

Ordering Your Cap and Gown

OBLIGATORY ORDERING. All graduating seniors are **required** to order caps, gowns, tassels, & medallions.

1. Visit the [Jostens' homepage](#). Adjacent the message "Get Started Now," type "western sc" and click on our school "Western School of Technology."
2. Click on "Caps & Gowns."
3. At the bottom of the page, go to "Cap, Gown, Tassel, Madallion" and click "more details."
4. Select your "height," "weight" and whichever "gown color" you prefer. All four items cost \$14.30 (\$15.16 with tax).
5. Click "Add to Cart" and "View Cart". Type your "recipient first name" and "recipient last name."

OPTIONAL ORDERING. Seniors **may** order graduation announcements **if desired**.

1. Click "CONTINUE SHOPPING", and click on "Announcements & Cards".
2. Click on the very first choice, "OFFICIAL SCHOOL ANNOUCEMENTS".
3. One set of twenty-five announcements and cards costs \$27.50 (plus tax), but you may order more sets. Under "QUANTITY," click the drop-down menu to select how many sets you want to order, noting the increased price for each additional set.
4. Click "ADD TO CART" and "View Cart."

PAYMENT. When you complete the obligatory and/or optional ordering, follow these instructions to **pay**.

1. Confirm your order and your name. Click "CHECKOUT" to proceed to pay by credit card or Pay Pal.
2. "New Customers" need to "CONTINUE AS A GUEST" to enter information and "CONTINUE" to enter credit card information. On the next page, you should uncheck "EMAIL Subscriptions" and under "SAVE YOUR INFORMATION," check "Create Account" and read the instructions.
3. Finally, "SUBMIT ORDER" and "Print Receipt." Record your login credentials below for when you check your order later. **Be sure to keep your receipt (as proof of ordering!) and this flyer in a safe place where you can find them.**

(username: _____ & password: _____)

DUE DATE. **All orders must be completed by February 15.** Before this deadline, your cost for the obligatory ordering is only \$15.16. However, after that deadline, your cost doubles to \$35! So please order no later than February 15!

DELIVERY. Announcements will be delivered by Jostens to Western soon after you order them; they may be ordered all spring. Caps, gowns, tassels, and medallions will be shipped to Western in the spring.