


DDS PROCEDURES TO ORDER RENTAL REGALIA

1. **Open the link provided.** [Student Doctor Rental Set \[UTHSC - Houston\] - \\$100.00 : Graduation Supplies | Caps and Gowns, Tassels, Stoles | Graduate Affairs](#)

UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER HOUSTON



Student Doctor Rental Set

Model: UTHSC - Houston

Starting at: \$100.00

Add to Cart: **Add This to My Cart >**

Details:
Black rental tam with degree color band and old gold rayon tassel, black gown with degree color velvet panels & chevrons, and academic hood. Students have the option to purchase online a year dated souvenir tassel to keep. Degree title is indicated by the color of the velvet trim on the hood. You must return the rental gown, hood and tam/tassel immediately after the ceremony. Do not remove the velcro attached tassel from the tam - it must be returned

Order by March 31 (March 15 for McGovern Medical orders) to avoid a \$25 late fee THAT WILL BE ADDED TO the individual shipping costs and specify May 1 (April 1 for McGovern Medical orders) as "Date order needed" at checkout.

2. Be sure to choose only the **Height, Shirt Size, Tam Size (for doctors) & Degree.** For the rest of the items (**souvenir, hood purchase, etc.**), you should choose **"No"** unless you want to buy these items and keep them.
3. **Uncheck** the **"Add a cloth gown bag and contour hanger"** (unless you want to purchase).
4. **Click the red box "Add this to my cart."** It will show your ordered items. You have the chance to double-check the information in your order. If you need to change your order or add announcements, click "Back to shopping." Please feel free to place regalia and announcement orders all in one order. Announcement orders are shipped separately from regalia and should be received in about 2-3 weeks.
5. Click "Go to check out." As a new customer, you must sign up/register. Information needed to write (School information) name, address, phone number, email address, and company name (**put UTHSOD**).
6. **Skip the tax-exempt ID # section. Instead, click on the calendar to select "Date order needed."** – select **May 1, 2023**. This is an arbitrary date - you will not receive your regalia before this date – all rental regalia will be delivered, distributed, pressed, and ready to wear at the commencement site just before the ceremony. No exceptions to this delivery schedule.
7. **Click on the calendar to select "Ceremony date."** – select **May 19, 2023**.

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8. **Shipping method** – the standard is sufficient for all orders placed by March 31. Late orders placed after March 31 must select the rush option with **the \$25 late fee**. No free shipping option is available on these orders. Gowns will arrive pressed, on a hanger and in a protective plastic garment bag for delivery and distribution at the commencement site just before the ceremony. No exceptions to this delivery schedule.
9. **Special Instructions** – Feel free to write anything here that you feel is not clear or is otherwise essential to your order.
10. **Continue checkout and check your total; no discount coupons are available.** Continue checkout again, and at the bottom of step 3, **confirm the order. There should only be a balance if you purchase an item.**
11. **You will immediately be emailed a confirmation of your order with a five-digit invoice number.** Save or print the receipt for your records. Then, double-check to be sure you have provided accurate information. If you need to change or correct anything after you've submitted the order, email the change or correction to sales@graduateaffairs.com and cite your five-digit invoice number.