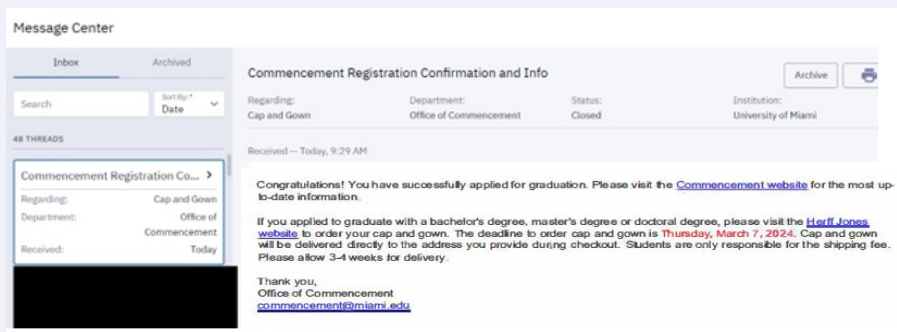


Graduate

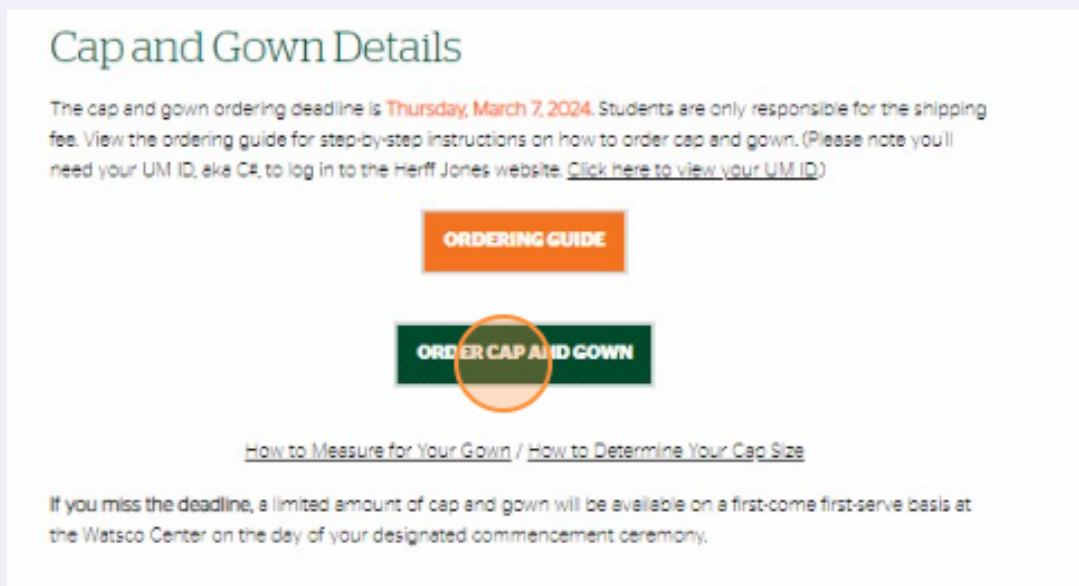
Ordering Guide – Herff Jones Regalia

1 Apply for Graduation via CaneLink at: canelink.miami.edu

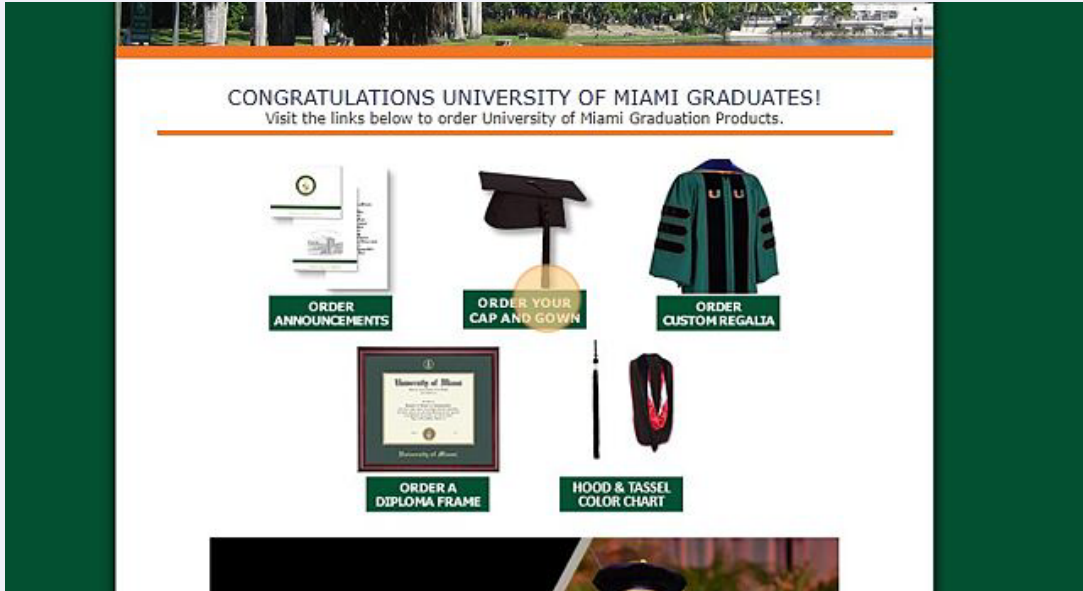
2 Open your confirmation email that is sent to you once the application in Canelink is submitted (see example below). Click the link to the Herff Jones website in your confirmation email.



