

**TO:** ALL ADMINISTRATORS, FULL-TIME FACULTY & ADJUNCT FACULTY  
**FROM:** Darlene Jensen, Commencement Coordinator  
**DATE:** February 10, 2015  
**SUBJECT:** Regalia for Commencement 2015 – Order Deadline, Friday, February 20, 2015, 5PM

**SAVE THE DATE:**

*Fullerton College will be holding its “Commencement Exercises”, Friday, May 22, 2015, 6PM\* at the FJUHS Stadium. Please take this opportunity to honor Fullerton College’s Graduating Class of 2015 by attending Commencement. The Reception will follow the Ceremony in the College Center Courtyard.*

**I. OWN YOUR REGALIA:**

**ALL participants are required to RSVP** to Student Affairs by Friday, February 20, 2015, 5PM to be listed in the program. Please e-mail your participation to [stuaff@fullcoll.edu](mailto:stuaff@fullcoll.edu).

**II. REGALIA RENTAL (cap, gown and/or hood):**

- A. **ALL participants are required to RSVP and submit orders with FULL PAYMENT to Student Affairs by Friday, February 20, 2015, 5PM** to be listed in the program and to receive a Commencement Pin. Commencement participants will be provided with the correct regalia as long as the measurements are received by the deadline.
- B. Student Affairs will take rental orders between Monday, February 9, and Friday, February 20, 2015, from 8am-5pm (College Center, Rm. 223). **Please note the earlier deadline!**
- C. Order Form is on the reverse side of this memo. Please complete and submit form with payment to Student Affairs.
- D. **Participants who cancel their order by Friday, March 20, 2015, will receive a full refund. No-shows and those canceling after Friday, March 20<sup>th</sup> will not receive a refund due to the required re-stocking fee.**
- E. **COST** (cash preferred please) – Same price as last year. ☺

Hood/Cap/Gown	Bachelor: \$16.15	Masters: \$16.15	Doctorate: \$28.00	Hood Only: \$13.00
Cap & Gown Only	Bachelor: \$16.15	Masters: \$16.15	Doctorate: \$28.00	

\*\*Due to the high volume of rental requests, Academic Cap & Gown will strive to meet the colors of your request, however, there is no guarantee.

**FINAL DEADLINE FOR RENTAL ORDERS TO STUDENT AFFAIRS - FRIDAY, FEBRUARY 20, 2015, 5PM.**

**III. HOOD OR REGALIA ON-LINE PURCHASES:**

Please see Nitzya Hamblet in the Student Affairs Office, or you may contact her at 714.992.7095 or at [nhamblet@fullcoll.edu](mailto:nhamblet@fullcoll.edu) for further information.

**DEADLINE FOR REGALIA ON-LINE PURCHASES - FRIDAY, FEBRUARY 20, 5PM**

**IV. PICK UP & RETURN:**

You may pick up your regalia (cap, gown and/or hood) on Thursday, May 21, or Friday, May 22, 2015, 8am-5pm in Student Affairs, College Center, Rm. 223.

Return regalia (cap, gown and/or hood) immediately following the Commencement Ceremony on Friday, May 22, 2015, inside the Student Center, Rm. 214. **NO EXCEPTIONS, PLEASE!**

*The Fullerton College Commencement Ceremony is held outdoors. In case of inclement weather, the ceremony will be held indoors.*

*Please call (714) 992-7000 or visit [www.fullcoll.edu](http://www.fullcoll.edu) for the status of the ceremony.*

*You may also contact Student Affairs at (714) 992-7095 or [stuaff@fullcoll.edu](mailto:stuaff@fullcoll.edu) for any updates.*

