

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>
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](mailto: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

Iowa State University Faculty:

We want to make your commencement ceremony the most beautiful and memorable ceremony experience possible with the finest regalia available to Iowa State University Faculty.

Please order your highest degree earned.

Questions? Contact the ISU Bookstore: ISUBookStore@iastate.edu

Important Dates:

Graduate College Commencement **Friday, Dec. 19, 2019**

Last day to order: **Friday, Dec. 5, 2019**

1 Event 2 Products 3 Cart 4 Shipping & Handling 5 Billing address 6 Preview

Let's get started

Questions? 1-800-456-7623 or webdept@oakhalli.com

Then...Click on CHOOSE across from Doctoral Faculty Rental

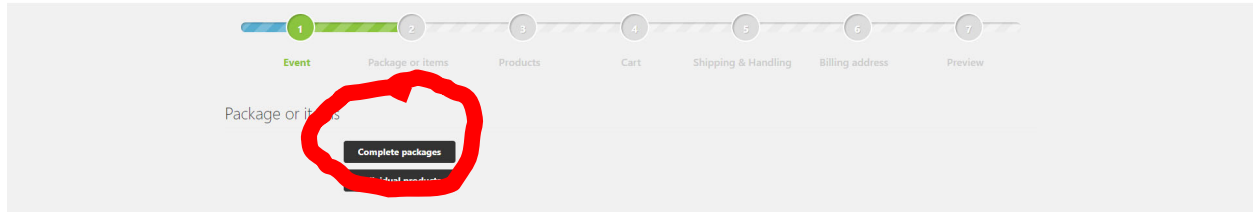
Choose event

Event	Event date	Last order date	Choose
Bachelor Faculty Rental - Ship to Home	12/19/2019	12/5/2019	Choose
Master Faculty Rental - Ship to Home	12/19/2019	12/5/2019	Choose
Doctoral Faculty Rental - Ship to Home	12/19/2019	12/5/2019	Choose

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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

Faculty and Staff R... | Iowa State Univers... | Home - Workday | Posakony found in... | area codes for see... | Kineta, Inc: Over... | Contact - Kineta, In... | Order Panera Bread | Order Panera Bread | Choose products

lowastatefacshopoakhall.com/PurchaseWizard/SelectPackage?eventID=DFRSH


ISU FRM Key Req... | Login - Key Acces... | Create A New Depa... | Login | Professional & Scie... | People Search & Re... | Workyte | Iowa St... | My Requests - IT Se... | Request for Service... | WORKDAY Travel R... | MyAnalytics | Aglion One | Export Controls

Event | **Package or items** | Products | Cart | Shipping & Handling | Billing address | Preview

Choose products

Doctoral Degree

Price: \$60.00



Input information about you

Height

Weight

Faculty First Name

Faculty Last Name (Surname)

Do you need a hood? Yes No

Back

Customize your product

Degree

Alma Mater

Next

Questions? 1-800/456-7623 or webdept@oakhall.com

[Type here]

Check for accuracy and then CLICK PROCEED TO CHECKOUT

Progress bar: 1 Event, 2 Package or items, 3 Products, 4 **Cart**, 5 Shipping & Handling, 6 Billing address, 7 Preview

Product	Quantity	Price	Line total
Doctoral Faculty Rental - Ship to Home Height 5'10 (178 cm) Weight 190-199 lbs (86-90 kg) Name sara harris	1	\$60.00	\$60.00
REG OGOLD TASSEL PLAIN	?		
DOCTOR GOWN-OSFA CAP BLACK P88 FLT0 POLY	?		
DOCTOR HOOD - RENTAL Degree PhD Alma Mater Washington State University	?		
Sub total			\$60.00

Additional Information
Your Remark

[Back](#) [Proceed to checkout](#)

All prices shown are excluding tax unless otherwise specified.

Questions? 1-800/456-7623 or webdept@oakhalli.com

Choose an appropriate shipping schedule/fee, then CLICK NEXT

Progress bar: 1 Event, 2 Package or items, 3 Products, 4 Cart, 5 **Shipping & Handling**, 6 Billing address, 7 Preview

Shipping & Handling

- Ships within two weeks with return label - \$25.45
- Ships within three business days with return label - \$37.50
- Ships within two business days with return label - \$45.50
- Ships next business day with return label - \$67.50

[Back](#) [Next](#)

[Type here]

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.

