

TO: UB FULL & PART TIME FACULTY AND ADMINISTRATION
FROM: UNIVERSITY OF BRIDGEPORT BOOKSTORE
SUBJECT: REGALIA RENTAL – **Saturday, May 6, 2017- COMMENCEMENT**
Sunday, May 7, 2017 – HEALTH SCIENCES COMMENCEMENT
DATE: January 27, 2017

ALL FACULTY ARE REQUIRED TO ATTEND THEIR RESPECTIVE COMMENCEMENT CEREMONY

Please complete the attached order form. Return to the University of Bridgeport Bookstore, John J. Cox Student Center Lower Level, or email ubbookstore@bbsolutions.com if you wish to rent regalia for Saturday, May 6, 2017 or the Health Sciences Commencement on Sunday, May 7, 2017.

Tax is not included. Rental rates for the regalia are as follows:

BACHELOR'S CAP AND GOWN	\$27.00	HOOD	\$26.00	TOTAL	\$53.00
MASTER'S CAP AND GOWN	\$29.00	HOOD	\$28.00	TOTAL	\$57.00
DOCTOR'S CAP AND GOWN	\$31.00	HOOD	\$30.00	TOTAL	\$61.00
RENTAL TAM	\$36.00				

PAYMENT Cash, Master Card or Visa must accompany your COMPLETED regalia order form. Please return payment and order form to the bookstore, where your order will be recorded and forwarded to the Oakhall Company. There is a shipping and handling charge to have your regalia mailed. **To purchase regalia, please contact the Oakhall Company, email; oakhalli.com or phone (800) 456-7623 a.s.a.p.**

ALL FACULTY AND STAFF ARE PERSONALLY AND FINANCIALLY RESPONSIBLE FOR RENTING OR PURCHASING THEIR OWN REGALIA. REGALIA ORDERS MUST BE RECEIVED BY FRIDAY, MARCH 24. ANY ORDER RECEIVED AFTER APRIL 7, WILL BE CHARGED A \$20.00 LATE FEE PLUS SHIPPING AND HANDLING FEES. CORRECT COLOR HOOD WILL NOT BE GUARANTEED AFTER ABOVE DATE.

Caps and gowns may be picked up at the UB Bookstore after April 25, 2017

The UB Bookstore hours are:

Monday - Thursday	9:00A.M. - 5:00P.M
Wednesday	9:00A.M. – 7:00P.M.
Friday	9:00A.M. - 4:00P.M.
Sat. – May 6	8:00A.M. – 9:30A.M.

ALL REGALIA MUST BE RETURNED TO THE BOOKSTORE ON Monday May 8, 2017

LAST NAME _____ FIRST NAME _____

DEPARTMENT _____ TEL. EXT. _____

EMAIL _____

HEIGHT _____ FT. _____ IN. CAP SIZE OR HEAD CIRCUMFERENCE _____

DEGREE _____ FIELD OF STUDY _____

INSTITUTION THAT AWARDED HIGHEST DEGREE _____

CITY _____ STATE _____ COUNTRY _____

CAP _____ GOWN _____ HOOD _____ TOTAL PMT. \$ _____