

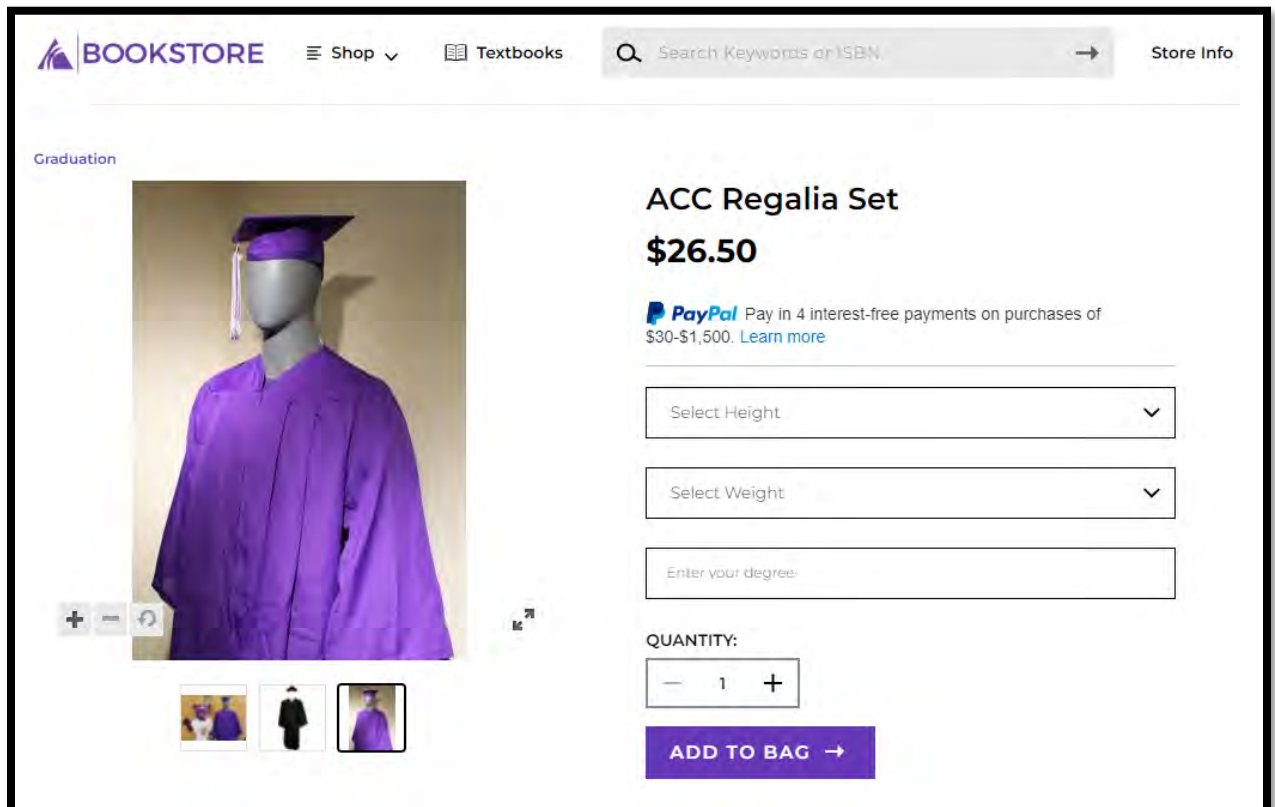
## Instructions to Order ACC Graduation Regalia Set

Access the Graduation Regalia Set at [ArapahoeShop.com](https://ArapahoeShop.com):

On the menu bar, select **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 and will be removed during processing.


1. To place your order for 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
  - d. **Add to Bag**



The screenshot shows the product page for the ACC Regalia Set. The page header includes the BOOKSTORE logo, navigation links for Shop and Textbooks, a search bar, and a Store Info link. The main content area features a large image of a purple graduation gown and cap on a mannequin. To the right of the image, the product title "ACC Regalia Set" is displayed with a price of "\$26.50". Below the price, there is a PayPal logo and a promotional message: "Pay in 4 interest-free payments on purchases of \$30-\$1,500. Learn more". The form includes two dropdown menus for "Select Height" and "Select Weight", a text input field for "Enter your degree:", and a quantity selector set to "1". A prominent purple "ADD TO BAG" button is located at the bottom right of the product details.

