

Prospective Fall 2022 Graduates:

Please see the attached flyer regarding caps and gowns for Fall 2022 Commencement.

The bookstore supplier is requiring all caps and gowns be pre-ordered.

**The deadline to order is October 4, 2022 to pick up November 15, 2022 or by November 10<sup>th</sup> to have it mailed to your home address.** Please note that the cap and gown are included in the graduation fee. If you want to order additional items, such as announcements or a frame for the diploma, there would be an additional charge for those items. If you have your cap and gown mailed to your home address there would be a shipping fee.

You can pick it up at one of the graduation fairs. The graduation fairs will be November 15, 2022 at the Highlands Center for Graduate students from 4:30 to 6:00 p.m. or November 17, 2022 from 3:30 to 5:00 p.m. on Campus in the Boyle Room. You can also pick it up at the Bookstore starting November 21, 2022. The other option is to have it mailed to your home. This option has to be selected when ordering your cap and gown. **\*\*The bookstore is not able to mail it to you directly.**

The direct link is [herff.ly/westliberty](https://herff.ly/westliberty)

To place your order, go to the above link. Click on Cap and Gown Order Now. On the next drop down, select your degree. Then select pick up or ship, select degree type. Click continue. On the next page, click the tab with your selection. For example, if you just want the cap and gown and no extras, click on that tab and enter your information then proceed through the rest of the checkout.

Please make sure that you check your West Liberty email accounts. If you submitted your graduation application with a non-West Liberty email, you may not be getting the emails. There will be more updates and information coming soon.

***\*You are receiving this email because you applied for Fall graduation and are pending for graduation. Receiving this email does not mean that you are cleared for graduation. That status is dependent on your current classes and grades, GPAs, and other graduation requirements that must be met. You should have received (or will be receiving) an official graduation check email verifying your graduation status.***