

IUPUI Commencement 2009 FACULTY FORM

**Commencement
Headquarters
Office of Alumni
Relations
317-278-1700**

★ ★ ★ ★ ★

**University College Honors
Day/Alpha Lambda Delta
and Phi Eta Sigma
Initiation Ceremony**

Sunday, April 19

**IUPUI Chancellor's
Honors Convocation**

Friday, April 17

IUPUI Commencement
Sunday, May 10

Academic Apparel

Below is an academic apparel order form for the 2009 IUPUI Commencement ceremony and for the individual recognition ceremonies indicated to the left. Academic apparel is ordered through the IUPUI Office of Alumni Relations. There is no charge to faculty for cap and gown rental orders **received by Friday, March 20**. There is, however, a charge for academic hoods. **Payment for hood rental must accompany the order form.** (See pricing below.) If you prefer to have the charge billed to your department, please provide appropriate information under "Payment" on the form.

Late Fee

All orders received in the Office of Alumni Relations after Friday, March 20, will be subject to a **\$15.00 late fee**. This applies to both cap and gown **and/or** hood orders.

Purchase Option

Academic apparel is available for purchase through Herff Jones. Please allow a minimum of seven weeks for delivery. Orders may be placed through Herff Jones representative Patrick Cavazos, (317) 485-5829 or pacavazos@herffjones.com.

Apparel for Special Ceremonies

Faculty members needing apparel for the University College Honors Day/Alpha Lambda Delta and Phi Eta Sigma Initiation Ceremony (April 19) or the IUPUI Chancellor's Honors Convocation (April 17) **MUST** check the appropriate box on the form and **MUST** submit the order by **March 20**.

Apparel for these ceremonies will be available for pick up in the Office of Alumni Relations, IP 241 (University Place Conference Center), during the week preceding the ceremony for which apparel is requested. Faculty who place an order by March 20 will be notified by e-mail when the apparel is available.

REMINDER: Only orders appropriately marked AND received by March 20 will be available for pick up as indicated above for special ceremonies.

Commencement Apparel Distribution

Apparel for use at the IUPUI Commencement ceremonies on Saturday, May 9, and Sunday, May 10, will be distributed in Room 405 of the IUPUI Campus Center on **Tuesday, May 5, and Wednesday, May 6, from 9:00 a.m. to 7:00 p.m.**

2009 Academic Apparel Order • IUPUI Commencement/Honors Programs

Complete and return this form no later than **March 20**.

Please print or type.

Name: First MI Last

Campus Department

Campus Phone Campus Building/Room

E-mail

Name of institution where you earned your highest degree

Highest degree earned:

Doctor:

- Ph.D. M.D. D.D.S.
 Ed.D. J.D. D.N.S.
 Other: _____

Master Field _____

Bachelor Field _____

Please check the appropriate box:

- Cap/Tassel/Gown ONLY @ N/C
(Must order by March 20)

Enclose payment for the following:

- Cap/Tassel/Gown
 Hood
 Bachelor Hood @ \$37.00
 Master Hood @ \$38.00
 Doctor Hood @ \$39.00

Orders placed after March 20 will incur a \$15 late fee.

Payment:

- Send invoice to department, attn: _____
 – or –
 Cash Check or Money Order (Make payable to IUPUI Office of Alumni Relations)
 Mastercard VISA American Express

Account # _____

You **MUST** check one or more of the following boxes – check all that apply

- University College Honors Day/Alpha Lambda Delta and Phi Eta Sigma Ceremony - April 19
 IUPUI Chancellor's Honors Convocation - April 17
 IUPUI Commencement / School Ceremonies - May 9, 10

Cap and Gown Order Information

Gender	Weight	Cap Size	Height	
			Ft.	In.
<input type="checkbox"/> M				
<input type="checkbox"/> F				

Card Holder's Signature _____ Exp. Date _____

Enclose payment and return by March 20 to:
 Commencement Headquarters, Office of Alumni Relations, IP 241, IUPUI, 278-1700

Commencement web site: www.alumni.iupui.edu/commencement