

## WHERE AND WHEN DO I PICK UP MY REGALIA (CAP & GOWN)?

Regalia may be picked up in the Text Book Department on the 2nd floor of the Penn Bookstore. Distribution of regalia occurs **Wednesday May 9th through Monday May 14th**

## CAN SOMEONE ELSE PICK UP MY REGALIA?

Yes. Send an e-mail to [CapandGown@upenn.edu](mailto:CapandGown@upenn.edu) from your UPENN e-mail account authorizing the person you name. They MUST present their ID when they come in to pick it up.

## WHAT COMES WITH MY RENTAL REGALIA?

When you pick up your regalia, you will receive four pieces: a gown, a hood, a cap, and a tassel.

## WHAT IF IT RAINS ON COMMENCEMENT DAY?

If there is inclement weather on Commencement day wear a raincoat or poncho over your regalia. Regalia is not designed as rainwear, and may stain lighter colored clothing if wet.

## WHERE AND WHEN DO I RETURN MY REGALIA?

Regalia is returned to the Text Book Department on the 2nd floor of the Penn Bookstore. Regalia may be returned on Monday, May 14th (Commencement Day) until 6PM. All regalia must be returned before NOON on Tuesday, May 15th.

## CAN SOMEONE ELSE RETURN MY REGALIA?

Yes. The person returning the regalia for you will need to have the following information: your name, your address, your phone number, your school, and your degree. (This information is NOT for any type of solicitation, but will be used to match up with your original rental form to make sure that all regalia has been returned.)

## WHAT DO I HAVE TO RETURN?

You will return your gown and your hood. The cap and tassel you may keep as a memento of your graduation.

## WHAT IF I DON'T RETURN MY REGALIA?

Regalia that is not returned will be charged to you at the purchase cost for Custom Regalia.

## WHAT IF I HAVE A QUESTION THAT IS NOT COVERED HERE?

You may call the Penn Bookstore information desk @ 215-898-7595 or e-mail [CapandGown@upenn.edu](mailto:CapandGown@upenn.edu)