# **Instructions to Order ACC Graduation Regalia Set**

Sign in if you have an existing account at [ArapahoeShop.com](https://www.bkstr.com/arapahoeccstore) (if not, it’s easy and free to create)

Access the Graduation Regalia Set, select the Shop menu, Graduation, Graduation Regalia Set

## **ACC will cover the cost of your regalia set (cap, gown, tassel) and standard shipping; tax does not apply to the regalia set. Screenshots below may differ from the actual site.**

1. To place your order your regalia set
	1. In the dropdown select your Height and Weight range
	2. In the Degree Box, enter: Bachelor, Associate or Certificate
	3. Quantity = 1
	4. Add to Bag



1. Click on “View Bag and Checkout”



1. Click Checkout from the Order Summary Screen



1. Delivery Method:
	1. **Orders placed BEFORE May 10, 2022 or students outside of Colorado:** Select “Ship to an Address” and “Standard Shipping” only (store pick up is not available). Confirm the address that appears. You will be notified by email with a tracking # as soon as your order ships from the bookstore.
	2. **Orders placed AFTER May 10, 2022**: Select “Pick Up”. You will be notified by email from the bookstore when your order is available.



1. Proceed to Payment:



1. Check the box marked “Financial Aid / Scholarship”



1. Account Number, enter your Student ID number (your “S” number)
2. Click Find Accounts
	* If your S# cannot be found, please contact the bookstore. S# are being updated daily as students select their Commencement time slot
3. Click “Please agree to Terms & Conditions”
4. Click “Pay With This”



1. Order Summary Total will adjust after accepting terms and clicking “pay with this”. Please note: tax will not be applied to your order for your regalia set.



1. Place Order



1. Order placed confirmation; email confirmation will also be sent

