HOW TO – Order graduation regalia for faculty participants

CAN PAY WITH PERSONAL CC or ISU PCARD and GO THROUGH WORKDAY FOR REIMBURSEMENT FROM INCENTIVE ACCOUNT

From the ECpE Main Office – send an email to ecpe_active_faculty@iastate.edu during Spring Break (mid-March) or during first week of September. Update information in the DRAFT EMAIL below as needed for Spring or Fall graduations.

DRAFT EMAIL

Do you have a PhD student graduating and needs to be hooded?

Add it to you calendars! The deadline to rent faculty/staff graduation attire and be guaranteed the correct size for the Fall 2019 ceremony is Friday, December 5, 2019.

Fall Graduate Commencement will be held at 7:00PM on December 20, 2019 this year.

Complete the online process (outlined below) before Friday December 5th to get your regalia as WE DO NOT HAVE ANY EXTRA cap/gown/hood combos available.

ISU Faculty/Staff with PhD Degree

1. [http://www.isubookstore.com/shop/graduation/phd](http://www.isubookstore.com/shop/graduation/phd)
2. Click on Faculty/Staff Complete Graduation Attire (bottom row)
   a. Click on Shop Faculty Graduation Attire (red button above $0.00)
   b. Click on Let's Get Started (black button at the bottom)
   c. Click on CHOOSE beside Doctoral Faculty Rental
   d. Click on COMPLETE PACKAGES (top of two buttons)
   e. Enter your Height, Weight, Degree (PhD or DSc; include major), and your Alma Mater
   f. Click on NEXT (black button on the lower right)
   g. Confirm all information is correct
      i. If not, click on BACK
      ii. If so, click on PROCEED TO CHECKOUT (green button on lower right)
   h. Unless you are late in renting, choose the SHIPS WITHIN 2 WEEKS radial button
   i. Click on NEXT (black button on the lower right)
   j. Enter your Billing Address
      i. Address 1: ISU / ECpE 2520 Osborn Drive
      ii. Address 2: xxxx (enter your room number and bldg.)
      iii. Zip Code: 50011
   k. Click on NEXT (black button on the lower right)
   l. Confirm all information is correct
   m. Click on CREDIT CARD radial button
   n. Check the Accept Terms
   o. Click on PROCEED TO CHECKOUT (black button on the lower right)
   p. Enter your PCARD information (ZIP is 50011)
   q. Click on PAY (grey button on the bottom)
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3. Print receipt and provide to Finance_Delivery@iastate.edu with your INCENTIVE ACCOUNT number and the NAME OF YOUR GRAD STUDENT written on it.
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Go here:

https://www.isubookstore.com/shop/graduation/phd/FacultyStaff-Complete-Graduation-Attire

OR Just click on this link: https://iowastatefac.shopoakhalli.com/purchasewizard/Welcome

Then…Click on Let’s Get Started

Then…Click on CHOOSE across from Doctoral Faculty Rental
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Then...Click on COMPLETE PACKAGES

Enter the following information and then CLICK NEXT

- Height
- Weight
- First Name
- Last Name
- Degree (enter PhD)
- Alma Mater (this will allow you to get a hood from your PhD school)
HOW TO: Order Regalia for Graduation
Check for accuracy and then CLICK PROCEED TO CHECKOUT

Choose an appropriate shipping schedule/fee, then CLICK NEXT
Enter your billing address information – THIS WILL BE YOUR SHIPPING ADDRESS UNLESS YOU CHANGE SHIPPING ADDRESS – so if you want the regalia shipped to your office, make sure you use the CORRECT SHIPPING ADDRESS…then CLICK NEXT.

Verify all information, click on CREDIT CARD, and ACCEPT TERMS, then PROCEED TO CHECKOUT…
Enter your information (either personal CC or ISU Pcard) and click PAY

Print your receipt and submit with your personal CC Reimbursement Request or submit with your PCARD Transaction Verification through WORKDAY.

Contact Sara K Harris with any questions.