

## Order Your Gown Online

### Order Your Faculty Gown Online

If you are planning to attend the commencement ceremonies, please order your cap and gown online at [www.herffjones.com/faculty](http://www.herffjones.com/faculty) [1]. Once on the site you will need to enter the following information:

**Customer number: 31000232002**

**Order number:**

- **for New York - 525949**
- **for Pleasantville - 525810**
- **for White Plains - 526106**

**Keep in mind that the order number reflects your home campus. Your gown will be delivered to your home campus.**

If a gown was ordered for you last year, you will be able to verify all pertinent information by selecting your name on the drop down box.

If your **name does not appear** on the drop down box select "New Faculty Member" and fill in all required fields.

**You must indicate your email address so that you can receive confirmation of your order.**

If you do **not** order your cap and gown by the **Friday, March 24th** deadline date, as indicated in Dr. Morreale's letter, you will incur the full cost of the rental gown. The approximate cost is \$60 depending on your degree and institution. All late filers will need to contact the Special Events office to order their cap and gown.

Please keep in mind that if you require a gown for your pre-commencement ceremonies you must order your gown by the March 24th deadline date. After March 24th you will have to contact Special Events at [commencement@pace.edu](mailto:commencement@pace.edu) or 22671 to order your cap and gown and you will be responsible for the charges incurred.

Your instructions and passes for admission will be mailed to your office address in late April.

Thank you.

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**Source URL:** <http://www.pace.edu/commencement/commencement-2006/faculty-participation/order-your-gown-online>

**Links:**

[1] <http://www.herffjones.com/faculty>