

Faculty Cap and Gown On-line Ordering for Georgia Highlands College – Cartersville Campus

Faculty members can order rental regalia on-line. The deadline for ordering is:

Monday, April 2 - Ordering Deadline for May 12th, 2018 Commencement

Rentals under the order number below will be distributed from the Cartersville Campus Bookstore.

To order your rental regalia:

1. Access website at www.herffjones.com/capgown/order.
2. Enter Customer Number 10004454000.
3. Enter Order Number 4005346.
4. Hit Continue.
5. Select “New Faculty Member”. (This just means that we do not have your information on-file from a previous graduation. Previously, all faculty information was consolidated under the Floyd Campus. Contact the bookstore if you need information from last year’s order. Once your information is entered, it will remain in the system for future commencements. You will be able to select your name from the dropdown menu in the future.)
6. Hit Continue.
7. Complete the personal information requested: name, e-mail, height, weight, etc. Don’t forget to select the regalia items you will need. Be sure to select “Hood” too if you will need a hood on graduation day.
8. Hit Continue.
9. If you ordered a hood, you will be asked to choose a state for the college that conferred your degree.
10. Hit Go.
11. “Select your College” from the drop down menu and enter the “Full Title of Your Degree”.
12. Hit Continue.
13. Review your order on the next web page.
14. If everything is correct, hit Confirm.
15. You have completed the order process. An e-mail confirmation will be sent to the e-mail address you provided when placing your order.
16. Faculty can pick up their regalia at the Bookstore the week prior to Graduation.
17. Contact the Bookstore or e-mail Herff Jones at herff@bellsouth.net with any questions.