INFORMATION ABOUT CAPS AND GOWNS
FORDHAM UNIVERSITY
COMMENCEMENT 2015

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ORDER DEADLINES

UNDERGRADUATE STUDENTS (Fordham College at Lincoln Center, Fordham College at Rose Hill, Gabelli School of Business, and Fordham School of Professional and Continuing Studies)

Deadline: Midnight on Friday, March 6 (so already passed)
Caps and gowns cannot be ordered after March 6 (but announcements, diploma frames, etc. may still be ordered at www.herffjones.com/college/fordham). This date was selected because it is the last date when our order can be submitted and still be delivered on time for the first Graduate Salute.

Refer to page 2 for information for undergraduate students who missed the online ordering deadline.

FACULTY/ADMINISTRATORS
Faculty and Administrators will again order online. However, they order on a different website than the students. They go to:
www.herffjones.com/capgown/facultydirect

Deadline: Midnight on Tuesday, April 7 (Website simply disappears on April 8.)

Late orders will not be accepted, but extras will be available at the graduate and professional school distributions in May. Refer to page 4 for information for faculty/administrators who miss the deadline.

GRADUATE AND PROFESSIONAL SCHOOL STUDENTS (Graduate School of Arts and Sciences, Graduate School of Business Administration, Graduate School of Education, Graduate School of Religion and Religious Education, Graduate School of Social Service, Professional and Continuing Studies master’s and School of Law)

Students in the Graduate and Professional Schools must order using the Herff Jones on-line ordering, accessible at:
www.herffjones.com/college/fordham

Law Deadline: Midnight on Friday, March 13 (so already passed)
(Website will simply disappear on March 14.)

GSAS, GSS, GBA, GED, GSRRE Deadline: Midnight on Tuesday, April 7
(Website will simply disappear on April 8.)

Late orders will not be accepted, but extras will be available at the May distributions. Refer to page 6 for information for graduate and professional students who miss the deadline.
UNDERGRADUATES
(Fordham College at Lincoln Center, Fordham College at Rose Hill, Gabelli School of Business, Fordham School of Professional and Continuing Studies)

Undergraduates Who Preordered Online Prior to the Deadline
Academic attire for undergraduates who preordered online will be available at the Graduate Salutes/Distributions at the times and locations listed below. However, academic attire will be available **ONLY** at the student’s home campus for FCRH, FCLC and GSB students. PCS students were allowed a choice of the three campuses but they **MUST** pick up their gown at the campus they selected when ordering. All students should bring their online order receipt plus their Fordham ID card with them to the Graduate Salute/Distribution. Their student account must have been cleared in advance. (Yes, we will know if they have an outstanding balance and will hold their gown if they have a balance.) If they are unable to attend, they may send someone else to pick up their academic attire. The person picking up for them must have the online order receipt, along with their Fordham ID number and their written permission.

Late Undergraduate Students
Undergraduate students who did not preorder their gowns should plan to attend one of the Graduate Salutes at the times and locations listed below. Please **do not** direct them to call Herff Jones as they will **not** be able to **reserve** a gown once the deadline has passed. Extra academic apparel will be available at the Graduate Salutes; however NO extras will be available at the Westchester Distributions. They should bring their Fordham ID card with them and must have cleared their student account in advance.

If they are unable to attend, they may send someone else to pick up their academic attire. They must give that person their Fordham ID number and tell them their degree (BA, BS, BFA), as well as their height (with the shoes they will wear that day) and weight (less than 200 lbs.; more than 200 lbs.). The times and locations of the Graduate Salutes/Distributions are as follows:

**LINCOLN CENTER GRADUATE SALUTE:** Lowenstein, Second Floor Lounge (FCLC students start in the Third Floor Lounge.)
- **Wednesday** April 8, 5:00 p.m. to 7:00 p.m.
- **Thursday** April 9, 11:00 a.m. to 1:00 p.m.

**ROSE HILL GRADUATE SALUTE:** McGinley Center, Ballroom
- **Monday** April 13, 2:00 p.m. – 7:00 p.m.
- **Tuesday** April 14, 11:00 a.m. - 3:00 p.m.

