout**. You will need to pay for your regalia at the time that you order it online. Note that regalia can be shipped to the campus bookstore for free. Graduates who choose to ship items home will be charged an additional fee.

## Helpful Tips

**PLEASE ADHERE TO ORDER DEADLINES.** After the online order deadline (March 30), graduates can purchase items through the campus bookstores, but there is no guarantee that your required items will be available. If you have questions, please call The Bookstore (Albany campus): 518-694-7378.

Students who order with delivery to the bookstore will receive email notification when regalia arrives on campus (around May 1).

**As soon as your regalia order arrives, remove it from its packaging and hang it on a hanger** to help remove any creases and wrinkles. Do not iron, launder or dry clean your gown.

**Verify that all of the regalia pieces (cap, gown, tassel, stole) arrived and are the correct color.** Your cap and gown will be black, just like those that graduates earning bachelor's degrees wear. If you receive any incorrect item or are missing an item from your order, you will be able to obtain the correct item from the campus bookstore after May 1.

For information about how to wear your Cap and Gown, check out one of this [YouTube video](#).

## Important Reminders

**You can find a lot of information about the commencement ceremony online at:**  
<https://www.sage.edu/student-life/office/commencement/>

You can also email us at [deanofstudents@sage.edu](mailto:deanofstudents@sage.edu) or call the Troy Student Life Office at 518-244-2207.