

## To UM Faculty,

The deadline to order your regalia for Fall 2023 Commencement is quickly approaching!

If you are participating in Fall Commencement and need regalia, **you must order your regalia by next Monday 11/13/2023**. You can order regalia online using the following information:

1. Go to the [Herff Jones website](#) and use:
2. Customer number 25000519000
3. Order number 5150454

There is a drop-down list with a few faculty names. If you see your name, select it. Most faculty members will need to select the second option, "NEW FACULTY MEMBER", and then click continue to enter their order information.

Faculty orders will ship to the University Center for pickup in UC Room 225. All onsite rentals and faculty regalia will need to be returned to room 225 by 6 p.m. on 12/15. For all questions regarding regalia, please contact Tim McClughen with Herff Jones directly at [trmcclughen@herffjones.com](mailto:trmcclughen@herffjones.com).

Onsite Rentals & Faculty Orders Pickup/Return Schedule:

Wednesday, December 13 – 8 a.m. to 5 p.m.

Thursday, December 14 – 8 a.m. to 5 p.m.

Friday, December 15 – 8 a.m. to 6 p.m.

**Note:** Students will receive different regalia ordering instructions. **Please do not share the above information with students as they will not be able to order regalia using the information above.**

More information about Fall 2023 Commencement is available on the [Commencement website](#).

If you have questions, please email [commencement@umontana.edu](mailto:commencement@umontana.edu).

*This message was sent by the Office of the Provost on behalf of Office of the Registrar to all UM faculty*