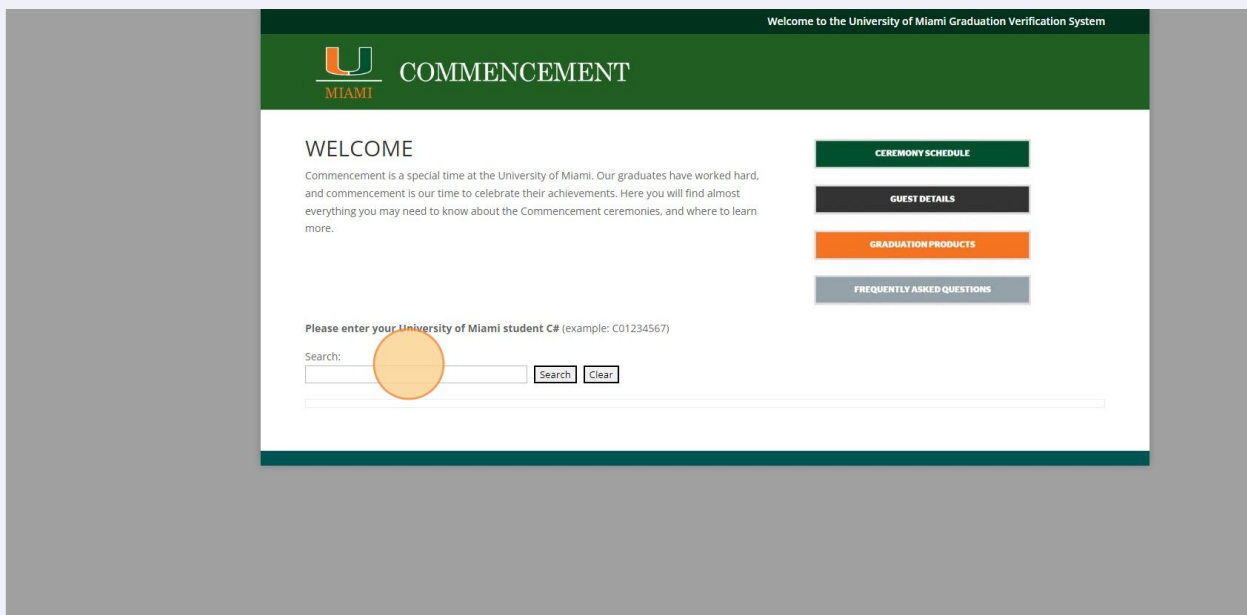
3 The Herff Jones website can also be accessed [via the Commencement website](#). On the website, select "Order Cap and Gown."



4 On the Herff Jones website, select "Order Your Cap and Gown."



5 Enter your C# and click "Search."



6

Click "Congratulations! Order your graduation products here."

If you receive an error message stating, "no records found," please email commencement@miami.edu with your name, C#, and degree information.

iami student C# (example: C01234567)

me

Order

Congratulations! Order your graduation products here.

7

Click the dropdown and select your degree.

HERFF JONES.

Find Your School Customer

University of Miami

Let's get started

Enter your information to begin shopping

Choose your school, campus, or organization:

Select an option ...

SHOP

All fields are required.

8

Next, select your school/college.

