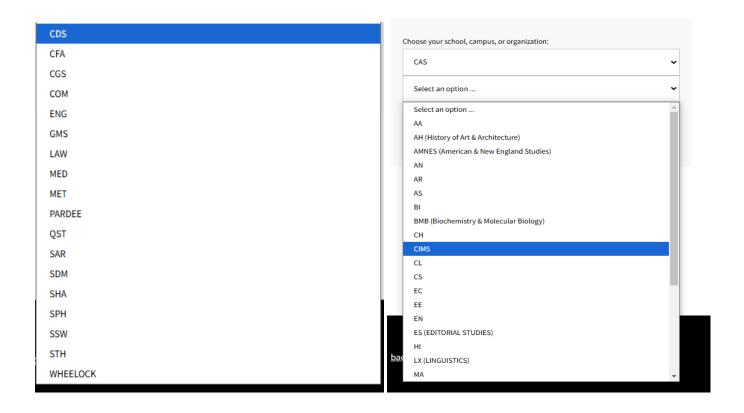
## **Ordering Instructions for Faculty**

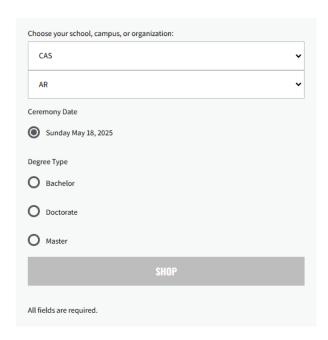
Faculty orders will need to be submitted by March 3<sup>rd</sup>, 2025.

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

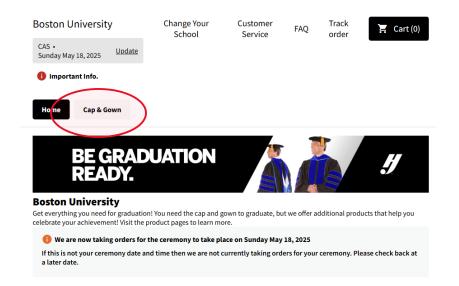
 Select your current BU school/college you currently work with. For CAS, a second drop down will have the department



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

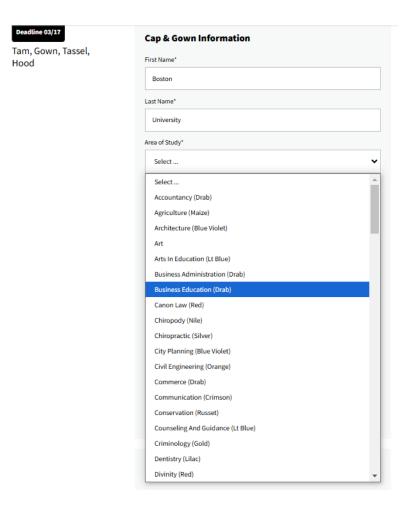


3. Click on the "Cap & Gown" tab at the top

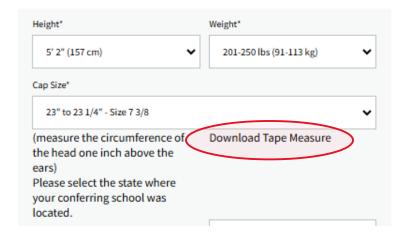


4. Enter your first and last name, area of study, height, weight, and cap size

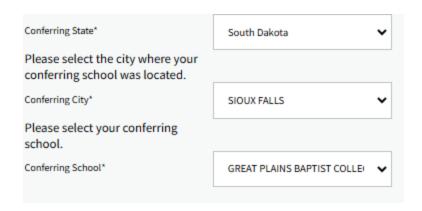
For "Area of Study", Dark Blue (Philosophy) is the color for PhDs. If you would like to select a different color representing your degree's discipline, you can select that in the drop down.



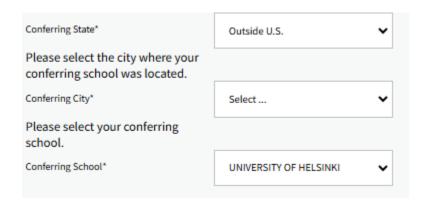
If you are unsure of your cap size, you can use the downloadable tape measure or a tailor's measuring tape.



- 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.



• 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.



- 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 <a href="mailto:regalia@bu.edu">regalia@bu.edu</a> for assistance.

This will ensure no duplicate orders are placed.

If you have any questions throughout this process, please contact the Campus Store at <a href="mailto:regalia@bu.edu">regalia@bu.edu</a>.