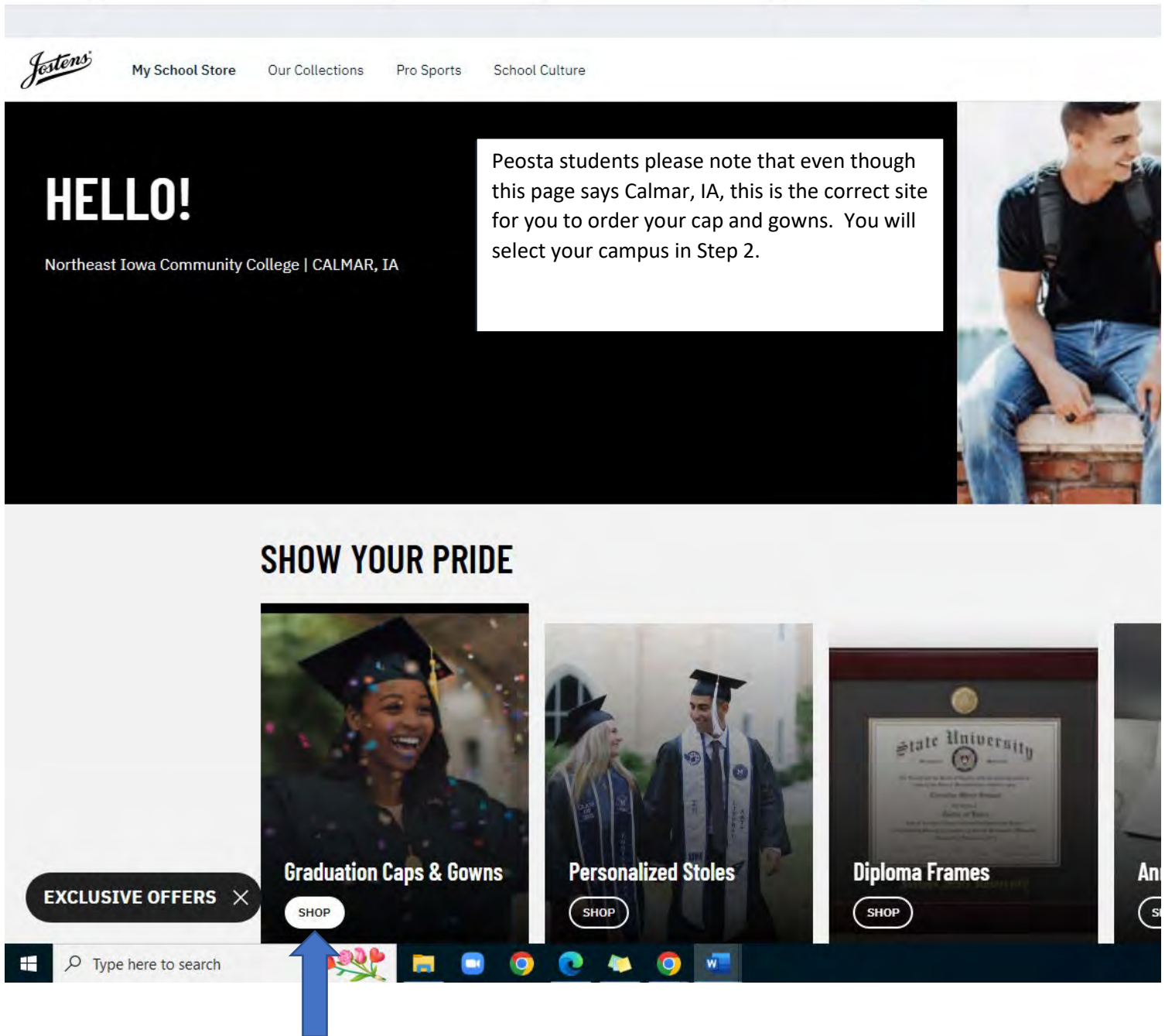


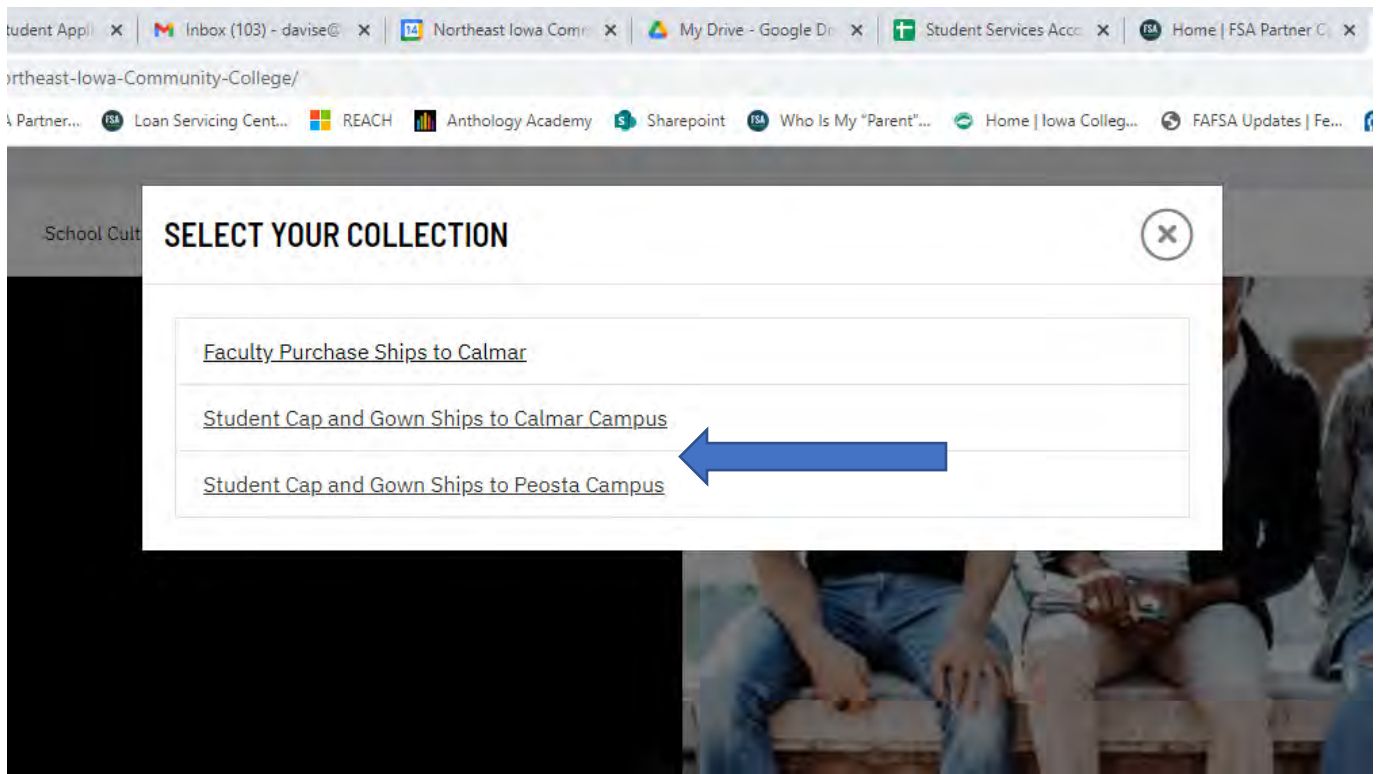
Cap and Gown Ordering Instructions

Caps and gowns are provided free of charge to students

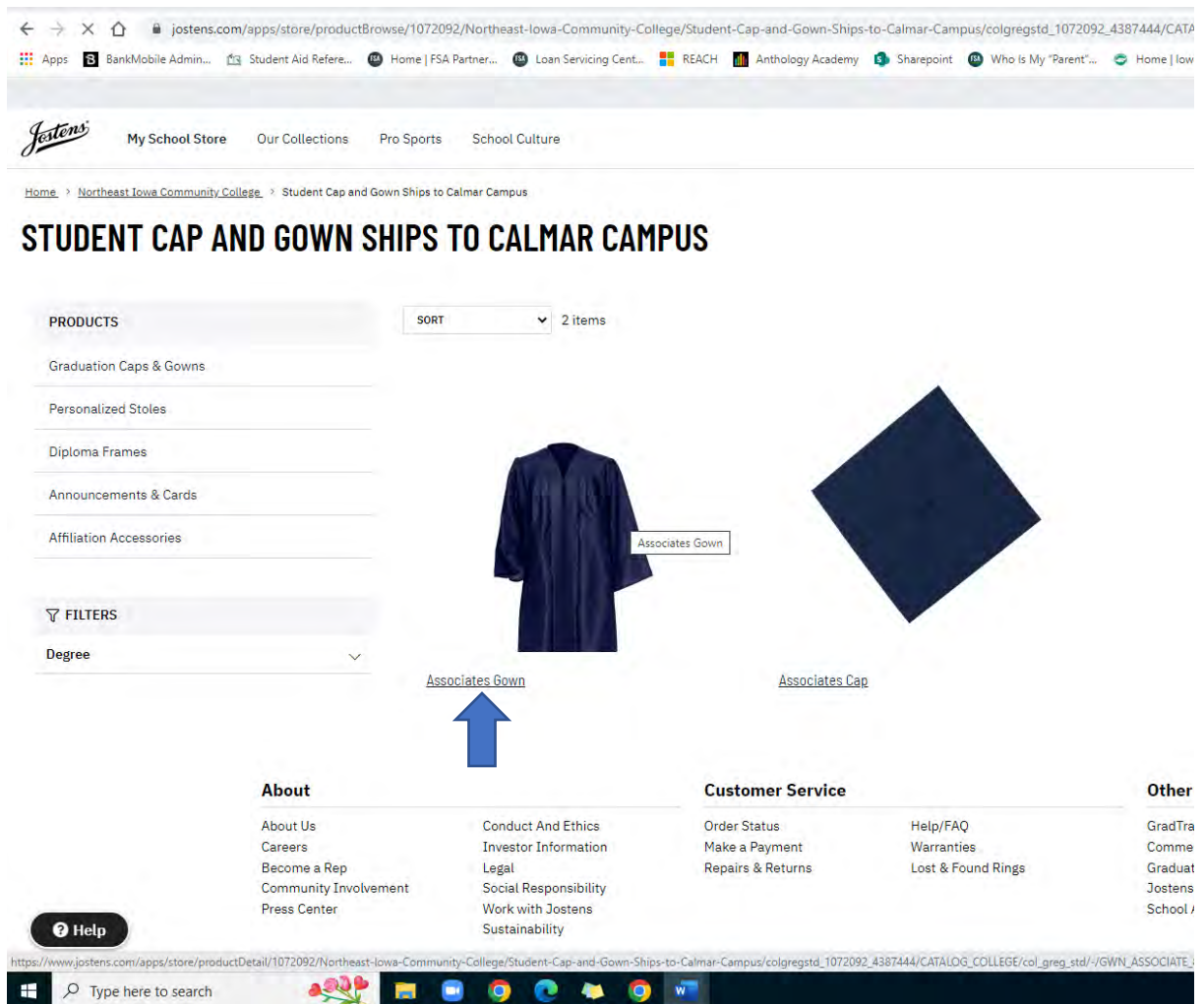
Go to the [Jostens' website](#)



Step 1: Select "SHOP" on the Graduation Caps & Gowns tile.



Step 2: Select your appropriate campus from the student options.



Select "Associates Gown"

ASSOCIATES GOWN

• **Height (required)** Info Base
Please select...

• **Weight (lbs) (required)**
Provide your weight in pounds.
(2 characters max.)

ADD TO CART

PRODUCT DESCRIPTION
Gown: Made out of lightweight breathable fabric with wrinkle-resistant properties. Hidden front zipper.

SHIPPING DETAILS
Your order will deliver directly to your school.

ORDERING & DELIVERY INFORMATION

- Online ordering deadline: April 09, 2023
- Pick up regalia at Registrar's Office.
- Payment may be required at time of pick-up (policy varies by school).

Select your height from the drop down menu and enter your weight in pounds (lbs).
Then "ADD TO CART"

You have **1** item in your cart

Please fill out the information below to help us distribute your products.

Associates Gown
NORTHEAST IOWA COMMUNITY COLLEGE (CALMAR, IA)
Height: 5ft 10in
Weight (lbs): 210
\$0.00 Qty: 1 [Edit](#) [Remove](#)

Ships to **Northeast Iowa Community College (Calmar, IA)**
Online ordering deadline: April 09, 2023
Pick up regalia at Registrar's Office.
Payment may be required at time of pick-up (policy varies by school).

