

September 24, 2013

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 December 2013 Commencement. Orders for **renting** academic regalia must be placed no later than **Wednesday, November 20, 2013** to guarantee delivery for use in the commencement exercises. The UTSA Bookstore customer service personnel will be happy to assist you in this process. Any orders placed after **Wednesday, November 20, 2013** 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	\$32.00	(Master only)
Gown and Tam w/gold tassel	(Doctoral Only)	\$65.00
Hood	\$29.00	\$34.00
Cap Only	\$ 7.00	(Master only)
Gown Only	\$25.00	\$29.00
8-sided Tam w/gold tassel	(Doctoral Only)	\$36.00

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

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

Please be sure to return your rented regalia no later than **Friday, January 10, 2014**

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

The deadline for ordering academic regalia for **purchase** is **October 24, 2013**. Herff-Jones representatives will be at the Main campus Bookstore 10:00 am – 6:00 pm on October 23rd & 24th. Representatives will also be at the Downtown campus bookstore 1:00 pm – 6:00 pm on October 23rd. The representatives will assist with measurements as well as answer any questions.

Thank you for your participation.