ACADEMIC ATTIRE GUIDE 2019

Academic attire is required for the faculty procession. For members of the faculty who do not own academic attire, Herff Jones has been contracted to provide the required caps, gowns, and hoods on a rental basis. Rental orders must be received by Herff Jones by Tuesday, April 16. (If you miss the deadline, follow instructions for late orders below.)

TO PLACE A RENTAL ORDER:

Order your rental attire through the Herff Jones website HERE.

MEASURING YOUR CAP SIZE:

Instructions on how to print the cap tape and determine your cap size can be found HERE.

LATE ORDERS:

Online orders cannot be accepted after April 16. Instead, you may request and pick up attire during Academic Attire Distribution beginning Thursday, May 16 (during the hours listed below) at the Kimmel Center for University Life, 60 Washington Square South, 4th Floor. The rental firm may have to make substitutions to fill late orders.

All late orders must be paid for by certified check, money order, cash or credit card.

TO PICK UP YOUR ACADEMIC ATTIRE:

Academic attire must be picked up at the Kimmel Center for University Life, 60 Washington Square South, 4th Floor. You will need to present your NYU ID and a copy of your confirmation email to pick up your rented attire. The distribution schedule is as follows:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Tuesday, May 14</td>
<td>11:00am – 6:00pm (on-time orders only)</td>
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<tr>
<td>Wednesday, May 15</td>
<td>11:00am – 6:00pm (on-time orders only)</td>
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<tr>
<td>Thursday, May 16</td>
<td>11:00am – 8:00pm</td>
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<tr>
<td>Friday, May 17</td>
<td>11:00am – 6:00pm</td>
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Since the attire has been folded and placed in a bag for distribution, it is recommended that you pick it up in time to have it pressed before the ceremony.

ATTIRE RETURN:

- **Return at Yankee Stadium on Commencement Day** to Herff Jones representatives at Gate 2 and Gate 8 by 2:30pm.
- **Return to collection bins in the NYU Bookstore** at 726 Broadway from Wednesday, May 22 through Tuesday, May 28, during Bookstore hours (Mon - Fri, 9:00am – 8:00pm; Sat, 10:00am – 6:00pm; Sun, 11:00am – 6:00pm).

INQUIRES AND QUESTIONS:

Please direct all attire inquiries and questions to Paul Reilly at Herff Jones (pibreilly@herffjones.com).