

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> GRADUATION REGALIA (CAPS, GOWNS, ETC.)	<b>Page:</b> 18.06.01
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General

The Campus Store is responsible for ordering, distributing, and returning all graduation regalia used for the graduation ceremony.

Students, faculty and staff, and the platform party are required to wear graduation regalia when participating in the graduation ceremonies. Rental costs for faculty and staff and the platform party will be paid by the college.

Authority

Vice President for Business and Finance

Responsibility

Director of Auxiliary Enterprises  
Assistant Director of Auxiliary Enterprises  
Textbook Coordinator  
Campus Store Receiving and Distribution Assistant  
Plant and Maintenance Custodial Staff

Procedure

1. The Textbook Coordinator orders graduation regalia for the graduating students, faculty/staff, and the platform party.
2. In January, an estimated quantity (based on the estimated graduation numbers) of student “keeper” gowns is ordered from the supplier in order to guarantee delivery for graduation.
3. In March, Faculty and Platform Party gowns are ordered to guarantee delivery for graduation.
4. The supplier will return an acknowledgment of the estimated order and assign order #'s by category.

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Platform Party:

1. In February, the President's Office is asked to provide by March, the name, degree, and size requirement of each individual included in the graduation platform party.
2. Quantities for different degrees are determined, and a Purchase Order with a required delivery date is sent along with a web order to the supplier.
3. The Bookstore will forward the regalia to the President's Office upon its delivery. The President's Office will arrange for the pressing and distribution on graduation day.

Faculty and Staff:

1. In February, the Textbook Coordinator will send faculty, adjunct faculty and staff an email with information for ordering their paraphernalia.
2. The Textbook Coordinator enters the information on the suppliers website.
3. An alphabetical list will be prepared for use by the Campus Store Receiving and Distribution Assistant for verifying the order upon its delivery and for distributing and collecting gowns after graduation.
4. A notice is put in the CCMemo and on the CCM website regarding Campus Store pick up hours.
5. After the ceremony, the regalia will be collected by Campus Store staff and returned to the Campus Store to be sorted and counted. The regalia will then be returned to the supplier.
6. Purchase Orders are then processed for payment for platform party and faculty/staff regalia rentals.

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Students:

1. In October the Registrar will inform the Campus Store of the approximate number of students eligible for May graduation (including previous August and January graduates). Based on this number the President's Office will issue a Purchase Order to the supplier.
2. Distribution dates are established and included in the graduation information letter sent to the graduation candidates by the office of Records and Registration.
3. Distribution is scheduled at the Campus Store based on recommendations made by the Commencement Committee. At least one evening (4:30PM to 6:30PM) will be included.
4. When the graduation ceremony is over, the leftover caps and gowns are collected, packed, and left for the custodians to return to the Campus Store the next day.
5. The Campus Store will count and pack the gowns, caps, and tassels for return to the supplier. A chargeback is typed and included in the shipment.
6. A credit memo, issued to CCM by the supplier, is then used toward the invoice and the Purchase Order is processed for payment.
7. Students use a disposable gown that is paid for as part of the student's graduation fee.