

Faculty/Staff

Ordering Guide Herff Jones Rental Regalia

1

Navigate to:

<https://commencement.miami.edu/faculty-and-staff/rsvp-regalia-rental/index.html>

2

Click on the button associated with your school/college

Faculty Rental Regalia

- Rental regalia is free for all faculty. Please click the appropriate ceremony below to order via the Herff Jones website. Cap and gown will be delivered directly to the address you provide during checkout. Please allow 3-4 weeks for delivery. Rental regalia includes the appropriate robe, hood, and mortarboard. Faculty holding a doctoral degree who wish to rent a tam may do so at their own cost. Please contact Herff Jones at hjcollegff@aol.com for tam rental information.

The deadline to order rental regalia for Spring 2025 is Thursday, March 13, 2025.

- If you miss the deadline, a limited amount of University of Miami master's and doctoral rental regalia will be available for faculty. Please note that extra regalia (UM colors only) will be available on a first-come, first-served basis at the Herff Jones table located at the Watsco Center Fieldhouse on the day of your designated Commencement ceremony.
- For School of Law faculty regalia inquiries, please contact Annette Hugues via email at ahugues@law.miami.edu.
- For Miller School of Medicine M.D. faculty regalia inquiries, please contact Bridgette Nevils via email at bnevlis@med.miami.edu.

Faculty Rental Regalia Instructions:

[Step-by-Step Ordering Instructions for Faculty](#)

[How to Measure for Your Gown](#) / [How to Determine Your Cap Size](#)

CORAL GABLES
-MAY AND DEC.-

SCHOOL OF MEDICINE
-MAY ONLY-

SCHOOL OF LAW
-MAY AND DEC.-

3

Click the "Search your school" field.



Faculty Direct

Find your school of employment

Let's start your important milestone

4

Type "university of miami"