SUBTOTAL FOR 1 ITEM
Order Subtotal: **\$0.00**
Does not include tax or Service & Delivery Fees

CONTINUE SHOPPING **UPDATE CART** **CHECKOUT**

Student / Recipient First Name:

Student / Recipient Last Name:

CHECKOUT

Enter your first name and last name in the appropriate fields.
Then select "CONTINUE SHOPPING"

Complete steps 1 and 2 again and then select “Associates Cap”

The screenshot shows the Jostens website product page for the 'ASSOCIATES CAP'. The page includes a navigation bar with the Jostens logo and 'Northeast Iowa Community College Calmar, IA'. The main heading is 'ASSOCIATES CAP'. Below the heading is a large image of a dark blue graduation cap. To the right of the image is a blue arrow pointing to a black 'ADD TO CART' button. Below the button are sections for 'PRODUCT DESCRIPTION', 'SHIPPING DETAILS', and 'ORDERING & DELIVERY INFORMATION'. The 'ORDERING & DELIVERY INFORMATION' section lists: 'Online ordering deadline: April 09, 2023', 'Pick up regalia at Registrar's Office.', and 'Payment may be required at time of pick-up (policy varies by school)'. At the bottom of the page is a 'Help' button and a Windows taskbar.

On this page, you only need to select “ADD TO CART”

The screenshot shows the Jostens website checkout page. At the top, it says 'You have 2 items in your cart'. There are three buttons: 'CONTINUE SHOPPING', 'UPDATE CART', and 'CHECKOUT'. A blue arrow points to the 'CHECKOUT' button. Below the buttons is a form with the heading 'Please fill out the information below to help us distribute your products.' The form contains two items: 'Associates Cap' and 'Associates Gown'. Each item has a small image, a name, a price of '\$0.00', a quantity of '1', and a 'Remove' link. The 'Associates Gown' item has additional fields for 'Height: 5ft 10in' and 'Weight (lbs): 210'. Below the form are two 'Ships to Northeast Iowa Community College (Calmar, IA)' sections, each with a shipping deadline of 'April 09, 2023' and pickup instructions. At the bottom right is a 'SUBTOTAL FOR 2 ITEMS' box showing 'Order Subtotal: \$0.00' and a 'CHECKOUT' button. A 'Feedback' button is visible on the right side. The Windows taskbar is at the bottom.

Your first name and last name should populate in the appropriate fields if you entered them for the gown. At this point, select “CHECKOUT”

NEW CUSTOMERS

Proceed to checkout and you will have an opportunity to create an account at the end if one does not already exist for you.

CONTINUE AS A GUEST

LOGIN

Sign in to speed up the checkout process

Email:

Password:

Forgot your password?

Remember me

LOGIN

Don't have an account? [Create one today](#)

Want to track your order without logging in? Check the status

Select "CONTINUE AS A GUEST"

CONTACT INFORMATION

Billing information is not required for this order. Please provide information where we can contact you if we have questions about your order.

First Name: *
Test

Last Name: *
Student

Email: *
studentservices@nicc.edu

Phone

Address: *
8342 NICC Drive

City: *
Peosta

State/Province: *
Iowa

Postal Code: *
52068

Country: *
United States

SHIPPING INFORMATION

Same As Contact

Shipping to PO Boxes is not available for [some products](#).

