

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

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

Friday, April 2nd - Ordering Deadline for May 13th, 2021 Commencement

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

To order your rental regalia:

1. Access website at www.herffjones.com/capgown/order.
2. Enter Customer Number 10004453000.
3. Enter Order Number 4478841.
4. Hit Continue.
5. From the Faculty Name drop down menu select your name or “New Faculty Member”.
6. Hit Continue.
7. If your information is already in the system, you will just need to edit or confirm your order. Once you submit your order, you should receive a confirmation e-mail. If you entered “New Faculty Member”, you will need to follow the additional steps below.
8. 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.
9. Hit Continue.
10. If you ordered a hood, you will be asked to choose a state for the college that conferred your degree.
11. Hit Go.
12. “Select your College” from the drop down menu and enter the “Full Title of Your Degree”.
13. Hit Continue.
14. Review your order on the next web page.
15. If everything is correct, hit Confirm.
16. You have completed the order process. An e-mail confirmation will be sent to the e-mail address you provided when placing your order.
17. Faculty can pick up their regalia at the Bookstore the week prior to Graduation.
18. Contact the Bookstore or e-mail Herff Jones at Messier.Assoc@herffjones.com with any questions.