



LYNCHBURG
C O L L E G E EST. 1903

Lynchburg College Campus Store

TO: 2012 Graduating Seniors and Masters Candidates
FROM: Jill Cutler Farley, Lynchburg College Campus Store Manager
DATE: January 2, 2012
SUBJECT: Ordering Graduation Regalia (cap and gown) and Announcements for May Commencement.

If you are eligible to graduate in January, May or August of 2012, you are invited to attend a Graduate One-Stop Fair, on Wednesday, February 8th in the Hall Campus Center building, Ballroom. Plan to attend any time between 11 a.m. and 6 p.m. to take care of several things in order to participate in commencement and to be sure you receive a diploma.

Pre-paid orders for cap, gown, and degree hood will be taken in the Ballroom on February 8th. Cost for a Bachelor's cap, gown, and hood is \$58.75 and Master's regalia is \$68.20.

You may pay by Visa/MasterCard/Discover/American Express, check, cash or College account for orders and purchases.

QUALIFICATIONS FOR GRADUATION:

UNDERGRADUATES: Applications for BS/BA degrees must be submitted to the Registrar's Office prior to placing a cap, gown and degree hood order at the Graduate One-Stop-Fair.

GRADUATE BUSINESS: Call Graduate Business Office to confirm your status 434-544-8417

GRADUATE EDUCATION: Call Graduate Education Office to confirm your status 434-544-8383.

CAP & GOWN (REGALIA) - Must be ordered and paid for during the Graduate One-Stop-Fair on Wed. February 8th from 11 am - 6 pm. You may pay by Visa/MasterCard/Discover/American Express credit/debit card, check, cash or College account for orders and purchases.

PERSONALIZED ANNOUNCEMENTS- Announcements may be viewed and purchased online at www.lynchburg.edu/CampusStore then click the left menu bar that says Order Graduation Announcements. A representative will be on hand at the Graduate One-Stop-Fair to answer any questions you may have. If you are not sure of your degree, check it at the Graduation One-Stop-Fair before ordering online!

COLLEGE RINGS - May be ordered with a \$20.00 deposit. Several payment options exist, so please drop by to speak to a college ring representative at the Graduate One-Stop-Fair on February 8th. There is also a click on the Campus Store homepage where you can view and order online.

DIPLOMA FRAMES – Order now in time for graduation. If ordered prior to February 9th, you may pick up at graduation and save shipping or pay shipping and have shipped home. Order at the Graduate One-Stop-Fair and get \$10 off your diplomaframe. Two company's offer frames:

www.framingsuccess.com or www.professionalframing.com

If you are unable to attend the February 8th event for graduation, please email CampusStore@lynchburg.edu for instruction.