**WESTCHESTER DISTRIBUTION:** Westchester Campus, Room 204
- **Wednesday** April 15, 3:00 p.m. to 7:00 p.m.
- **Thursday** April 16, 3:00 p.m. to 7:00 p.m.

**Note:** No BA, BS or BFA extras will be available at Westchester.
UNDERGRADUATES (cont’d.)

Really Late Undergraduate Students
Undergraduates should pick up their academic attire at the Graduate Salutes/Distributions in April. If they do not, they may still pick it up at the really late distribution at the Rose Hill Campus but must pay a $10.00 cash only late fee. The late fee is also charged if they DID preorder but DID NOT pick up at the Graduate Salute. Again, do not direct them to call Herff Jones as they cannot reserve a gown for them. The times and locations are as follows:

**ROSE HILL CAMPUS: McGinley Center, Student Lounge, Basement Level**
- Thursday, May 14: 4:00 p.m. to 7:00 p.m.
- Friday, May 15: 12:00 Noon to 3:00 p.m.
- Saturday, May 16: 8:00 a.m. to 10:00 a.m.

Bachelor’s gowns are **NOT** available at Lincoln Center in May, and are only available at Westchester on the Distribution Day if the student pre-ordered on-line.

Returns for Undergraduate Students
Undergraduates are given “keeper” gowns, hoods and caps that are **not** returned.

Undergraduate Students FAQs
1. I “lost” my cap, hood and gown. What now?
   - You may obtain an additional cap and gown for $35 at one of the distributions above. (Has to be a really good story for us to pay for a second one.)
2. I never got a tassel. Where do I get one?
   - You should go to one of the distributions above.
3. I want a “pretty” tassel like my friend, not the boring black one they gave me.
   - Boring black is the correct tassel color. However, Herff Jones also sells maroon ones at the distributions.
4. Oops – my dean told me I have the wrong color hood. Can I get the right one?
   - Yes, you should go to one of the distributions above and exchange it.
5. My “friend” got me an extra-large gown, and I’m not. Can I get a different size?
   - Yes, you should go to one of the distributions above and exchange it. You can also exchange ones that are not the right length.
6. Can you tell me what degree I will receive (and therefore the color of the hood)?
   - Check your Banner account online or call your deans’ office.
Faculty/Administration Academic Attire for Those Who Ordered
Prior to the April 7 Deadline
Pick up will be on the following days – but only at the campus they selected when ordering.

WESTCHESTER CAMPUS – Ground Floor, Room G 12
Wednesday May 13 4:00 to 7:00 p.m.
NOTE: All faculty and administrators’ gowns not picked up at Westchester on that date will be moved to Lincoln Center and can be picked up there – and only there.

LINCOLN CENTER CAMPUS – Lowenstein 224 (across from Chapel)
Thursday/Friday May 7th/8th 9:00 a.m. to 5:00 p.m.

ROSE HILL CAMPUS – Office of Student Leadership and Community Development (McGinley Center, Second Floor)
Thursday/Friday May 7th/8th 9:00 a.m. to 5:00 p.m.

Faculty/Administration Exchanges
Faculty and administrators who need to exchange their gowns for whatever reason, must go to one of the graduate student distributions listed on page 5. Please note that at Lincoln Center, they must go to the distribution held at McMahon Lounge where extras will be available.

Late Faculty/Administration Academic Attire
If faculty and administrators miss the April 7 deadline, they should not call Herff Jones as they cannot reserve a gown after the order has been submitted. Instead, they should come to one of the distributions listed on page 5 where extras will be available on a first come, first served basis. Please note that at Lincoln Center, they must go to the distribution held at McMahon Lounge where extras will be available. Rental fees must be paid in cash and a $10.00 cash only late fee will be charged.

Faculty/Administration Returns
Faculty and administrators should return their academic attire immediately following their school’s diploma ceremony as follows:
- Graduate School of Arts and Sciences, Graduate School of Education and Graduate School of Religion and Religious Education plus all undergraduate colleges: Student Lounge, Basement, McGinley Center
- Graduate School of Business Administration: The Beacon Theatre
- Graduate School of Social Service: White Box Theatre
- School of Law: The Beacon Theatre
GRADUATE AND PROFESSIONAL
SCHOOL STUDENTS

Graduate and Professional School Student Academic Attire for Those Who Ordered by the Deadline

Pick up only at the campus they checked on the order form.

