

March 19, 2014

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 2014 Commencement. Orders for **renting** academic regalia must be placed no later than **Friday, April 11, 2014** 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 **Friday, April 11, 2014** 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.

Hours of Operation for the week of May 12th – 16th

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 16, 2014**

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

Herff-Jones representatives will be at the Main campus Bookstore 10:00 am – 6:00 pm on March 19th & 20th. Representatives will also be at the Downtown campus bookstore 1:00 pm – 6:00 pm on March 19th. The representatives will assist with measurements as well as answer any questions.

Faculty who missed GradFest but are interested in **purchasing** Doctoral Regalia should email the Herff-Jones representative, Gregg McDonald at hjcollegetx@sbcglobal.net

The deadline for ordering academic regalia for **purchase** is **March 25, 2014**.

Thank you for your participation.