

# COUNTY COLLEGE OF MORRIS

## Business and Finance Division Policies and Procedures Manual

**Subject:** GRADUATION REGALIA (CAPS, GOWNS, ETC.)

**Page:** 18.06.01

**Date:** 5/6/14

### General

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

### Policy

Students, faculty and staff, and the platform party are required to wear graduation regalia when participating in the graduation ceremonies. Rental costs for faculty, 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  
Sr. Campus Store Clerk  
Administrative 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 October, the supplier is requested to send blank cap and gown information forms for faculty and staff to the Campus Store. These forms will be used in the spring when specific orders are taken.
3. In January, an estimated quantity (based on the estimated graduation numbers) of student “keeper” gowns is placed with the supplier in order to guarantee delivery for graduation.
4. In March, Faculty and Platform Party gowns are ordered to guarantee delivery for graduation.
5. 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. When this information is received by the Administrative Assistant, individual description forms are prepared.
3. Quantities for different degrees are determined, and a Purchase Order with a required delivery date is sent with the completed forms to the supplier.
4. 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 Administrative Assistant will send faculty and staff blank order forms with a letter explaining the information needed and the return date. Adjunct faculty letters and forms are delivered to their mailbox.
2. Completed forms are checked and organized according to degree. A Purchase Order will be prepared and sent to the supplier with the forms.
3. An alphabetical list will be prepared for use by the Sr. Campus Store Clerk for verifying the order upon its delivery and for distributing and collecting gowns after graduation.
4. A notice is put in the CCMemo regarding Campus Store pick up hours. Regalia can also be picked up the evening of graduation in the HPE Bldg.
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 for two days from 9 a.m. – 4 p.m., one day from 9 a.m. – 6 p.m., and a third day from 9 a.m. – 12 (noon) the day of graduation.
4. At noon on graduation day, the regalia is transported to DeMare Hall for distribution.
5. When the graduation ceremony is over, the unused caps and gowns are collected, packed, and left for the custodians to return to the Campus Store the next day.
6. The Bookstore will count and pack the gowns, caps, and tassels for return to the supplier. A chargeback is typed and included in the shipment.
7. A credit memo, issued to CCM by the supplier, is then used toward the invoice and the Purchase Order is processed for payment.
8. Students use a disposable gown that is paid for as part of the student's graduation fee.

**HERFF JONES**  
CAP & GOWN DIVISION

An employee owned company

PLEASE PRINT

QUANTITY AMOUNT

CHECK ITEMS ORDERED

LINE 1  CAP, GOWN & TASSEL (UNIT) \_\_\_\_\_

LINE 2  HOOD (FILL OUT BELOW) \_\_\_\_\_

NAME OF SCHOOL WHERE DEGREE EARNED
ADDRESS OF SCHOOL (CITY & STATE)

LINE 3  GOWN ONLY \_\_\_\_\_

LINE 4  CAP ONLY \_\_\_\_\_

LINE 5  TASSEL ONLY \_\_\_\_\_

SUB TOTAL \_\_\_\_\_

TAX \_\_\_\_\_

TOTAL \_\_\_\_\_

AMOUNT PAID \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

COMPANY COPY

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MUST  
CHECK DEGREE  
FOR GOWN

- ASSOCIATE
- BACHELOR
- MASTER
- DOCTOR

LAST NAME		CHECK ONE	
		MALE	FEMALE
FIRST NAME	MIDDLE INITIAL	WEIGHT	
CAP SIZE	HEIGHT	FIELD OF DEGREE	
	FEET INCHES		

274709

NAME OF SCHOOL PLACING ORDER
CCM BOOKSTORE (CO CLG
CITY & STATE
RANDOLPH NJ

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