

SHORELINE COMMUNITY COLLEGE

MEMORANDUM

TO: All SCC Campus Employees
FROM: Kim Thompson
Dean of Students &
Commencement Committee Chair
RE: Cap and Gown Order for Commencement 2014
DATE: March 14, 2014

All administrators, faculty, and staff are invited to wear commencement attire. Commencement will be held on Sunday, June 8, 2014 at 2 p.m. in the gymnasium. We encourage your participation as a tribute to the dedication and achievements of our 2014 graduates.

The deadline for ordering caps and gowns is Friday, April 25. 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 (#2581119).

Your order must be submitted no later than Friday, April 25. 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. We do encourage you, however, to try the online order system first.

Please mark your calendar to pick up your commencement wear between June 2 and June 6, but no later than Friday, June 6 by 3 p.m., in the Student Leadership Center, PUB 3rd 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 12:30 and 1:30 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 **Sunday, June 8, 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 if you have any questions or concerns.

Revised 3/3/2014