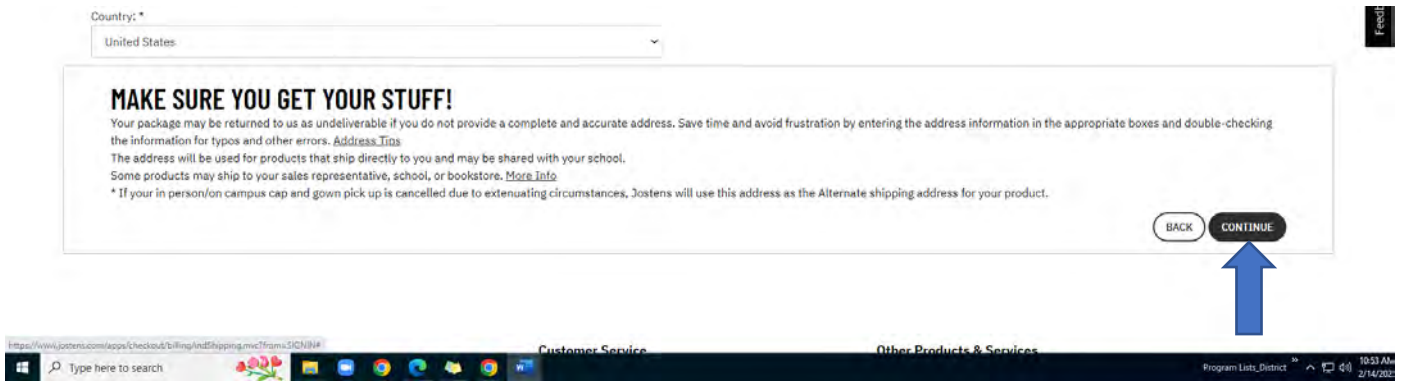
Complete the contact information fields with your appropriate information.

Scroll down and select "CONTINUE"

Country: *
United States

MAKE SURE YOU GET YOUR STUFF!
Your package may be returned to us as undeliverable if you do not provide a complete and accurate address. Save time and avoid frustration by entering the address information in the appropriate boxes and double-checking the information for typos and other errors. [Address Tips](#)
The address will be used for products that ship directly to you and may be shared with your school.
Some products may ship to your sales representative, school, or bookstore. [More Info](#)
* If your in person/on campus cap and gown pick up is cancelled due to extenuating circumstances, Jostens will use this address as the Alternate shipping address for your product.

BACK CONTINUE



Review your ORDER SUMMARY details.

Make sure your name is correct in the Recipient fields and make sure height and weight are correct.



MyCampus Forms Home | Etniv... Plucom Student App... Inbox (15) - david... Northeast Iowa Com... My Drive - Google D... Student Services Acc... Home | FSA Partner... Jostens - Finalize Ord... +

jostens.com/apps/checkout/reviewOrder.mvc

Order Status Working With Jostens Help Careers Sign In

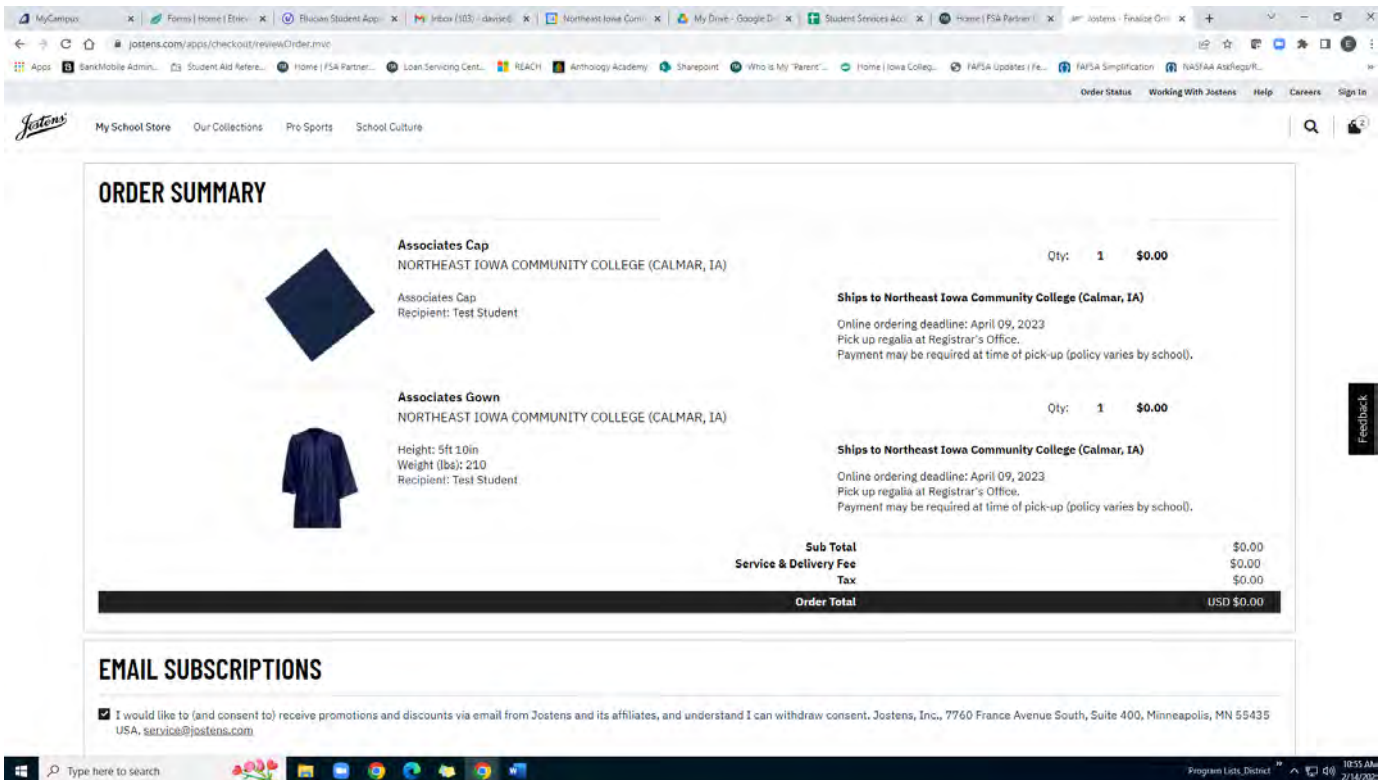
My School Store Our Collections Pre Sports School Culture