LINCOLN CENTER CAMPUS The distributions at Lincoln Center will be segmented by school as follows:

**Law School Only:**
Law School Building:
  Wednesday April 15  2:00 p.m. to 6:00 p.m.
Franny’s Space, Ground Floor, Lowenstein Building:
  Thursday May 14  4:00 p.m. to 6:00 p.m.
  Monday May 18  8:00 a.m. to 9:00 a.m.

**Graduate School of Social Service Only:**
White Box Studio, Ground Floor, Lowenstein Building:
  Saturday May 9  11:00 am to 1:00 p.m.
  Friday May 15  4:00 p.m. to 6:00 p.m.
  Sunday May 17  1:30p.m. to 2:30 p.m.

**Other Graduate Schools (Graduate Education, Graduate Business, Graduate Arts and Sciences, Graduate Religion and Religious Education, Professional and Continuing Education master’s):**
McMahon Lounge-McMahon Residence Hall:
  Saturday May 9  2:00 p.m. to 6:00 p.m.
  Friday May 15  1:00 p.m. to 3:00 p.m.
  Monday May 18  2:30 p.m. to 3:30 p.m. *for GBA only

WESTCHESTER CAMPUS Ground Floor, Room G 12
Wednesday May 13  4:00 p.m. to 7:00 p.m.
**NOTE:** All masters and doctoral gowns not picked up at Westchester on that date will be moved to Lincoln Center and can be picked up there – and only there.

ROSE HILL CAMPUS McGinley Center, Student Lounge, Basement Level
Thursday May 14  4:00 p.m. to 7:00 p.m.
Friday May 15  12:00 Noon to 3:00 p.m.
Saturday May 16  8:00 a.m. to 10:00 a.m.
GRADUATE AND PROFESSIONAL 
SCHOOL STUDENTS (cont’d.)

Late Graduate and Professional School Student Academic Attire
Graduate students who do not order by the deadline date, should come to one of the distributions on page 5. Please do not direct them to call Herff Jones as they will not be able to reserve a gown once the deadline has passed. (At Lincoln Center, they must attend the late distribution that is designated specifically for their school.) Extras will be available on a first come, first served basis for cash only plus a $10.00 cash only late fee.

Graduate Student Academic Attire Returns
Graduate students must return academic attire immediately following their diploma ceremonies:

- **Following Rose Hill Diploma Ceremonies**: Return to the Student Lounge, Basement, McGinley Center

- **Following the Graduate School of Business Administration Diploma Ceremony**: Return at The Beacon Theatre

- **Following School of Law Diploma Ceremony**: Return at The Beacon Theatre

- **Following Graduate School of Social Service Diploma Ceremony**: Return at the White Box Theatre

It is the responsibility of the graduate to return the gowns immediately following their diploma ceremony. This is clearly explained when they place the order. **Therefore, the Office of the University Secretary will not accept late gowns.** They must be mailed (at the graduate's expense) to:

Attn: Returns
Herff Jones
1000 North Market Street
Champaign, IL 61820
PRICING

Academic attire for undergraduates is paid for by the University. Academic attire in the School of Law and the Graduate School of Social Service is paid for by the schools.

The pricing for academic attire for all others is as follows:

Bachelor Cap, Gown, Tassel & Hood (faculty only)  $57.00
Master Cap, Gown, Tassel, & Hood  $61.25
Doctor Black Cap, Gown, Tassel, & Hood  $70.70
Doctor Fordham Maroon Tam & Gown & Hood  $111.05

QUESTIONS?

Steve Clarke is Fordham's Herff Jones representative and is very good about returning calls and responding to emails if he is not there to receive the call. Contact him at:

Steve Clarke
Telephone: (516) 223-2572
Email: Thegraduateguard@aol.com

Or, you can call the Office of the University Secretary at (718) 817-3010, but we'll be happier to talk to graduates if they have tried Steve first.