University of Miami

Let's get started

Enter your information to begin shopping

Choose your school, campus, or organization:

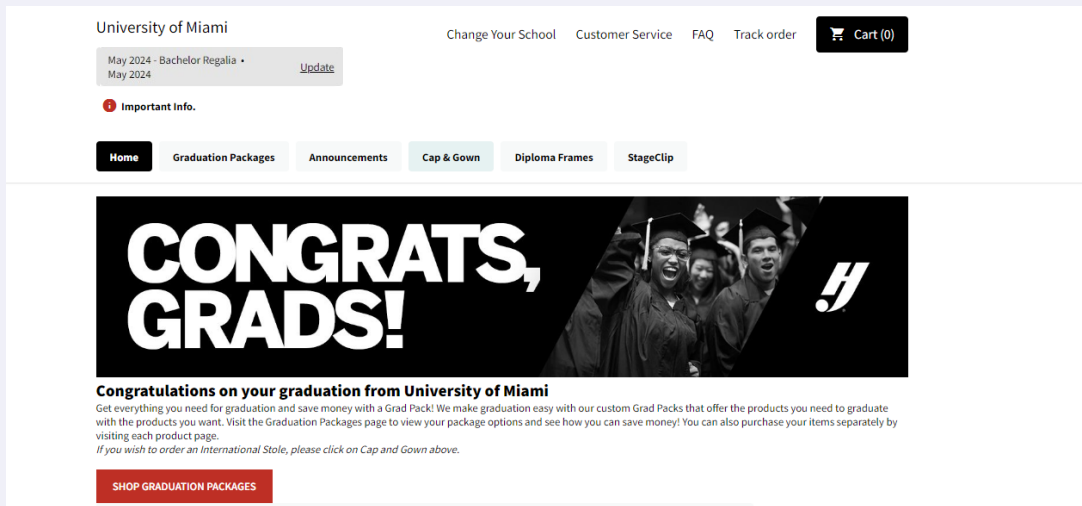
May 2024 - Bachelor Regalia	▼
Select an option ...	▼
SHOP	

All fields are required.

9

Once you select your school/college, you should automatically be directed to the online store.

To order ONLY your cap and gown, select the “Cap & Gown” category in the menu bar at the top of the page. On this page, you can also add a UM stole or international stole to your order.



10 Click "CLICK TO SHOW CONTENTS."

The screenshot shows the University of Miami website's graduation regalia section. At the top, there are navigation links: "Change Your School", "Customer Service", "FAQ", "Track order", and a "Cart (0)" button. Below this is a header with "May 2024 - Bachelor Regalia" and an "Update" link. A red "Important Info." icon is also present. The main navigation bar includes "Home", "Graduation Packages", "Announcements", "Cap & Gown" (highlighted), "Diploma Frames", and "StageClip". The product grid features three items: "Graduation Regalia" for \$0.00 with a "CLICK TO SHOW CONTENTS" button, "Gratitude Stole" for \$25.00, and "International Stole" for \$32.50 with a descriptive paragraph. Below these is a "STAGE CLIP" for \$19.99 with a video player showing a student receiving a diploma.

11 Once you've selected the product(s) you'd like to purchase, enter required fields. "Area of study" is based on your formal degree title and not your major. (Check with your advisor if you have questions.) Then, click add item to cart.

The screenshot shows the "Add to cart" page for "Graduation Regalia" on the University of Miami website. The product image is on the left, and the "Add to cart" button is on the right. The form includes fields for "First Name*", "Last Name*", "Area of Study*" (a dropdown menu), "Height*" (a dropdown menu), and "Weight*" (a dropdown menu). A red "ADD TO CART" button is at the bottom. A note at the bottom of the form states: "The last day to order your Graduation Regalia online is Friday, October 13th, 2023".

12

Alternatively, you can click "Graduation Packages." Select the package you'd like to order and then select, "Order Your Graduation Package!"

The screenshot shows the top navigation bar of the University of Miami website. It includes the university name, links for "Change Your School", "Customer Service", "FAQ", and "Track order", and a shopping cart icon labeled "Cart (0)". Below the navigation is a date selector for "May 2024 - Bachelor Regalia" with an "Update" button. A red notification icon is followed by "Important info.". A horizontal menu contains "Home", "Graduation Packages", "Announcements", "Cap & Gown", "Diploma Frames", and "StageClip". The main content area features a large banner with the text "CONGRATS, GRADS!" and a photo of graduates. Below the banner is a heading "Congratulations on your graduation from University of Miami" and a paragraph of text: "Get everything you need for graduation and save money with a Grad Pack! We make graduation easy with our custom Grad Packs that offer the products you need to graduate with the products you want. Visit the Graduation Packages page to view your package options and see how you can save money! You can also purchase your items separately by visiting each product page. If you wish to order an International Stole, please click on Cap and Gown above." A red button labeled "SHOP GRADUATION PACKAGES" is positioned at the bottom of the banner area.

