



Graeme Baxter, J.D.  
Provost and Vice President for Academic Affairs

September 1, 2010

**MEMORANDUM**

**TO:** University Community  
**FROM:** Graeme Baxter, J.D.  
Interim Provost and Vice President for Academic Affairs  
**SUBJECT:** RENTAL OF REGALIA – OPENING DAY CONVOCATION

The University of the District of Columbia will hold its **Annual Opening Convocation on Tuesday, September 27<sup>th</sup> at 10:00 a.m.** in the University Auditorium, 4200 Connecticut Avenue, NW, Washington, D.C. (More details about the event will be sent under separate cover.) **Please note new procedures for those who plan to rent regalia:** You must call **1-800-854-7464** directly to order your regalia—not the UDC Bookstore. However, the regalia will be delivered to and can be picked up from the Bookstore (Building 38, Level A), as in the past. **Orders for academic regalia can be placed through Friday, September 9, 2011**—the late fee is being waived, *but they will not accept orders after that date.* The following rental rates\* for standard quality regalia will apply:

Doctorate Degree:

Full Regalia/com complete set	\$52.50
Cap, Gown, Tassel	\$30.00
Gown Only	\$18.00
Hood Only	\$20.00
Cap Only (tam)	\$12.00
Tassel Only	\$ 5.00

Master's Degree:

Full Regalia	\$43.50
Cap, Gown, Tassel	\$25.00
Gown Only	\$17.00
Hood Only	\$17.50
Cap Only	\$ 5.00
Tassel Only	\$ 4.00

Bachelor's and Associate's Degrees

Full Regalia	\$41.25
Cap, Gown, Tassel	\$23.25
Gown Only	\$16.00
Hood Only	\$16.25
Cap Only	\$ 5.00
Tassel Only	\$ 4.00

Bookstore Hours:

Mon – Thurs	9:00 a.m. – 6:00 p.m.
Fri	9:00 a.m. – 3:00 p.m.

NOTE: All full-time faculty and staff of the University who hold earned degrees are expected to participate in this event. **All rentals must be returned within 48 hours following the Opening Convocation.** Please be advised that academic regalia is worn on three occasions during the academic year (Opening Convocation, Founders' Day and Commencement); therefore, it is more cost-effective to purchase than to rent.