



Graduation Hot Topics of the Week:

- . Order Regalia - Cap & Gown
- . Commencement Book Names

Hello Graduates,

There are **2 important items** for you to complete before the end of March (as in, the next few days!). This is your final reminder to order regalia and register in SIS for graduation.

I. Order Your Regalia (Cap and Gown)

For regalia ordering, visit: buildagrads.com/rit. Order before **Sun, Mar 29, 2026 - 11:59 p.m. (Eastern Standard Time)**

Gown Distribution Event Details:

Regalia will be distributed at Gene Polisseni Center-Door 3. Pre-ordered regalia can be picked up any date and time below. *If you do not place an order, you can pick up only what's available on Thursday, May 7th during hours noted below.*

All regalia orders are shipped to RIT for you to pick up the week leading up to Commencement Weekend, unless you paid for the Ship-To-Home option (for a shipping fee of \$14.50).

If you do not pre-order regalia, you run the risk of having a gown that won't fit - and we know you want to look your best!

Here is the schedule:

- Tuesday, May 5, 2026: 10 a.m. – 6 p.m. (Interpreters on site from 11 a.m. -1 p.m. and 4 p.m. - 6 p.m.)
- Wednesday, May 6, 2026: 10 a.m. – 6 p.m. (Interpreters on site from 11 a.m. -1 p.m. and 4 p.m. - 6 p.m.)
- Thursday, May 7, 2026: 11 a.m. - 7 p.m. (Interpreters on site from 11 a.m. -1 p.m. and 4 p.m. - 6 p.m.)

For all regalia questions, please contact Balfour directly by phone at 1-800-683-4771 from 8:30 a.m. to 4:30 p.m. (CST), Monday-Friday or email customer_service@buildagrads.com.

II. Apply by April 1, 2026 to ensure your name will appear in the Commencement Book

No exceptions will be made if you miss the deadline.

By now, the Office of the Registrar has sent you an email asking you to complete the application for graduation in Student Information System (SIS). To access SIS, visit <http://sis.rit.edu>. In this system, you can change your permanent address or set up a special one for diploma delivery, as well as edit how your name will appear on your diploma. Approximately 10 weeks after graduation, you will receive your diploma in the mail from the Registrar's Office.

Note: If you don't apply for graduation, your name will not appear on the list of graduates that our regalia vendor uses to distribute caps and gowns. **If you want your name to appear in the printed Commencement Book, you must apply for graduation by April 1, 2026.**

Share this message with your fellow graduating Tigers.
We are excited to celebrate with you!

Thank you,
The Graduation/Events Team
Graduation@rit.edu

Make your Class Gift!

As a thank you, you will receive an **orange and black philanthropy cord** to wear during Commencement.



rit.edu



CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or the agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.