Faculty Direct

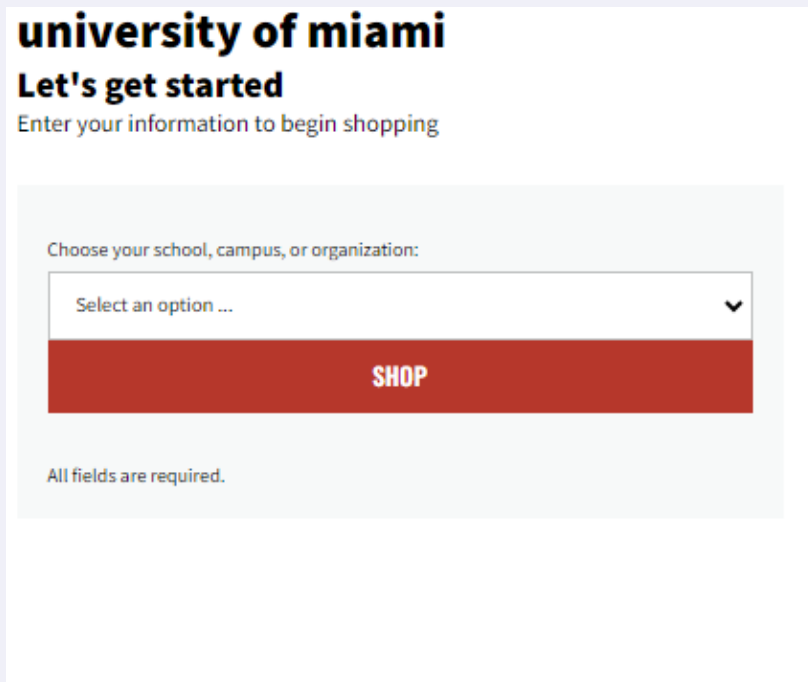
Find your school of employment

Let's start your important milestone

University of Miami

FL

5 Click this dropdown.



university of miami
Let's get started
Enter your information to begin shopping

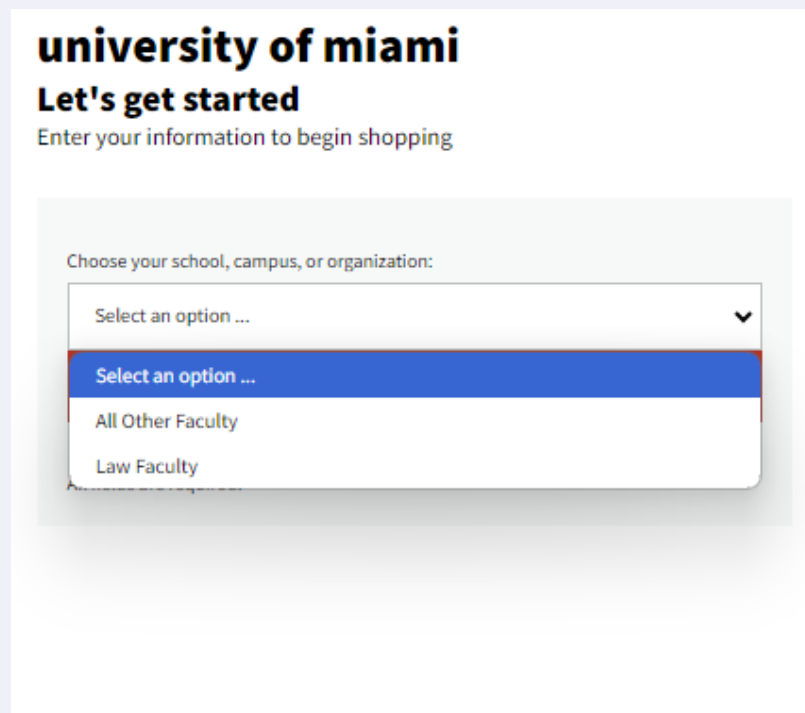
Choose your school, campus, or organization:

Select an option ...

SHOP

All fields are required.

6 Select the ceremony you are participating in.



university of miami
Let's get started
Enter your information to begin shopping

Choose your school, campus, or organization:

Select an option ...

Select an option ...

All Other Faculty

Law Faculty

7 Choose the highest degree you obtained in the dropdown.

Choose your school, campus, or organization:

All Other Faculty

Ceremony Date

May 2025

Degree Type

Bachelor

Doctorate

Master

SHOP

All fields are required.

8 Click "SHOP"

Choose your school, campus, or organization:

All Other Faculty

Ceremony Date

May 2025

Degree Type

Bachelor

Doctorate

Master

SHOP

All fields are required.

9 Click "Cap & Gown"

The screenshot shows the top navigation bar of the University of Miami website. The header includes the University of Miami logo, links for 'Change Your School', 'Customer Service', 'FAQ', and 'Track order', and a 'Cart (0)' button. Below the navigation is a 'Home' button and a 'Cap & Gown' button, which is circled in orange. A banner below the navigation features the text 'BE GRADUATION READY.' and an image of graduates. Below the banner, there is a section titled 'University of Miami' with a paragraph of text and a note: 'We are now taking orders for the ceremony to take place on May 2025'.

10 Enter all required fields.

The screenshot shows the 'Cap & Gown' product page. On the left is an image of a graduation gown and cap. To the right, the product is titled 'Graduation Regalia' with a price of '\$0.00' and a 'Deadline 03/13' badge. Below the product name is the text 'Cap, Gown, Tassel, Hood'. To the right of the product is an 'Add to cart' section with a form titled 'Cap & Gown Information'. The form contains the following fields: 'First Name*', 'Last Name*', 'Area of Study*' (a dropdown menu), 'Height*' (a dropdown menu), 'Weight*' (a dropdown menu), 'Please select the state where your conferring school was located.' (a dropdown menu), 'Conferring State*' (a dropdown menu), 'Please select the city where your conferring school was located.' (a dropdown menu), 'Conferring City*' (a dropdown menu), 'Please select your conferring school.' (a dropdown menu), and 'Conferring School*' (a dropdown menu). At the bottom of the form is a red 'ADD TO CART' button. A note at the bottom of the page states: 'The last day to order your Cap and Gown online is Thursday, March 13, 2025. Orders placed after this date may incur additional fees.'

11 Once completed click "Add to Cart"

Please select the state where your conferring school was located.

Conferring State*

Please select the city where your conferring school was located.

Conferring City*

Please select your conferring school.

Conferring School*

The last day to order your Cap and Gown online is Thursday, March 13, 2025. Orders placed after this date may incur additional fees.

ADD TO CART


12 Review and click "Proceed to Checkout." Follow the prompts until the end. Regalia will ship directly to the address entered. Please DO NOT ship your rental regalia to your office address at UM, as it can get lost.



All Other Faculty • May 2025 [Update](#)

Important Info.

[Home](#) [Cap & Gown](#)

My Cart

 **Graduation Regalia**
Cap, Gown, Tassel,
Hood
\$0.00

1  

ADD MORE

Order Summary

Subtotal **\$0.00**

CHECKOUT