

# SHORELINE COMMUNITY COLLEGE

## MEMORANDUM

TO: All Shoreline Community College Campus Employees  
FROM: Vice President Students, Equity & Success and Commencement Committee  
RE: Cap and Gown Order for Faculty, Administrators and Staff  
Commencement 2018  
DATE: March 9, 2018

Commencement will be held on Thursday, June 21<sup>st</sup>, 2018 at 6pm in the gymnasium. All faculty, administrators and staff are invited to wear commencement attire. Your participation is encouraged as a tribute to the dedication and achievements of our 2018 graduates.

**The deadline for ordering caps and gowns is Tuesday, May 14.** You can go online to order your commencement wear. Our cap and gown vendor, Herff Jones Cap and Gown, has set up an online ordering system that is very easy to complete for PC users, and somewhat slower for Mac users. The Herff Jones web site address is:

**<http://extranet.herffjones.com/capgown/order/?fuseaction=auth.&CFID=5755125&CFTOKEN=83667225>**.

### All Users:

Customer number (46000591000) and the order number (#3997111).

**Your order must be submitted no later than Tuesday, May 14th.** The College covers all rental expenses for regalia ordered and returned by the established deadlines, but not thereafter.

### If you ordered during the past year:

1. Scroll down to your name under "Faculty Name" to verify or edit your size and degree information. (NOTE: Support staff and administrators are also listed under "Faculty Name").
2. If no changes are necessary, click on "**Finished**".

### For first-time orders:

1. Anticipate a short system delay to place your order; there may be a delay from the time you select "New Faculty Member" and click "Continue".
2. **Please be sure to click "Confirm"** when you've completed and verified your order.

You may also order through **Lisa Smith** in the Student Leadership Center via email at [lsmi@shoreline.edu](mailto:lsmi@shoreline.edu). We do encourage you, however, to try the online order system first.

**Please mark your calendar to pick up your commencement wear between June 13th and June 20th**, but no later than Wednesday, June 20th by 3 p.m., in the Student Leadership Center, PUB 3<sup>rd</sup> floor. After that time, you may pick it up on the day of Commencement at the Issue Room in the lower level of the gymnasium, between 4:30 and 5:30 p.m.

After the commencement ceremony, we encourage you to wear your regalia to the reception for pictures with students. It is imperative that all caps, gowns and hoods be returned on **June 21st, at the conclusion of the ceremony at the drop off area in the PUB, room 9202**. We must ship the commencement wear the following day in order to avoid late charges.

Please contact Lisa Smith at (206) 546-5862 or [lsmi@shoreline.edu](mailto:lsmi@shoreline.edu) if you have any questions or concerns.