

Prospective graduate,

Olivet's Commencement is approaching! Now is the time to order regalia.

For everyone participating in the commencement ceremony on May 11, 2024, the **ORDER DEADLINE IS March 15, 2024 at 11:59 PM.** \*\* If we are able to expedite an order after the deadline, you will be responsible for the charges. If you do not have regalia for the ceremony, you will **not** be able to walk. So, it is very important to get it ordered as soon as possible.

1. Go to <https://herff.ly/olivet>
2. Click on **Order a Cap and Gown**
  - a. Select **Traditional Students** from the drop-down menu
  - b. Click **Shop**
3. Click on the **Cap & Gown** tab
  - a. Order your cap, gown, and tassel. (There is no cost for the cap and gown)
  - b. Click on the **Graduation Regalia** button
4. Enter contact information, area of study and your height and weight.
  - a. Click **Add to Cart**
  - b. You may continue to shop if you want announcements, diploma frames, or other items
5. Click **Proceed to Checkout.**
  - a. Verify the Shopping Cart
  - b. Click **Proceed to Checkout** again  
**NOTE: StageClip offers a video link of you as you are receiving your diploma from the president. Cost is \$20. You can click on the StageClip tab to order this as well.**
6. Click **Continue**
7. Verify all information is correct; you cannot make changes to your order once submitted
  - a. **Order confirmation email will come from Herff-Jones.**
  - b. **If you do not receive the email confirmation within two days, please contact Angie Muhlstadt at [afmuhlstadt@olivet.edu](mailto:afmuhlstadt@olivet.edu) to verify that the order is complete.**

**\*Pick up day for cap and gown will be April 25<sup>th</sup> in the math student lounge in the basement of Burke Administration from 8:30am – 4:30pm.**

*-You can let someone else pick up for you. I would just need you to email me the name of the person picking up and they will need to provide a photo ID.*

*-Other options are, if you are in town the Friday of Commencement, you can stop by the registrar's office to pick it up before 4:30pm.*

*-There is also the option of picking up at the Rec Center the morning of Commencement. This will be available at 8:00am.*

**\*\*For those who do not plan on attending the ceremony; you may choose to order a cap and gown for your own personal use as well.**

*-Angie*

**Angie Muhlstadt**

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