ORDER SUMMARY

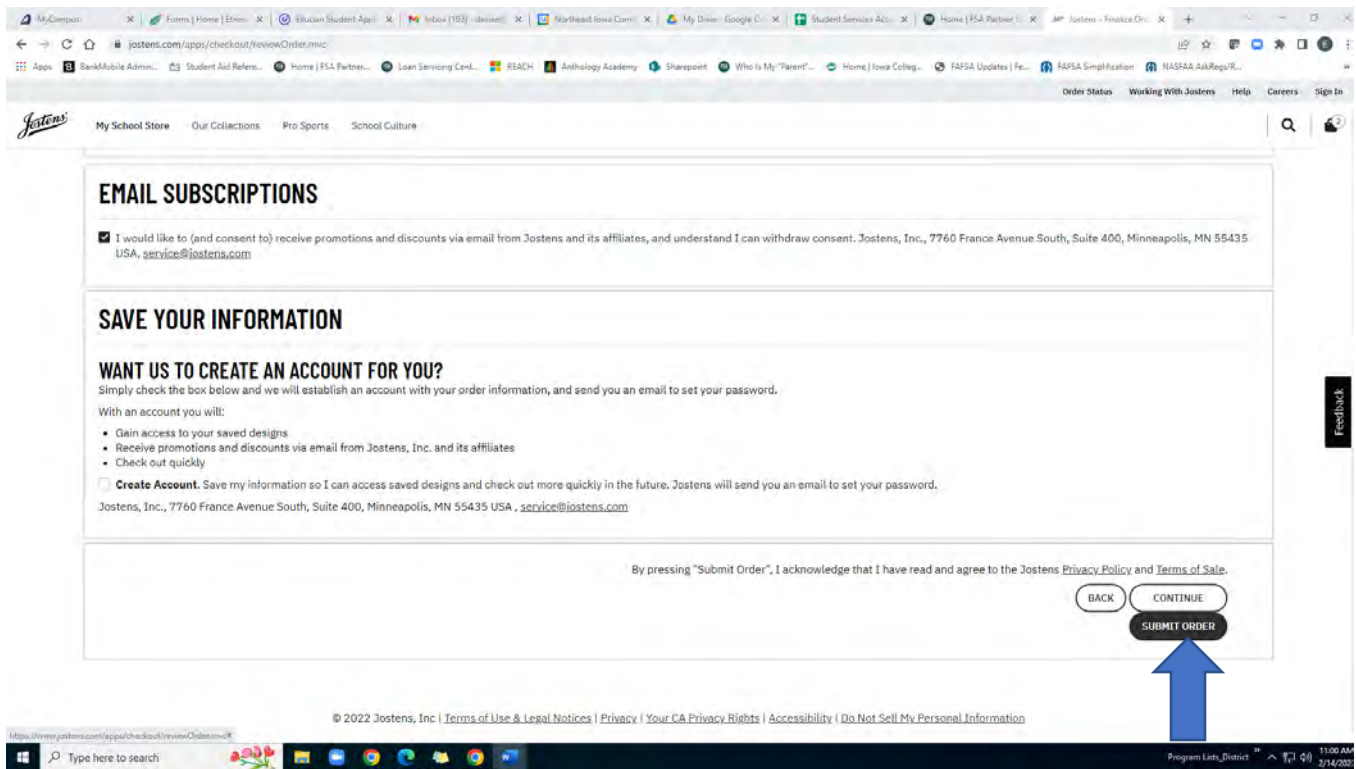
	Associates Cap NORTHEAST IOWA COMMUNITY COLLEGE (CALMAR, IA) Associates Cap Recipient: Test Student	Qty: 1 \$0.00
	Associates Gown NORTHEAST IOWA COMMUNITY COLLEGE (CALMAR, IA) Height: 5ft 10in Weight (lbs): 210 Recipient: Test Student	Qty: 1 \$0.00
		Ships to Northeast Iowa Community College (Calmar, IA) Online ordering deadline: April 09, 2023 Pick up regalia at Registrar's Office. Payment may be required at time of pick-up (policy varies by school).
		Ships to Northeast Iowa Community College (Calmar, IA) Online ordering deadline: April 09, 2023 Pick up regalia at Registrar's Office. Payment may be required at time of pick-up (policy varies by school).
		Sub Total \$0.00
		Service & Delivery Fee \$0.00
		Tax \$0.00
		Order Total USD \$0.00

