

Congratulations! You will be attending one of the Embry-Riddle Aeronautical University Worldwide Commencement ceremonies!

You will need to reserve your cap and gown. These will be available to *participants only* at no charge. Caps and gowns will only be sent to the ceremony location and any unclaimed items will be returned to the manufacturer.

Instructions:

Go to <http://worldwide.erau.edu/graduation>.

Click Reserve Cap and Gown button from the left menu.

Scroll to the bottom of the page and click the “CLICK HERE TO RESERVE YOUR CAP AND GOWN” link. This will open the Herff Jones portal.

Select the “Reserve a Cap and Gown” icon.



Select your ceremony location from the pull down menu:

CEREMONY LOCATION	CEREMONY DATE	DEADLINE FOR RESERVATIONS
Daytona Beach, FL (Worldwide)	05/04/19	03/15/19
Dallas, TX	09/14/19	07/26/19
Europe (Seeheim, Germany)	04/27/19	02/22/19
Pacific (Yokota, Japan)	06/29/19	04/12/19
Pensacola, FL	06/01/19	04/12/19
Prescott, AZ (Spring)	05/04/19	03/15/19
Prescott, AZ (Fall)	12/14/19	TBD
Quantico, VA	08/24/19	07/05/19
San Diego, CA	07/14/19	05/24/19
Seattle, WA	09/07/19	07/19/19

If you indicated one ceremony on your graduation application and wish to change your ceremony location, please select the new location only. We cannot change your order once it is submitted.

If your location is not on the drop down menu, please contact the graduation team by email at [wwgrad@erau.edu](mailto:wwgrad@erau.edu).

Select your degree type: Associates, Bachelors or Masters.

Click Continue.

Click on Cap & Gown in the green navigation bar.

Announcements

Cap & Gown

Diploma Frames

Class Ring

Enter your First and Last Name into the text boxes.

You will need to select your Degree Name in the Area of Study. It will be listed by the College and then by the Degree.

If your program is not listed, please contact your advisor or email the graduation team at [wwgrad@erau.edu](mailto:wwgrad@erau.edu).

Select your height and weight range from the drop down menus.

Click Add to Cart.

You can also shop on this site for graduation announcements, appreciation certificates, thank you notes, diploma frames and class rings. Souvenir tassels (**blue and gold – not the same colors as you will receive with your cap and gown**) will also be available through purchase by clicking the Announcements link from the navigation bar.

Announcements

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Once you have finished shopping, click either the Proceed to Checkout button or the Cart link from the top of the screen. You may need to click Proceed to Checkout more than once.

Please enter:

- Your First and Last Name
- Your Mailing Address
- Your Email Address – please do not use your ERAU email address if possible
- Your Phone Number

You may check the box to receive special offers from Herff Jones or uncheck it to not receive special offers from Herff Jones.

In the Additional Information section, please enter the following additional information:

- Please provide an estimate of how many guest you will be bringing to the ceremony (not including yourself).
- Please enter your student ID number.

Click Continue.

**PLEASE MAKE SURE THAT ALL THE INFORMATION IN THE CAP AND GOWN INFO BOX AND THE CEREMONY BOX IS CORRECT. WE CANNOT MAKE CHANGES TO YOUR HEIGHT AND WEIGHT OR CEREMONY LOCATION ONCE THE ORDER IS SUBMITTED.**

**Click the Complete Order button.** Please note that the caps and gowns will be mailed directly to the campus where the ceremony will be held for distribution.

If you have any additional questions, please contact Herff Jones's customer service at 1-800-837-4235.