2. Click on “View Bag and Checkout”

### 1 Item has been added to your bag



**ACC Regalia Set** \$26.50

Quantity: 1  
Height: 5 feet 7 inches (170 cm)  
Weight: 176-200 lbs  
Degree: Associate

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**Your Bag (1): \$26.50**

[CONTINUE SHOPPING](#) [VIEW BAG & CHECKOUT →](#)


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

3. Click **Checkout** from the Order Summary Screen

### Order Summary

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**Subtotal** **\$26.50**

 Pay in 4 interest-free payments on purchases of \$30-\$1,500. [Learn more](#)

[Have a promo code?](#)

[CHECKOUT →](#)

**We Accept**  
Financial Aid/3rd Party/Cap and Gowns



4. To being checkout, **Sign In** to your Bookstore online account, or “Continue as Guest” and enter your email address. Click **Proceed to Delivery Method**.

### Sign In optional

Sign into your account for faster checkout.

**Email Required**

Email Address

Password

[Forgot Password?](#)

Keep Me Signed In  
By checking this box you won't have to sign in as often on this device. Uncheck if using a public device.

[SIGN IN →](#) [Create Account](#) [Continue As Guest](#)

### Continue As Guest

Enter your email address for the order.


**Email Required**

Email Address

**Confirm Email Required**

Confirm Email Address

By proceeding, I agree to Follett's [Terms of Use](#) and [Privacy Policy](#)

I'm not a robot 

[PROCEED TO DELIVERY METHOD](#) Already have an account? [Sign In](#)

5. Delivery Method:

- a. Choose **“Pick Up (FREE)”** or **“Ship to an Address”** and *Standard Shipping*.  
You will be notified by email when your order is available for pickup at the bookstore, or with a tracking # as soon as your order ships from the bookstore.  
**Orders placed AFTER May 5, 2023 must be picked up on campus.**

### Delivery

Pick Up (FREE)

Ship to an Address

- b. If shipping, fill in your delivery address and click **Use this address**

**USE THIS ADDRESS**

5. Proceed to Payment:

**PROCEED TO PAYMENT METHOD**

- a. Check the box marked **“Financial Aid/3<sup>rd</sup>Party/Cap and Gowns”**

**Financial Aid/3<sup>rd</sup> Party/Cap and Gowns**

S Number or Account Number

**FIND ACCOUNTS**

- b. Enter your Student ID number (your “S” number)
- c. Click **Find Accounts**
- d. If your S# cannot be found, please contact the bookstore. Updates are made daily.
- e. Read and agree to the **Terms & Conditions**

Financial Aid/3rd Party/Cap and Gowns

Account	Available Credit ⓘ	Online End Date ⓘ
ACC 2023 Regalia Set	\$38.00	5/16/23

I agree to [Terms & Conditions](#) for this account

**CONFIRM**

f. Click **Confirm** and then **Proceed to Contact Information** (if checking out as guest) or **Place Order** (if signed in).

6. Order Summary Total will adjust.

**Please note:** tax will not be applied to your order after it is processed and shipped.

7. Only if checking out as guest: Enter phone number and click **Place Order**.

### Contact Info

We need this info in case there are any order/delivery updates.

Phone Number Required.

Phone Number

Create an account to track your order. (Optional)

Create Password

Keep Me Signed In  
By checking this box you won't have to sign in as often on this device. Uncheck if using a public device.

**PLACE ORDER →**

By proceeding, I agree to Follett's [Terms of Use](#) and [Privacy Policy](#).

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

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Your order is being sent to: \_\_\_\_\_ Your Arapahoe Bookstore contact information