EMAIL SUBSCRIPTIONS

I would like to (and consent to) receive promotions and discounts via email from Jostens and its affiliates, and understand I can withdraw consent. Jostens, Inc., 7760 France Avenue South, Suite 400, Minneapolis, MN 55435 USA. service@jostens.com

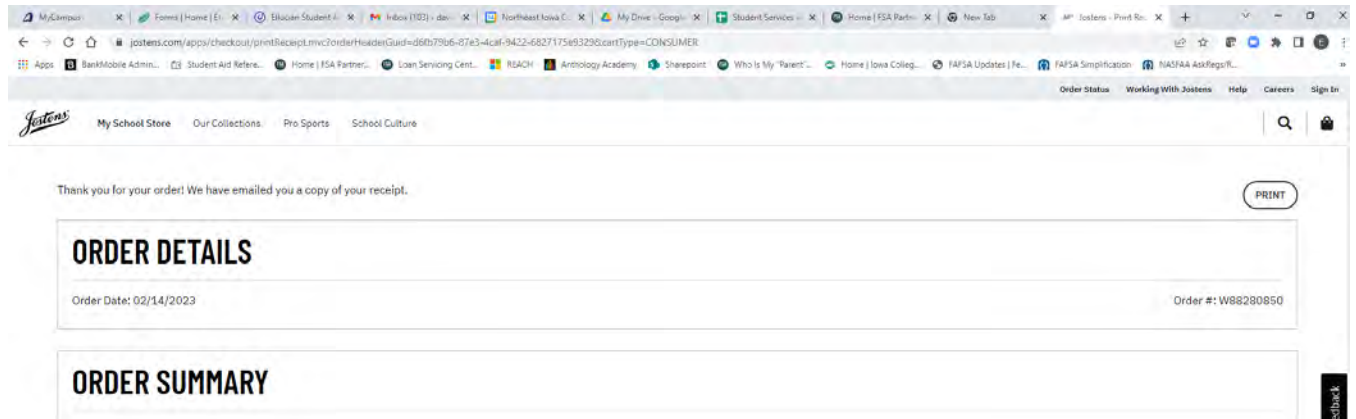


Scroll down to the bottom of the page...



Select "SUBMIT ORDER"

You should then receive your ORDER DETAILS page.
Congratulations, your order is complete!!



Caps and gowns will be shipped to your appropriate campus.

Caps and gowns are provided free of charge to students.

A letter with graduation ceremony details including practice dates and times, dates for cap and gown pickup, and details regarding the night of the ceremony will be mailed in April.