Instructions to Order ACC Graduation Regalia Set

Sign in if you have an existing account at <u>ArapahoeShop.com</u> (if not, it's easy and free to create)

Access the Graduation Regalia Set, select the Shop, Graduation, ACC 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
 - a. In the dropdown select your Height and Weight range
 - b. In the Degree Box, enter: Bachelor, Associate or Certificate
 - c. Quantity = 1

ACC

d. Add to Bag

ACC Regalia Set \$29.00

ADD TO BAG →

PayPal Pay in 4 interest-free payments on purchases of \$30-\$1,500. Learn more

Select Height	~
Select Weight	~
Enter your degree	
QUANTITY: — 1 +	



ACC

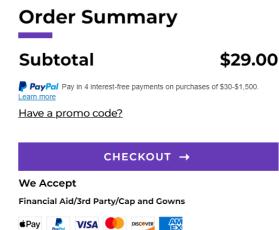
Your Bag (1): \$29.00

CONTINUE SHOPPING VIEW BAG & CHECKOUT →

Financial Aid/3rd Party/Cap and Gowns is Accepted.

See checkout for details.

3. Click Checkout from the Order Summary Screen



- 4. Delivery Method:
 - a. **Orders placed BEFORE April 30, 2024 or students outside of Colorado:** Select "Pick Up (FREE)" and the campus location or "Ship to an Address" and "Standard Shipping". Confirm the address that appears. You will be notified by email with a tracking # as soon as your order ships from the bookstore.
 - b. **Orders placed AFTER April 30, 2024**: Select "Pick Up". You will be notified by email from the bookstore when your order is available.



O Pick Up (FREE)

Ship to an Address



5. Proceed to Payment:



a. Check the box marked "Financial Aid / Scholarship". This box must be checked to avoid being charged.

Financial Aid/3rd Party/Cap and Gowns
S Number or Account Number
FIND ACCOUNTS
Gift Card
🗌 Credit / Debit Card 💴 🕵 🔀
PayiPai Pay Later
PayPal Credit: No Interest if paid in full in 6 months on purchases of \$99+. Subject to credit approval. See Terms.
PLACE ORDER

- b. In the "S Number or Account Number" field, enter your Student ID number (your "S" number)
- c. Click Find Accounts
 - If your S# cannot be found, please contact the bookstore. S# are being updated daily as students RSVP to participate in the Commencement Ceremony
- d. Click "Please agree to Terms & Conditions"
- e. Click "Pay With This"

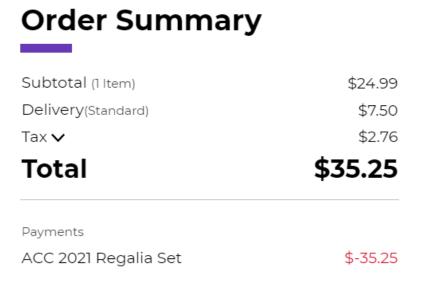
2 Payment Method					
Promo Code	APPLY				
Financial Aid/Scholarsh	ip Available Balance 📀	Online End Date 🗿			
ACC 2021 Regalia Set Please agree to <u>Terms 8</u>	\$36.00 & Conditions	5/19/21	PAY WITH THIS		

6. Order Summary Total will adjust after accepting terms and clicking "pay with this".

/ ACC

I don't see my Financial Aid listed

6. 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.



7. Place Order

ACC

2 Payment Method

Promo Code	APPLY				
✓ Financial Aid/Schola	rship				
Account	· Available Balance (?)	Online End Date 🧿			
ACC 2021 Regalia Set	\$36.00	5/19/21	✓ \$35.25 Applied: <u>Remove</u>		
l don't see my Financial Aid listed					
PLACE ORDER					

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

Thank You For Your Order:

Order #: Arapahoe Bookstore 2490000063110

All set! An order confirmation email has been sent to tanya.brown@arapahoe.edu. You can track your package on your Order History page

Your order is being sent to:

Your Arapahoe Bookstore contact information