1 2 3 4 5 6 7
Event Package or Items Products Cart Shipping & Handling **Billing address** Preview

Select Billing address

First name sara
Last name harris
Phone (515) 451 - 4488
Address 1 123 main street
Address 2
City ames
Country UNITED STATES
State iowa
Zip Code 50010
E-mail skharris@iastate.edu

Ship to a different address

Next

Questions? 1-800-456-7623 or webdept@oakhall.com

Verify all information, click on CREDIT CARD, and ACCEPT TERMS, then PROCEED TO CHECKOUT...

Preview

Event date: 12/19/2019
Degree: Doctoral Degree

Product	Quantity	Price	Line total
Doctoral Faculty Rental - Ship to Home Height 5'10 (178 cm) Weight 190-199 lbs (86-90 kg) Name sara harris	1	\$60.00	\$60.00
REG OGDOLD TASSEL PLAIN	?		
DOCTOR GOWN-OSFA CAP BLACK P&B FLTD POLY	?		
DOCTOR HOOD - RENTAL Degree PhD Alma Mater Washington State University	?		

Billing address
First name sara
Last name harris
Phone (515) 451-4488
Address 1 123 MAIN ST
City AMES
State iowa
Zip Code 50010-6492
Country UNITED STATES
E-mail skharris@iastate.edu

Shipping address
First name sara
Last name harris
Phone (515) 451-4488
Address 1 123 MAIN ST
City AMES
State iowa
Zip Code 50010-6492
Country UNITED STATES
E-mail skharris@iastate.edu
Shipping Ships within two weeks with return label - \$25.45

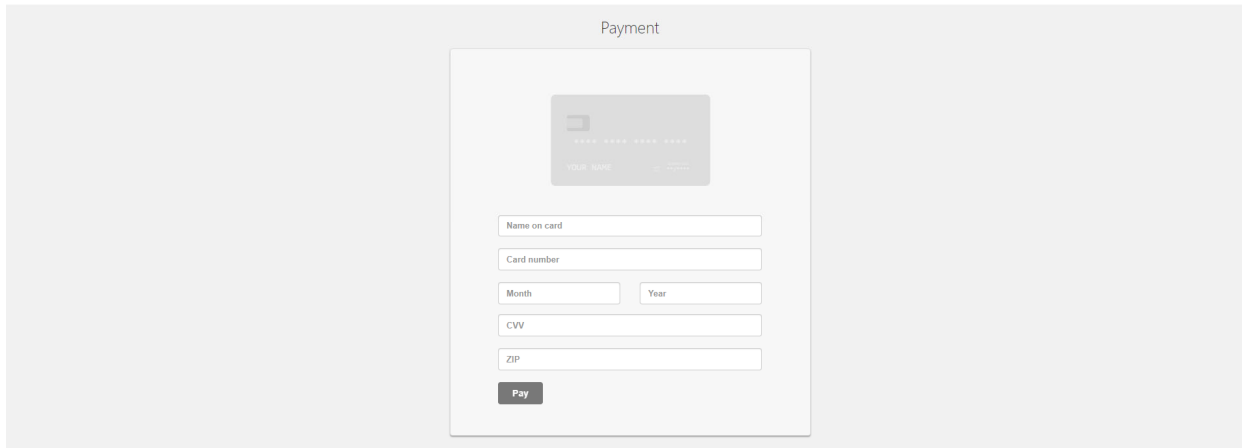
Sub total	\$60.00
Shipping	\$25.45
Total Excl. Tax	\$85.45
Tax Amount	\$3.60
Total Incl. Tax	\$89.05

Select payment type
 credit card
 Accept terms - [Read here](#)

Back Proceed to checkout

[Type here]

Enter your information (either personal CC or ISU Pcard) and click PAY

A screenshot of a payment form titled "Payment". At the top center, the word "Payment" is displayed. Below it is a placeholder image of a credit card with the text "YOUR NAME" and "XXXX XXXX XXXX XXXX". Underneath the card image are several input fields: "Name on card", "Card number", "Month" (with a dropdown arrow), "Year" (with a dropdown arrow), "CVV", and "ZIP". At the bottom of the form is a dark grey button with the word "Pay" in white text.

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.