Where Do I Return My Regalia?

The special RIT Ph.D. hood is yours to keep.

Options for returning your RIT Ph.D. gown, & tam:

**Easiest:**

Return your regalia after your last ceremony at the following locations (look for the Faculty Regalia Drop-Off signs):

- **Gordon Field House:** Return regalia to the Student Life Center (adjacent to the Field House), room 1320.
- **Gene Polisseni Center:** Return regalia to the tables in the east hallway (near the SpiRIT store, across from concessions).

**Alternate:**

If you wish to have professional portraits taken in your regalia you may also return your regalia to the Textbook Information desk on the 2nd floor of the bookstore, Barnes & Noble @ RIT, anytime during store hours.

Return all rented regalia no later than Wednesday, May 15, 2019.

If you are unable to return your regalia in person, a friend or relative may do so for you.

However, keep in mind that you will be financially responsible for all rented regalia that is returned damaged, or not returned at all.
Caps & gowns (regalia) must be worn by all graduating candidates participating in Academic Convocation & Commencement ceremonies.

Regalia will be distributed from the Online Order Pick-Up window on the 2nd floor of the bookstore, Barnes & Noble @ RIT, during store hours.

**Barnes & Noble @ RIT**
100 Park Point Drive
Rochester, NY 14623

**Store hours:**
Monday - Friday: 9:00 a.m. - 7:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.
Sunday: 11:00 a.m. - 5:00 p.m.

Please bring any form of ID to make the process easier, & faster (RIT ID preferred).

**RIT Ph.D. Candidates**

RIT has its own, university specific, doctoral regalia. This regalia is available for all eligible Ph.D. candidates to rent for their respective ceremonies.

RIT pays for your rental, however you are responsible for any damages &/or replacement costs.

An Academic Regalia Rental Agreement must be filled out, & signed before your rented regalia will be released to you (or whoever you designate to pick up your regalia for you); so please plan your time accordingly.

**Important Dates:**

**Friday, February 15, 2019:**
Cut-off date for ordering your gown, & tam for Academic Convocation, & Commencement.

Any orders placed after this date are considered Late Orders.

**Friday, March 8, 2019:**
Cut-off date for Late Orders.

RIT’s Ph.D. regalia is a custom design, & we cannot guarantee any orders placed after this date.

**Saturday, March 9, 2019:**
If you are trying to rent your RIT Ph.D. gown, & tam after the Late Order cut-off (March 8), you will need to contact your advisor.

**Monday, April 29, 2019:**
Regalia distribution begins.

**Saturday, May 11, 2019:**
Regalia distribution ends at 6:30 pm.

**Wednesday, May 15, 2019:**
Last day to return your rented gown, & tam to the bookstore.

The special RIT Ph.D. hood is a gift to you from the university, & is yours to keep.

**How Much Does My Regalia Cost?**

NOTHING! RIT allows you to borrow the special RIT Ph.D. gown, & tam for your ceremonies.

However, there are replacement fees for regalia that is returned damaged, or not returned at all.

**How Do I Order My Rental Regalia?**

Go to: www.rit.edu/commencement.
Select Faculty & Staff from the menu bar at the top of the page.
Select Academic Regalia from the drop-down menu.
Enter your RIT login credentials.
Follow the prompts to get to your profile page.

**What If I Will Not Be In Town To Pick Up My Regalia?**

If you cannot pick up your regalia in person, a friend or relative may pick up your regalia for you.

They will need to know your:

First, & Last name.

College you are graduating from (e.g., CET, CLA, etc.)

Due to the high cost/long turnaround time for RIT’s Ph.D. regalia, we are NOT able to ship your regalia to you.

*More information at: www.rit.edu/commencement*