

VERY IMPORTANT – ORDERING INSTRUCTIONS

This site serves two purposes: 1) provide you with the regalia you will require for the ceremonies and, 2) ensure that you have a seat on stage as a member of the platform party.

What follows are notes regarding the mandatory fields on the following page. It is highly recommended you print these notes and refer to them as you complete the process.

When placing your order on the ordering page, you can type "N/A" for all options that do not apply to you. As all the fields are mandatory something must be typed there – "N/A" will suffice.

NOTE: If you own your own academic regalia, you may indicate this in the field labeled "**What degree do you hold?**".

Section	Notes
First Name	This is the first name of the individual who will be wearing the regalia and will be sitting on the stage.
Last Name	This is the last name of the individual who will be wearing the regalia and will be sitting on the stage.
E-Mail	Please ensure that the e-mail address is correct as the e-mail confirmation – which includes instructions for the ceremony – will be sent there.
Phone	Should there be an issue with the regalia, we require a phone number and extension to reach you.
Ext	Should there be an issue with the regalia, we require a phone number and extension to reach you.
Height	This is your height, without shoes. Please note that this year the gowns will be zippered and this information is used only to provide a gown that is comfortable. It is NOT stored in any database.
Weight	This is your weight. Please note that this year the gowns will be zippered and this information is used only to provide a gown that is comfortable. It is NOT stored in any database.

What ceremony are you attending first?	This is a drop down menu. You must select the first ceremony you wish to attend and click it. To add another ceremony, click "add another", scroll down the drop-down menu and click the second ceremony you wish to attend. To add a third ceremony, simply follow the same procedure.
What degree do you hold?	You will need to select from a drop-down menu asking what type of regalia you will require. Note: Should you own your own regalia, please select that option here.
Discipline/Field of Study (i.e. Bachelor of Arts (BA))	For example, Bachelor of Arts (BA) in Geography, Bachelor of Engineering in Industrial Engineering, Master of Science in Administration, Doctorate of Philosophy in Art History, N/A, etc.
Pick your package	Depending on what you put in the "what degree do you hold" section, this will pre-populate the drop-down. For example, if you selected "Bachelor", the pick your package drop-down will have three options: Bachelor – Gown Only Bachelor – Hood Only Bachelor – Gown & Hood
Institution Information (The institution you received your degree from)	The university name, city and province/state information are important, especially when you request a hood. Gaspard will endeavour to get the correct hood and gown from your university.