

March 2, 2015

To: Faculty Members
From: Teresa Bradshaw, UTSA Bookstore
Re: Rental/Purchase of Academic Regalia

The UTSA Bookstore is available to order your academic regalia for the May 2015 Commencement. Orders for **renting** academic regalia must be placed no later than **Friday, April 10, 2015** to guarantee delivery for use in the commencement exercises. UTSA Bookstore customer service personnel will be happy to assist you in this process.

Any orders placed after **Friday, April 10, 2015** will be subject to a \$25.00 rush fee. Please contact us at ext. 4220 with any special needs or questions.

	<u>Master Rental Fee</u>	<u>Doctoral Rental Fee</u>
Gown, Cap and Tassel	\$34.00	(Master only)
Gown and Tam w/gold tassel	(Doctoral Only)	\$67.00
Hood	\$29.00	\$34.00
Cap Only	\$ 7.00	(Master only)
Gown Only	\$27.00	\$31.00
8-sided Tam w/gold tassel	(Doctoral Only)	\$36.00

All rental fees must be paid when the order is made.

Herff-Jones representatives will be at the Main Campus GradFest on March 18th from 10:00 am – 6:00 pm on March 19th from 10:00 am – 3:00 pm. Representatives will also be at the Downtown Campus GradFest March 18th from 1:00 pm – 6:00 pm. The representatives will assist with measurements as well as answer any questions.

The deadline for ordering academic regalia for **purchase** is **March 25, 2015**

Rented regalia may be returned to the UTSA Bookstore located on either campus.

Hours of Operation for the week of May 11th – 15th

Main Campus	Mon – Thu	8:00 am – 5:00 pm.
	Fri	8:00 am – 4:00 pm
Downtown Campus	Mon – Thu	10:00 am – 5:00 pm.
	Fri	10:00 am – 2:00 pm

Please be sure to return your rented regalia no later than **Friday, May 15, 2015**

NOTE: Regalia provided through your Dean's Office should be returned to that office according to the schedule they have established.

Thank you for your participation.