

Ordering Instructions for Faculty

Faculty orders will need to be submitted by March 3rd, 2025.

Link to Faculty Site: <https://Herff.ly/BUFaculty>

1. Select your current BU school/college you currently work with. For CAS, a second drop down will have the department

The image shows a screenshot of a web interface for faculty ordering. On the left, there is a vertical list of BU schools/colleges. On the right, there are two dropdown menus. The first dropdown is labeled 'Choose your school, campus, or organization:' and has 'CAS' selected. The second dropdown is labeled 'Select an option ...' and has 'CIMS' selected. The second dropdown is open, showing a list of departments.

School/Campus/Organization	Department
CAS	CIMS

The list of schools/colleges on the left includes: CDS, CFA, CGS, COM, ENG, GMS, LAW, MED, MET, PARDEE, QST, SAR, SDM, SHA, SPH, SSW, STH, and WHEELLOCK. The list of departments in the second dropdown includes: AA, AH (History of Art & Architecture), AMNES (American & New England Studies), AN, AR, AS, BI, BMB (Biochemistry & Molecular Biology), CH, CIMS, CL, CS, EC, EE, EN, ES (EDITORIAL STUDIES), HI, LX (LINGUISTICS), and MA.

2. Select the degree type you graduated with then and then select “Shop” *The Commencement date will be defaulted to May 18th, 2025, but this is for all BU convocations*

Choose your school, campus, or organization:

CAS

AR

Ceremony Date

☒ Sunday May 18, 2025

Degree Type

☐ Bachelor

☐ Doctorate

☐ Master

SHOP

All fields are required.

3. Click on the “Cap & Gown” tab at the top

Boston University

Change Your School Customer Service FAQ Track order

CAS • Sunday May 18, 2025 [Update](#)

Important Info.

Home **Cap & Gown**

BE GRADUATION READY.

Boston University

Get everything you need for graduation! You need the cap and gown to graduate, but we offer additional products that help you celebrate your achievement! Visit the product pages to learn more.

We are now taking orders for the ceremony to take place on Sunday May 18, 2025

If this is not your ceremony date and time then we are not currently taking orders for your ceremony. Please check back at a later date.

4. Enter your first and last name, area of study, height, weight, and cap size

For “Area of Study”, Dark Blue (Philosophy) is the color for PhDs. If you would like to select a different color representing your degree’s discipline, you can select that in the drop down.

Deadline 03/17

Tam, Gown, Tassel,
Hood

Cap & Gown Information

First Name*

Boston

Last Name*

University

Area of Study*

Select ...

Select ...

Accountancy (Drab)

Agriculture (Maize)

Architecture (Blue Violet)

Art

Arts in Education (Lt Blue)

Business Administration (Drab)

Business Education (Drab)

Canon Law (Red)

Chiropody (Nile)

Chiropractic (Silver)

City Planning (Blue Violet)

Civil Engineering (Orange)

Commerce (Drab)

Communication (Crimson)

Conservation (Russet)

Counseling And Guidance (Lt Blue)

Criminology (Gold)

Dentistry (Lilac)

Divinity (Red)

If you are unsure of your cap size, you can use the downloadable tape measure or a tailor's measuring tape.

Height*

5' 2" (157 cm)

Weight*

201-250 lbs (91-113 kg)

Cap Size*

23" to 23 1/4" - Size 7 3/8

(measure the circumference of
the head one inch above the
ears)

Please select the state where
your conferring school was
located.

Download Tape Measure

5. Next, you will select your conferring school

- If you graduated from a school/college in the U.S., you will select your state, city, and school.

Conferring State* South Dakota ▼

Please select the city where your conferring school was located.

Conferring City* SIOUX FALLS ▼

Please select your conferring school.

Conferring School* GREAT PLAINS BAPTIST COLLEGE ▼

- If you graduated from a school outside the U.S., this includes territories, you will need to select the “Outside the U.S.” option at the bottom of the “Conferring State” field drop down. You will not be able to select a “Conferring City”. Under “Conferring School”, if your school is not listed, you will be able to choose different color combinations to represent your school/country colors.

Conferring State* Outside U.S. ▼

Please select the city where your conferring school was located.

Conferring City* Select ... ▼

Please select your conferring school.

Conferring School* UNIVERSITY OF HELSINKI ▼

6. Select “Add to Cart”

7. Select “Checkout”

8. and input your billing address and click “Continue” *The site will not ask for payment*

9. Review information before placing the order and then click “Complete Order”

Confirmation Email: Once you place your order, you will receive a confirmation email. If you do not get this email, or are unsure that you placed an order, please have them contact regalia@bu.edu for assistance.

This will ensure no duplicate orders are placed.

If you have any questions throughout this process, please contact the Campus Store at regalia@bu.edu.