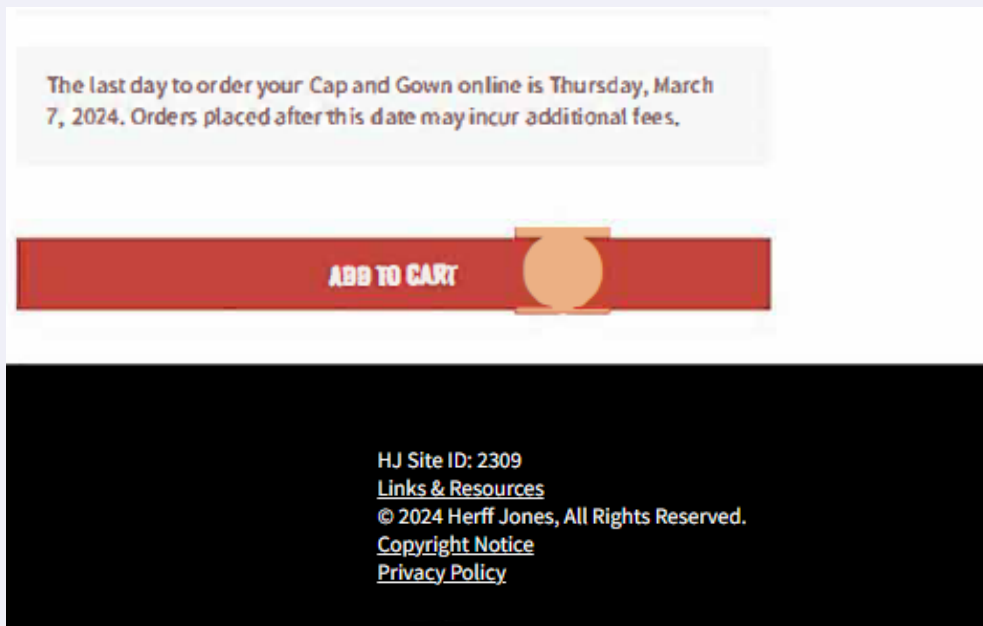
The screenshot displays a grid of graduation packages. At the top, a red notification icon is followed by the text "Items purchased in each Grad Pack will ship separately.". The grid contains four items:

- Essential**: \$89.95. Includes a cap and gown. Button: "CLICK TO SHOW CONTENTS".
- Economy**: \$25.00. Includes a cap and gown. Button: "CLICK TO SHOW CONTENTS".
- VIP**: \$210.00. Includes a cap, gown, and stole. Button: "CLICK TO SHOW CONTENTS".
- STAGE CLIP**: \$19.99. Includes a stage clip. Button: "CLICK TO SHOW CONTENTS".

13

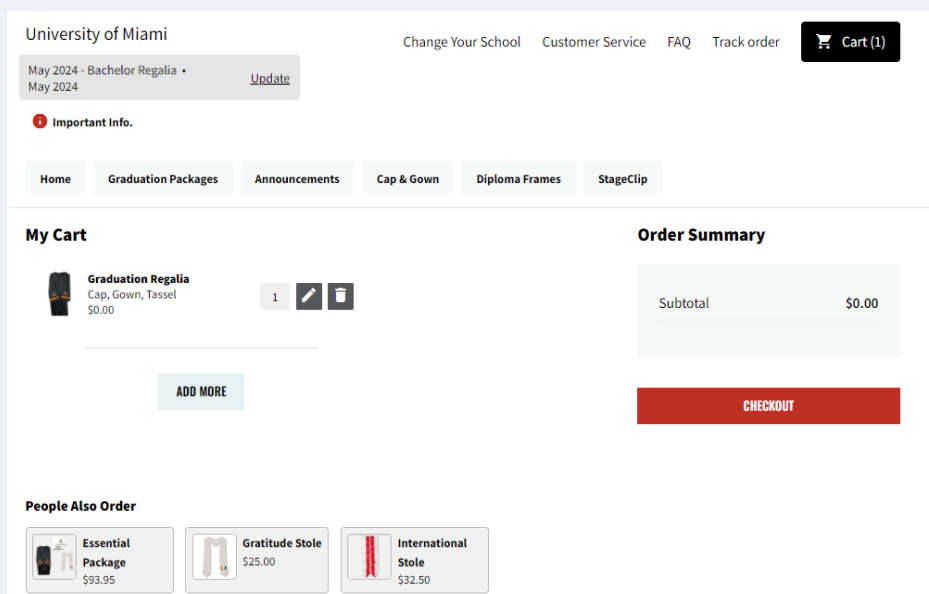
Click "ADD TO CART" in the bottom right menu bar and checkout.

Note: There is no cost for cap, gown, and hoods (if applicable). Items such as invitations, diploma frames, accessories, stoles, etc. incur additional costs. A shipping fee is also charged.



14

Once you have added all items to your cart, click "Proceed to Checkout."



15

Regalia will be shipped directly to the address the student enters when placing their order.