

Memo from.....Jordan Cervantes, Student Services (T-108)

TO: All Faculty/Administration

DATE:

SUBJECT: COMMENCEMENT 2019

WHETHER YOU NEED REGALIA OR NOT, PLEASE RETURN THIS FORM (ELECTRONICALLY OR SEND A NOTE) IF YOU ARE PARTICIPATING, TO ENSURE SUFFICIENT SEATING. Names of all those participating will appear in the printed Commencement program (if we receive your notice in time!).

In order to receive regalia rentals in time for Commencement, it is necessary that you place your order now. CRC still absorbs the cost of rental gowns, caps and tassels. **YOU ARE RESPONSIBLE FOR THE COST OF RENTING A HOOD IF YOU DO NOT OWN ONE.**

PLEASE COMPLETE AND RETURN THIS FORM TO ME (T-108) BY FRIDAY, MARCH 22nd WITH ANY REQUIRED PAYMENT. Make all hood rental checks payable to "Cosumnes River College"

NAME _____ **DEPT** _____ **EXT** _____

_____ I **do not** plan to march in the May 22nd Commencement ceremony.

_____ I **do** plan to march in the May 22nd Commencement ceremony and **HAVE ALL MY OWN REGALIA.** Please reserve a seat for me.

_____ I **do** plan to march and require some or all of the regalia items – What I need is checked below.
Note: caps are "one size" unless you require Extra Large.

CAP _____ GOWN (HEIGHT) _____ HOOD _____ (Please note school, degree & **rental fee for hood**)
 __ Bachelors (\$19.25) __ Masters (\$20.65) __ Doctorate (\$25)

COLLEGE/UNIVERSITY NAME _____

EXACT WORDING OF DEGREE _____

Please Note: Every effort is made to obtain your correct school/degree hood colors and band width, but we have no guarantee that what we ask for is what we get! The earlier we can order, the better our chances of receiving the correct regalia. Rest assured, your students will be impressed, no matter what you are wearing! Thanks for your patience.

For Student Services Office use only

Participant Name _____ Date Order Rec'd _____

Amount Paid _____ Check # _____ OR Cash _____ Staff Member Name _____