

March 1, 2016

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

The Rowdy Campus Store is available to order your academic regalia for the May 2016 Commencement. Orders for **renting** academic regalia must be placed no later than **Friday, April 15, 2016** to guarantee delivery for use in the commencement exercises. Rowdy Campus Store customer service personnel will be happy to assist you in this process.

Any orders placed after **Friday, April 15, 2016** 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	\$36.25	(Master only)
Gown and Tam w/gold tassel	(Doctoral Only)	\$62.00
Hood	\$28.00	\$32.00
Cap Only	\$12.25	(Master only)
Gown Only	\$24.00	\$30.00
8-sided Tam w/gold tassel	(Doctoral Only)	\$32.00

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

Rented regalia may be returned to the Rowdy Campus Store located on the Main Campus or the Downtown Campus Bookstore.

Please be sure to return your rented regalia no later than **Friday, May 20, 2016**

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 **March 22, 2016**. Herff-Jones representatives will be on the Main Campus at the UC Ballroom 10:00 am – 6:00 pm on March 21st & 10:00 am – 3:00 pm on March 22nd. Representatives will also be at the Downtown Campus in the Frio Street Commons Area 1:00 pm – 3:00 pm on March 21s. The representatives will assist with measurements as well as answer any questions.

Thank you for your participation.