

## Important information about your

### Cap and Gown

If you plan to participate in Commencement the morning of **Saturday, May 5, 2007** you must provide the following information to the Bookstore Staff.

Call 419-448-3437 or email [tubookstore@tiffin.edu](mailto:tubookstore@tiffin.edu)

1. Your Height and Weight (this is not the time to round or estimate weight in order to get a good fit).
2. Do you wish to pick up the cap and gown yourself, or have it sent to you.
3. Confirm your mailing address (if shipping cap and gown).
4. Confirm your degree; MBA, MHA or MSCJ.

You may pick up your cap and gown at the Tiffin University Bookstore (in Tiffin) or the Main Classroom Building on the day of Commencement. When you contact the bookstore, they will provide you with the dates when the cap and gown will be available in the bookstore.

Your cap and gown can be sent from the bookstore to you **NOLATER** than **Friday, April 25, 2007**.

More specific information will be sent about the day's itinerary as we get closer to the event.